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**POLICY RESOLUTION OF THE  
BOARD OF DIRECTORS  
OF  
BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.**

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The undersigned, being the Secretary of BellaVita at Green Tee Homeowners' Association, Inc. (the "Association"), certifies that the attached Policy Resolution was adopted by the Board of Directors of the Association at a meeting duly called and held on November 30, 2011 at which a quorum was at all times present:

**BellaVita at Green Tee Homeowners' Association  
Authorizations Policy**

The Amended and Restated Declaration of Covenant, Conditions, and Restrictions for BellaVita at Green Tee Homeowners' Association, Inc, specifies that the Board of Directors is responsible for the operations of the HOA, including authorizing the payment of all costs and expenses to be paid by the Association; and managing interactions with the police and other legal authorities. The covenants allow the Board to hire a Management Company and a Clubhouse Manager and to utilize committees in the performance of its responsibilities and to authorize them to perform duties in support of the Board.

**Expenditures**

The Board of Directors has a fiduciary responsibility to ensure that reasonable procedures are implemented to regulate the expenses of the Association.

This authorizations policy applies to all expenditures of the HOA, and includes expenditures from the Operating Fund and the Replacement/Reserve Fund.

It is the policy of the Board that all proposed contracts, projects, improvements, purchases or expenses must be approved by the Board at a meeting or by a unanimous consent. The unanimous consent can be obtained by any writing including e-mail and also by phone conference if all Board members are included in the communication and can hear each other.

Although the Board is responsible for approving all expenditures, certain limited approval authority has been delegated as follows:

**Managing Agent** – The Managing Agent, Association Management, Inc. is authorized to sign checks on behalf of the HOA. The Managing Agent is also authorized to pay the following routine expenses without additional approval:

- Utility bills, including electricity, gas, and water
- Payroll expenses, including taxes and payroll administration fees
- Villas Master monthly assessments
- Residential cable invoices
- Management fees as specified in the contract with Association Management, Inc.

**Treasurer** – To facilitate the payment of required taxes, the Board authorized the Treasurer to sign tax returns and approve payment of taxes, including Federal Income Taxes and local property taxes.

**Clubhouse Manager** – To facilitate the operations of the Clubhouse, the Board authorized and provided the following:

1. \$500 per transaction approval authorization to the Clubhouse Manager for routine, customary expenses to satisfy the day-to-day operations of the organization. The \$500 limit applies to the total costs of each project and expenditures may not be split in order to comply with the \$500 limit. Any purchases above the approved authorization limits will require approval of the Board of Directors.
2. Authorization for clubhouse expenditures through approval of contracts. Payments related to clubhouse contracts that have been approved and signed by the Board of Directors do not require additional approval by the Board of Directors. The Clubhouse Manager's approval will be sufficient, and he will be expected to ensure the work has been completed satisfactorily and the invoice amount agrees with the contract terms before approving an invoice.
3. \$5,000 spending limit for emergency work and repairs without prior Board Member approval. The Clubhouse Manager is to notify all Board Members and the Managing Agent as soon as possible of the emergency repair needed and the amount spent on the repair.
4. \$200 petty cash fund for use by the Clubhouse Manager for incidental expenses. The Clubhouse Manager is charged with the responsibility of maintaining the funds and all supporting receipts; requesting reimbursements at least monthly for any amounts used; and providing supporting documentation, including receipts and explanation of business purpose for expenditures.
5. Credit card from a financial institution with a credit limit of \$5,000 to be used for incidental and maintenance purchases on behalf of the organization, in accordance with the approval authorization specified above.
6. Wal-Mart credit card for use by the Clubhouse Manager for routine, customary expenses at locations in which the financial institution credit card is not accepted. The Wal-Mart credit card is to be used only when the credit card from item 5 above cannot be used and in accordance with the approval authorization specified above.
7. Authorization to hire temporary staff on an as needed basis.

**Committee Chairpersons** – To facilitate the operations of the Committees, the Board authorized and provided the following:

1. \$500 annual budget for use by each BellaVita standing committee for incidental expenses. The Committee Chairpersons are charged with the responsibility of providing supporting documentation, including receipts and explanation of business purpose for expenditures and submitting requests for reimbursement to the Clubhouse Manager.

2. \$500 per transaction approval authorization to Committee Chairpersons for payment of budgeted, routine, customary expenses to satisfy the day-to-day operations of the organization. The \$500 limit applies to the total costs of each project and expenditures may not be split in order to comply with the \$500 limit. Any purchases not in the approved HOA budget or that exceed \$500 will require approval by the Board of Directors.
  
3. Authorization for committee expenditures through approval of contracts. Payments related to contracts that have been approved and signed by the Board of Directors do not require additional approval by the Board of Directors. The Project Manager's approval will be sufficient, and he will be expected to ensure the work has been completed satisfactorily and the invoice amount agrees with the contract terms before approving an invoice. In the absence of a Project Manager, the Committee Chairperson's approval will suffice.

**Interface with Legal Authorities**

The Board authorizes each sitting Board Member, the BellaVita Club Manager, and the managing agent, AMI (including their legal representatives) to file and/or execute complaints on behalf of the HOA with the appropriate legal authorities for violations including, but not limited to trespass, vandalism, and threatening acts on the BellaVita at Green Tee common properties throughout the subdivision or in their facilities. This does not preclude or preempt the rights of individual homeowners of property within the subdivision of BellaVita at Green Tee, Harris County, Texas to act in their own behalf to execute appropriate individual legal actions relative to their properties.

EXECUTED on the 26<sup>th</sup> day of December, 2011.

BELLAVITA AT GREEN TEE  
HOMEOWNERS ASSOCIATION, INC.

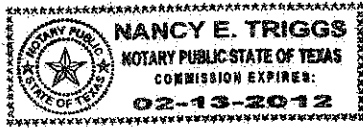
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*we*

By: *Crisoforo Barrera*  
Crisoforo Barrera, Secretary

THE STATE OF TEXAS     §  
  §  
COUNTY OF HARRIS     §

BEFORE ME, the undersigned notary public, on this day personally appeared *Crisoforo Barrera*, Secretary of Bellavita at Green Tee Homeowners' Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 26<sup>th</sup> day of December, 2011, to certify which witness my hand and official seal.



*Nancy E. Triggs*  
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Notary Public - State of Texas

After Recording Return to:  
HOLT & YOUNG, P.C.  
11200 Richmond Ave., Ste. 450  
Houston, Texas 77082

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FILED FOR RECORD  
8:00 AM

JAN - 3 2012

*Stan Stewart*  
County Clerk, Harris County, Texas

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE RENTAL OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

JAN - 3 2012



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS