



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON JULY 23, 2014 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.

DIRECTORS PRESENT

Ruth Southard, President Ron Gerlach, Vice President Carol Barber, Director
Benny Frank, Director John Rodriguez, Secretary Marc Wormser, Treasurer

Bill Burdick was not present.

IN ATTENDANCE

22 Homeowners were in attendance

Tami Smith, Community Manager representing, FirstService Residential and Nancy Triggs, Clubhouse Manager, were present.

CALL TO ORDER

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

ADOPTION OF AGENDA

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

CONSIDERATION OF MINUTES

Upon a motion duly made and seconded, the Board Meeting minutes from May 28, 2014 were approved.

Upon a motion duly made and seconded, Special Called Meeting Minutes from June 14, 2014 were approved.

CONSIDERATION OF ELECTRONIC VOTES

Electronic votes held and approved in June of 2014 were as follows:

- Fence construction field adjustments on June 3, 2014
- Adding Connie Harry to the ARC Committee on June 8, 2014.
- Additional hours for the fence contractor on June 20, 2014
- Spending \$700 for Staff Development seminar on June 30, 2014

Electronic votes held and approved in July of 2014 were as follows:

- To pay \$2,191.13 to Lake Management for chemical treatment

PRESIDENT'S REPORT

Ruth Southard thanked all the members of the Fence Project committee for the hard work and dedication.

Ruth asked that all Board members have revisions for strategic planning submitted by the end of August.

The legal written opinion on the Comcast contract requested by the Finance Committee was read.

Bill Bell resigned from the facilities committee.

Don Jensen resigned from the finance committee.

OPEN COMMENTS BY BOARD MEMBERS

Carol Barber offered thanks to all the homeowners who have beautiful yards.

TREASURER'S REPORT

Marc Wormser reported that the income is down by about \$200. The expenses increased by \$57,034 but the budget should balance out by year end.

The treasurer's Report was filed for audit.

Marc Wormser reported that the payments for the fence construction are proceeding according to plan.

MANAGEMENT REPORT

Tami Snell held her report for Executive Session.

CLUBHOUSE MANAGER'S REPORT

Nancy Triggs presented the report:

- Concrete Raising Corporation will repair two areas for \$448.
- The Large Lake has a large algae population. The second of three treatments has been completed.
- Upon a motion duly made and seconded, the Clubhouse activity calendars for August through December were accepted.
- Upon a motion duly made and seconded, the clubhouse will contribute \$200 to the Christmas decoration committee for 2014. Nancy Triggs will include the contribution in her 2015 Budget.

COMMITTEE REPORTS

ARC: Jim Moore will forward the 'black lined' version of the ARC Guidelines to FSR for recording.

Clubhouse Committee: Upon a motion duly made and seconded, the Rules and Regulations were approved to be recorded as the Bellavita Rules and Regulations and will include the section on the entrance gate.

Elections: Connie Harry presented proposed 2015 election schedule with 2014 costs for budget planning.

Upon a motion duly made and seconded, the 2015 election schedule was approved.

Upon a motion duly made and seconded, the return address for ballots will be changed to BellaVita Clubhouse.

Facilities: Don Jensen presented a proposal for Concrete Raising Corporation to repair expansion joints and level cement slabs.

Upon a motion duly made and seconded, the proposal for Concrete Raising Corporation was approved in an amount not to exceed \$12,000.

Grounds: The committee is in the process of reviewing the Rusticscapes contract. Ruth Southard asked the Board to offer suggestions to the committee on how to adjust the contract gutters clause.

TASK FORCE

Fence: Ron Lauve (Project Manager); Billy Potter (Quality Control); Tom Rohwer (Technical Advisor); Connie Harry (Communications)

Ron Lauve reported that the first invoice payment was short paid by \$2,117.03 due to discrepancies in the measurement of completed work and six (6) gates did not meet the contract specs. A list of issues, as well as positives was presented. The contractor has not repaired the damages to the sprinkler system and the Board requested contacting an attorney and getting a recommendation on how to proceed with getting the damages repaired.

The Fence Task Force will prepare a letter for homeowners outlining the wood warranty, guidelines on products for sealing the fence and guidelines for attaching things to the fence. Ron Lauve plans to hand deliver the letter to each home as the fence is completed.

Maintenance of old fences continues to be an issue. FSR will inform homeowners who report fence issues that a committee member will evaluate the issue. Only emergency repairs will be made.

ADDITIONAL BUSINESS

Policy Updates:

Upon a motion duly made and seconded, the Records and Retention policy was approved and will be recorded as approved.

Upon a motion duly made and seconded, the removal of the recorded Meetings policy from the recorded document list was approved.

Upon a motion duly made and seconded, the removal of the recorded Authorization policy from the recorded document list was approved.

Upon a motion duly made and seconded, the Access to Records policy was approved and will be recorded as approved.

Upon a motion duly made and seconded, the appointment of Carol Barber as the Historian of the Governing Documents for Bella Vita was approved.

Document Destruction: The Board would like the procedure for document destruction and an estimate of how much this community has to be destroyed so we can calculate cost of destruction vs. cost of storage.

Comcast: Tami Smith will forward contact information for Comcast Representative to the Board for possible contract re-negotiations.

Homeowner Concern Forms: John Rodriguez presented a spreadsheet of the forms. Tami Smith asked for a list of committee meeting schedule in order to include the information in the acknowledgement letters.

Payment Plan Form: The proper payment plan form will be added to the Payment Plan policy and posted on the website.

SCHEDULED NEXT MEETING

The Board Workshop scheduled for August 27, 2014 at 3:00 P.M. will be a Budget workshop.

The next regular meeting of the Board of Directors is scheduled for September 24, 2014 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

Late fees will be appropriately applied to the homeowners who are not in arrears.


Upon a motion duly made and seconded the Board agreed to waive outdated fees from 2013.


Personnel Task Force was formed to review the employee job descriptions, the forms used for reviews and procedures of reviews.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:05 p.m.

Respectfully Submitted,


Recording Secretary


Approved

10-7-2014
Date