



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON SEPTEMBER 26, 2012 AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ron Gerlach, President, absent
David Dommert, absent
Elizabeth Woods, Treasurer
Cris Barrera, Director

Bill Burdick, Vice President
Benny Frank, Director
Dorothy Darden, Secretary

IN ATTENDANCE

24 Homeowners were in attendance

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

CALL TO ORDER

Due notice of the meeting having been given and a quorum being present, the meeting was called to order. The vice-president, Bill Burdick, presided and the managing agent assisted in recording the minutes.

ADOPTION OF AGENDA

Upon a motion duly made and seconded, the agenda was adopted as corrected.

CONSIDERATION OF MINUTES

After discussion and upon a motion duly made and seconded, the Board meeting minutes of August 22, 2012 were approved.

PRESIDENT'S REPORT

Bill Burdick reported that repairs to the sprinkler system were approved for an amount not to exceed \$3,000 at a special telephone meeting held Aug. 24.

Mrs. Woods questioned whether that meeting was permitted under our bylaws which require 72 hours notice to directors for special meetings.

TREASURER'S REPORT

Elizabeth Woods reviewed the Treasurer's report. Ms. Woods reviewed a budget comparison for year-to-date for the period ending August 31, 2012, and current year-to-date comparison

with 2011. As of August 31, 2012, the Association had total revenue of \$1,100,562 and total expenses of \$1,045,270 and an operating surplus of \$55,292. Ms. Woods also reported BellaVita currently has 601 homes complete as of August 31, 2012.

Ms. Woods reported that the Reserve Expenditures included replacing clubhouse a/c's, house painting, and pool repairs.

Ms. Woods discussed several issues regarding BellaVita's financial accounts. Research has been completed on the AMI administrative fees that were questioned by the Finance Committee and a refund of \$1,972 is expected. Although progress has been made in updating signatures with financial institutions, new signature cards and bank instructions have not been done for Amegy Bank and its affiliates, including the credit card account, and Capital One for both the operating account and money market account. Discrepancies were discovered on various certificates of deposit accounts for both principal balances and interest payments, and a review is in process to ensure all certificates of deposit are properly reported. Mrs. Woods expressed concerns with the delays in moving certificates of deposit into a money market account and delays in implementing positive pay at Amegy Bank. She also emphasized the importance of obtaining appropriate approval before invoices are paid.

MANAGEMENT REPORT

Laura Bradley reviewed her written report. She is waiting for the Communications Committee's recommendations on what BellaVita would like to have included regarding the use of the IRIS system.

CLUBHOUSE REPORT

Nancy Triggs reviewed her written report.

Upon a motion duly made and seconded the cancellation of the contract with Express Electric due to no-show was approved.

Upon a motion duly made and seconded the acceptance of the bid by Warfield Electric in the amount of \$1,700 for the addition of pool lighting and pool breaker upgrade was approved.

Mrs. Triggs reported that she utilized the board-delegated authority for emergencies and authorized roof repair by BrinkMann Roofing in the amount of \$4,125.

Nancy Triggs will get two additional quotes to be included with the quote received from ProMaxima for contract services of maintaining the fitness equipment.

Ms. Triggs reported that October maintenance after Mistletoe Market includes carpet cleaning (whole clubhouse), window washing, and service and maintenance on

ballroom partitions. Upon a motion duly made and seconded, an amount not to exceed \$750 was approved for the carpet cleaning.

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Upon a motion duly made and seconded, the purchase of an ice machine for up to \$5,000 was approved.

Upon a motion duly made and seconded the replacement of the kitchen a/c unit in an amount not to exceed \$8,000 was approved.

COMMITTEE REPORTS

Finance Committee Update: Margo Green handed out the Finance Committee's suggested 2013 operating budget and four scenarios for the reserve study to the Board members. Because the Villas Master assessment has not been set and the Board has not decided which method will be used for fencing replacement, she asked that a workshop be set up with the Board as soon as possible after Ron Gerlach returns. Ms. Green asked that each Board member bring his packet to the workshop.

Community Relations: Carol Barber gave a report on the age survey and requested a deadline for homeowners to return them. Laura Bradley will review the Age Restricted Community Policy and recommend the time-frame for receiving the age surveys based on the legal requirements. The Board will give a reply at the October 24, 2012 Board of Directors' meeting.

Elections Committee: Carol Barber announced that Elections for the Board of Directors would be coming up soon and distributed the Election Committee's recommended Schedule of Election Events to the Board. The Board voted and approved the schedule.

Grounds Committee: Becky Spedden gave a report on the landscaping needs of the Association. Upon a motion duly made, seconded, and approved, landscaping on the southwest side of clubhouse was added, and, including dirt work of the tiered vegetation wall near the pool, the cost was increased from \$4,000 to a cost not to exceed \$5,500.

Clubhouse Committee: Upon a motion duly made and seconded, the committee's recommended change to the Rules & Regulations document relating to motorized vehicles on BellaVita's streets was denied.

Mike Sanders reported that bids are being sought for the ballroom carpet replacement.

Nature Reserve Committee: Larry Alvarez, Chairman, was not present and will give a report at the October Board meeting.

Facilities Committee: Benny Frank read the Facilities Committee email from Chairman Fred Fargo regarding a disagreement with Finance Committee, and Finance Committee Chair Margo Green presented her rebuttal.

ADDITIONAL BUSINESS

VMA Updates: Bill Burdick stated that there will be a budget preparation workshop held on Wednesday, October 3, 2012.

Sales Office Task Force: The initial changes proposed for the Sales Office were discussed. Upgrades include, but not limited to, stair access to the attic, removal of temporary walls, restructuring attic beam supports, patio enclosure with storage for items including golf cart, remodeling the entryway, and finishing as needed. This will be done following the Architectural Committee review procedures. Upon a motion duly made and seconded, improvements to the sales office in the amount of \$5,000, including attic stairs in the amount of \$571, were approved.

Homeowner Concerns: Dorothy Darden read three concern forms and discussed the new procedures for submitting them.

Strategic Plan: A review draft of the Strategic Plan was included in the Board packet for review. Bill Burdick stated the date of the next workshop will be announced soon.

SCHEDULE NEXT MEETING

The next regular meeting of the Board of Directors is scheduled for October 24, 2012 at 3:00 P.M. in the Club Bellavita Ballroom.

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

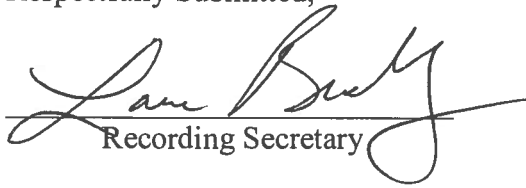
The Board discussed procedural actions for delinquent homeowner accounts during Executive Session.

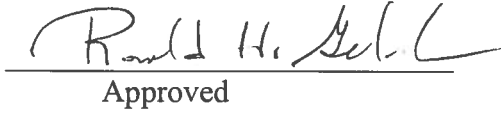
ADJOURNMENT

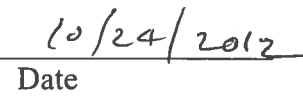
There being no further business, the meeting adjourned at 5:40 p.m.

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Respectfully Submitted,


Recording Secretary


Approved


Date