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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON FEBRUARY 22, 2017 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX 77581.**

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**DIRECTORS PRESENT**

Ron Gerlach, President  
Billy Potter, Secretary  
Bill Burdick, Director

Dianne Clement, Vice President  
Ken Wright, Director  
Fritz Ring, Director

**IN ATTENDANCE**

16 Homeowners were in attendance.  
Michelle King, Community Manager representing FirstService Residential

**HOMEOWNER FORUM**

- No Requests to Speak

**CALL TO ORDER**

Due notice of the meeting having been given and a quorum being present, the meeting was called to order at 3:05PM. Ron Gerlach, presided and Michelle King assisted in recording minutes.

**ADOPTION OF AGENDA**

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

**CONSIDERATION OF MINUTES**

Upon a motion duly made and seconded the January 2017 Board meeting minutes were approved as presented

**RATIFICATION OF ELECTRONIC VOTES**

- February 6, 2017: Spa heater repairs (\$4388.75)
- February 10, 2017: Acceptance of lowest flood insurance value (\$300k) for Annex
- February 21, 2017: Acceptance of an individual to lease a home (52 years old)

**PRESIDENT'S REPORT**

- Request to schedule officer's election immediately following Annual Meeting
- Upon motions duly made and seconded, the Board approved
  - Acceptance of lowest flood insurance value (\$300k) for Annex
  - County to use facility on November 7, 2017 for USA general election
  - Steve Wynn, Manager, as signature authority on the BellaVita HOA Visa credit card and have review, usage authority, card custody, and JSC Credit Union account access.

## **OPEN COMMENTS BY BOARD MEMBERS**

Dianne Clement

- Thanked Gate Task Force for work and support in gathering information and recommendations

## **TREASURER'S REPORT**

- January 2017 Financials
  - Operating Accounts: \$475,452.87
  - Reserve Accounts: \$326,517.90
  - Operating Expenses: \$135,390.37
- The \$18,156.02 surplus on January's financials may be misleading due to the codes moved from Reserves to Operating since these funds are for painting, door refinishing, and sidewalk repairs which will be utilized later in the year.
- Rusticapes has issued a credit of \$1800; awaiting refund check which will be coded to Seasonal Color

## **MANAGING AGENT'S REPORT**

- Front desk is assisting with updating Connect
- The overnight patrol contract is under negotiations

## **CLUBHOUSE MANAGER'S REPORT**

- Two new front desk employees have been hired
- Shinece and Ron will be working on Annual Meeting PowerPoint presentation
- Lounge chairs repairs have been made and will be delivered on February 22
- Mark is working on pressure washing the deck area
- Steve is working with the Audio/Visual Task Force

## **COMMITTEE REPORTS**

Elections Committee

- Thanked Ron Gerlach, Billy Potter, and Bill Burdick for committing to another term
- The final mail out was sent on February 22, 2017
- The Annual meeting will be on March 22, 2017

Facilities Committee

- Light Poles: Repair/Replace all 6 units
  - FSG: \$46,000
  - Victory Lighting: \$51,600 without replacing bases (additional \$4,000 each)
  - Committee recommended contract with FSG but upon further discussion the motion was amended to award contract to Victory Lighting due to experience and recommendations on scope of work. Motion passed and contract award to Victory Lighting.
- Pool, Spa, Fountain Maintenance: 2-year contract, two visits per week
  - Miller Pool: \$24,600/year
  - ASP: \$20,800/year

- Recommendation to secure contract with ASP was seconded and passed. Contract will begin April 1, 2017.
- Gate Maintenance: 3-year contract, 1 visit per quarter
  - H&R Operators: \$2400/year
  - Gates in Motion: \$3,660/year
  - STU: \$2,700/year
  - Recommendation of renewing H&R Operators contract seconded and approved
- Door repainting will resume in April

#### Clubhouse Committee

- Piano bench has been repaired
- Poker chairs are expected to last an additional year before replacement; tension needs to be tightened to prevent leaning back too far, potentially falling backwards
- Rodent invasion in pantry has been addressed; food has been placed in appropriate containers and pantry cleaned
- Dumpster is for the use of Clubhouse, not residents.
  - Considering amending Clubhouse Rules and Regulations to address this issue
  - Also amend Clubhouse Rules and Regulations to include bereavement policy
- Purchase of automatic floor/carpet cleaner is under consideration

#### Contracts Subcommittee

- HOA Management: Request for Proposal has been sent out
- Landscape Contract: developing scope of work
- Tree Trimming: Steve and Mark trimmed some trees, reducing the number of trees requiring to be outsourced

#### **ADDITIONAL BUSINESS**

- Upon a motion duly made and seconded, the Board approved amending the Bylaws to reflect three-year terms rather than two-year terms for Directors

#### MUD #18, Ron Gerlach:

- No Report

#### Villas Master, Bill Burdick

- Task force meeting with Modern Systems on February 23, 2017
- Still exploring resolution for Villa D'Este back gates
- Villas Master Annual Meeting is set for April 27, 2017

#### Homeowner Concern Forms, Billy Potter

- Back yard overgrowth
- Tree in preserve has a limb hanging into back yard and may cause damage to fence
- Piano bench requiring repairs (completed)
- Owners not picking up after dogs

**NEXT SCHEDULED MEETING**

- The next scheduled Board meeting will be held on March 15, 2017 at 3:00pm due to Annual Meeting scheduled for March 22, 2017 at 7:00pm

**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**

- No action required

**ADJOURNMENT**

There being no further business, the meeting adjourned at 5:25PM

Respectfully Submitted,

  
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Billy Potter - Recording Secretary

3/15/2017  
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Date