



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON FEBRUARY 27, 2013 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ron Gerlach, President

Cris Barrera, Director

Elizabeth Woods, Treasurer

Ruth Southard, Director

David Dommert, Director

Bill Burdick, Vice President

Benny Frank, Director

IN ATTENDANCE

24 Homeowners were in attendance

Laura Bradley, representing the Managing Agent, Association Management, Inc., and Nancy Triggs, Clubhouse Manager were present.

HOMEOWNER/GUEST FORUM

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order. The President, Ron Gerlach, presided and the Managing Agent assisted in recording the minutes.

ADOPTION OF AGENDA

Upon a motion duly made and seconded, the agenda was accepted.

CONSIDERATION OF MINUTES

Upon a motion duly made and seconded, the approval of the Board meeting minutes of January 23, 2013 approved. Elizabeth Woods voted no on the motion to approve the January 23, 2013 minutes. Upon a motion duly made and seconded, the Special Board Meeting minutes of February 11, 2013 were approved.

PRESIDENT'S REPORT

Ron Gerlach's report included the following:

- The Grounds Committee added Donna Ferreri and the Elections Committee filled the vacated position of Joyce Wormser with Barbara Craft.
- Confirmation of Unanimous Consent Motions: The email motion regarding access doors for The Annex was withdrawn for more details.

- Board funds will be used to update the Board perpetual plaque in an amount up to \$100.
- The Clubhouse Committee is updating the party section of the Rules and Regulations document.

TREASURER'S REPORT

Elizabeth Woods reviewed the Treasurer's report. Ms. Woods reviewed a budget comparison for year-to-date for the period ending January 31, 2013, and current year-to-date comparison with 2012. As of January 31, 2013, the Association had total revenue of \$139,330, total expenses of \$121,288, and an operating surplus of \$18,041 resulting in an accumulated operating fund surplus balance of \$469,514.75. The Association also had a reserve fund balance of \$1,168,058.

MANAGEMENT REPORT

Laura Bradley reviewed her written report which included the following:

- January Action Item Report
- The ARC and Delinquent Status report. These were tabled for Executive Session.

CLUBHOUSE REPORT

Nancy Triggs reviewed her written report which included some of the following:

- Upon a motion duly made and seconded, payment in the amount of \$1,196.65 to Konica Minolta for yearly overage use was approved.
- Upon a motion duly made and seconded, the 2013 maintenance agreement with Konica Minolta in an amount not to exceed \$841.23 was approved.
- Upon a motion duly made and seconded, the invoice for access gate clickers to purchase 100 units from H&R Services in the amount of \$2,733.31 was approved.
- Upon a motion duly made and seconded, cellular installation in The Annex for an alarm system at a cost of \$295 and a monthly fee of \$41.95 (one year contract) to Modern Systems was approved.
- Upon a motion duly made and seconded, having the existing security camera in the Annex checked for operational purposes in the amount of \$85 per hour by Modern Systems was approved as part of the Annex renovation expenditures.
- Upon a motion duly made and seconded, the Comcast Business Class contract for internet only service for The Annex in the amount of \$76.95 per month and the installation cost of \$49 was approved with the request to attempt to change the contract terms from 3 years to one year if possible.
- Upon a motion duly made and seconded, the installation of an additional parking lot light outside The Annex in the amount of \$932.03 by Creative Lighting, Inc. was approved. Maintenance manager will install it.

Ron Gerlach announced that the Sales Office (Annex) Task Force has been eliminated now that the planning work for The Annex is done.

COMMITTEE REPORTS

ARC: Jim Moore distributed the existing procedures for response letters to homeowner improvement denials and approvals for AMI to review. Mr. Moore also presented Contractor/Owner Construction requirements for the Boards approval. The approval was deferred for clarification of the wording of the requirements by the Committee.

Clubhouse: The Clubhouse Committee reported the following:

- Upon request a motion duly made for the disposing of the unusable furniture in The Annex by the Clubhouse Committee was approved.
- The Committee made the following additional recommendations relative to the Annex:
 1. Professionally clean the five chairs and sofa. This will be included in the annex renovation project cost and contracted by the clubhouse manager.
 2. The purchase of two card tables and eight chairs for the Bunko Club. The board requested this be reviewed as a part of all the furniture requests for the Annex and brought to the board as a package.
 3. The purchase of a wall-mount system to display resident's art work. The Board voted to allow this subject to resident's signing a release form releasing the HOA from liability or damages before displaying their work. The clubhouse manager will do the procurement as part of the Annex renovation cost.
 4. Installing a 'Library Entrance' sign for The Annex. The Clubhouse manager was assigned this procurement to be paid as a part of the renovation cost.
 5. Leave the library entrance to The Annex open during office hours and maintain the entrance to the main conference room locked except when the room is being used for a large meeting. The clubhouse manager was also assigned the task to have quick release opening bars installed at the main conference room door and the kitchen door as a part of the renovation cost.
 6. Have the books from the library returned directly to The Annex in lieu of returning them to the clubhouse.

Elections Committee: Carol Barber reported that the Election Committee needed additional funding for the cost of the last two mail outs. Upon a motion duly made and seconded a cost of \$3000 was approved for these mailings.

Mrs. Barber recommended combining the Volunteer Reception budgets from the Awards Committee and the Elections Committee reception budget to make this a single event following the Annual HOA meeting on March 27, 2013. The board approved the expenses of up to \$950 for this combined reception.

Finance Committee:

- Carol Grisanti distributed the Finance Committee report for January.
- The Finance Committee recommended David Dommert as the new volunteer Insurance Consultant for investigating competitive rates for 2014. Upon a motion duly made and seconded, David Dommert as the new volunteer Insurance Consultant was approved.

- Upon a motion duly made and seconded, the 2013 Fidelity Flood Insurance Policy expiring 3/22/14 in an amount not to exceed \$1,816 was approved for the Annex.
- The board concurred with the finance committee recommendation that a new account be created at the JSC Credit Union of a money market type and that the treasurer can create this under her authority.

ADDITIONAL BUSINESS

Gate Task Force: Lyle Ganucheau reported on the following:

- Upon a motion duly made and seconded, purchase & installation of barrier gates at the exit, to insure a faster closure, by H&R Services in an amount not to exceed \$7,624 was approved.
- Upon a motion duly made and seconded, an amount up to \$2,000 for a combination of electrical work to the gates and gate signage was approved.

Security Enclosure to Memorial Water Controls: Gene Reddell discussed the veterans request for an enclosure to the Memorial water controls to prevent vandalism. Vandalism has been reported on 3 occasions at the water system and some trees have died due to lack of water. Upon a motion duly made and seconded, permission to construct an enclosure to the Memorial water controls and funded by the Veterans was approved.

VMA Updates: Bill Burdick reported the following:

- There were no new updates regarding MUD #18.
- There would be a Budget Committee formed by the VMA Board after the election of the 2013 VMA Directors is completed and they take office.

BV Board Secretary: Upon a motion duly made and seconded, the appointment of David Dommert as Secretary was approved.

Homeowner Concern Forms:

Two homeowners requested a second gazebo near the hot tub and this was referred to the Clubhouse committee to be handled with a similar item in the Strategic Plan.

An additional form thanked the staff and recommended recognition for their handling the gate change with homeowners. This was referred to the Board as part of the employee review process in March.

A fourth form identified issues with curb subsidence at mailboxes. This was referred to the Facilities committee.

The board concurred with the holding of a gate forum on March 11 to update homeowners on the gate changes and revised process for entrance and exit.

SCHEDULE NEXT MEETING

The following are the March scheduled meetings:

- March 11, 2013, 7:00 p.m. Gate Forum Meeting in the Ballroom
- March 20, 2013, 3:00 p.m. Board of Director's meeting in the Ballroom
- March 27, 2013, 7:00 p.m. Annual Homeowner's Meeting and Volunteer Reception in the Ballroom

- March 28, 2013, 5:00 p.m. Board Organization Meeting

EXECUTIVE SESSION

Executive session was called to consider actions involving personnel, pending litigation, contract negotiations, enforcement actions, matters involving invasion of privacy of individual owners, or matters that are to remain confidential by request of the affected parties and agreement of the Board.

RECONVENE OPEN SESSION

The Board discussed the use of the Ballroom for party rentals and deferred the decision until additional information was provided.

Upon a motion duly made and seconded the board approved a pool fund of \$2,500 as a guideline for employees (less Nancy) annual salary increases. The clubhouse manager was requested to provide a breakdown of salary changes at the March executive meeting.

ADJOURNMENT

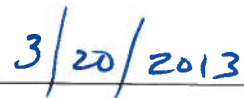
There being no further business, the meeting adjourned at 6:30 p.m.

Respectfully Submitted,


Recording Secretary



Approved



Date