



MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON DECEMBER 9, 2011 AT THE SALES OFFICE AT N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ron Gerlach, President
Bill Burdick, Vice President
Cris Barrera, Secretary
Dorothy Darden, Director

John Devereux, Director
David Dommert, Treasurer
Elizabeth Woods, Director

IN ATTENDANCE

10 Homeowners were in attendance
Nancy Triggs, Clubhouse Manager
Rod Simpson and Edith Ernwall, representing the managing agent, Association Management, Inc.

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order after the conclusion of a workshop to review proposed changes to the ARC Policies and Standards, additional Association Policies, and amendments to the Bylaws. The president, Ron Gerlach, presided and the managing agent assisted in recording the minutes.

ADOPTION OF AGENDA

On a motion duly made, the agenda was adopted.

ADDITIONAL BUSINESS

Review and Adoption of ARC Policies and Standards: The Architectural Review Committee recommended that the Board increase the pool deposit from \$3,000 to \$5,000. Upon a motion duly made and seconded, the recommendation was approved.

The Architectural Review Committee submitted the revised Architectural Guidelines recommended Board approval and submission for filing. A motion to approve was made and seconded. During discussion, the following amendments to the guidelines were approved:

- Under section A.3.g. homeowner changed to homeowners.
- Under section C.3.b. the second sentence to read "Shingles that are wind and hail resistant, provide heating and cooling efficiencies, and/or solar energy generation must conform to aesthetic requirements as stated in this section."

- Under section C.20.f. add to the first sentence identified time frames regarding the hurricane season to read “(June 1st through November 30th)” and “(but not more than 2 weeks before nor 2 weeks after the season)”.

The motion was modified to accept the amendments. Upon a motion duly made and seconded, the Architectural Guidelines were approved.

Review and Adoption of Additional Association Policies: Ron Gerlach recognized Carol Barber, chair of the Elections Committee. Ms. Barber stated that upon input from the Attorney, an election policy was not mandatory under the law. The Election Committee recommended that no policy be adopted.

The Policy Task Force recommended that the Board adopt an Election Policy that would preserve as much confidentiality as allowable by having the Management Agent count ballots. The recommended policy also incorporated the previously adopted policy that required Election Committee members to resign before the first election mailing was distributed.

A motion was made and seconded to adopt the Election Policy submitted by the Policy Task Force. The Board voted 2-4 against adopting an Election Policy. Mr. Gerlach noted that the procedures in the bylaws would be followed.

Review and Adoption of Amendments to the Association Bylaws: Bill Burdick reviewed the changes to the bylaws to meet the requirements of new legislation and to clean up outdated information including the following:

- Article III, B, Section 3, Notice of Meeting to owners, added working from legislation specifying items for which specific notice is required.
- Article III, B, Section 8 Executive Session, changed ES to Executive Session.
- Article IV, Section 7 Treasurer, added “The Treasurer shall serve as liaison between the Managing Agent and the Board on financial matters” as the next to last sentence. Change wording of the last sentence to “The Treasurer shall be responsible for recommending the Finance Committee Chair and membership appointments for ratification by the Board of Directors”.
- Article V, Section 2, b, Elections Committee, reworded the 2nd sentence to “The Elections Committee shall manage the election and shall cause the ballots to be distributed, collected, tallied and certified, all in compliance with Texas law.”
- Article V, Section 2, c, Architectural Review Committee change ARC to Board in the first sentence.


The Board discussed various changes to the document. Upon a motion duly made and seconded, the Board adopted the Amended Association Bylaws.

The Board agreed that typing changes would be made to the bylaws and they would be sent to the Board for agreement with the changes. Ron Gerlach recommended approval for submitting the approved documents and policies with the caveat that they are not in effect until they are legally reviewed, notarized and filed for recording by January 1, 2012 or thereafter. Upon a motion duly made and seconded, the recommendation was approved.

ADJOURNMENT

There being no further business, the meeting adjourned.

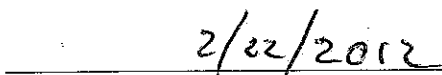
Respectfully Submitted,



Recording Secretary



Approved



Date