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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC. HELD ON SEPTEMBER 24, 2014 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ruth Southard, President      Ron Gerlach, Vice President      Carol Barber, Director  
Marc Wormser, Treasurer      Bill Burdick, Director

John Rodriguez, Secretary was present via teleconference.

**IN ATTENDANCE**

29 Homeowners were in attendance

Raquel Rodriguez, Substitute Community Manager representing, FirstService Residential was 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 Raquel Rodriguez assisted in recording the minutes.

**ADOPTION OF AGENDA**

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

**CONSIDERATION OF MINUTES**

Upon a motion duly made and seconded, the Board Meeting minutes from July 23, 2014 were approved.

Upon a motion duly made and seconded, Special Called Meeting Minutes from August 6, 2014 were approved.

**PRESIDENT'S REPORT**

Ruth Southard reviewed the roles and responsibilities, as defined in the By-Laws, for all in a leadership role for BellaVita.

Budget 2015 has been challenging and continues to be evaluated. The fence project moving slowing will be advantageous to the budget.

The Comcast contract has been reviewed and is not in the fiscal interest to cancel.

Ruth Cheek and Joan Cummings resigned from the finance committee.

President announced the receipt of resignation from Benny Frank effective September 4, 2014.

Upon a motion duly made and seconded, the Board agreed to leave the vacated Board position open until the homeowner's election in the spring of 2015.

### **OPEN COMMENTS BY BOARD MEMBERS**

Carol Barber reported that Neighborhood Night Out October 7, 2014 will take place in the Club House parking lot at 6 pm. Everyone needs to bring a chair and a dish to share. The Board has approved a \$500 donation to the event.

### **TREASURER'S REPORT**

Marc Wormser reported that the budget should balance out by year end. It appears that the HOA will not need to borrow money for the fence project as previously thought.

The Treasurer's Report was filed for audit.

The Audit for 2013 is still in process.

### **MANAGEMENT REPORT**

No report at this time.

### **CLUBHOUSE MANAGER'S REPORT**

Ruth Southard presented the report:

- New temporary maintenance tech has been hired
- Clubhouse roof has been repaired
- 2015 calendar was approved
- Remaining funds at the end of 2014 will be spent on LED light bulbs

### **COMMITTEE REPORTS**

ARC: Jim Moore proposed that the ARC guidelines be changed to not allow house numbers painted on curbs. The proposal was approved.

Clubhouse Committee: Upon a motion duly made and seconded, the Veterans club proposal that they will pay to replace all kitchen counter tops with stainless steel was approved.

Upon a motion duly made and seconded, the Men's Club proposal that they will pay to replace the Front Desk counter top with granite was approved.

Facilities: Don Jensen presented a proposal for members of the Storage Task Force. This task force will remain under the Facilities committee.

MUD will provide funding for the tree removal.

Grounds: Upon a motion duly made and seconded, the RusticScapes 2015 contract, with no increase in price, was accepted.

#### **TASK FORCE**

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

Ron Lauve reported that 124 fences have been replaced, which is 20% of the neighborhood.

#### **ADDITIONAL BUSINESS**

Document Destruction: BellaVita has 21 boxes in storage. The board will advise as how to proceed with hold or shred.

Closing Contribution: Upon a motion duly made and seconded, the capital contribution made by home buyers at the closing of purchase was raised to \$1000, was approved. The change will be effective January 1, 2015.

Clubhouse Manager Expenditures: The Board authorized the Clubhouse Manager a \$500 per transaction approval for routine/customary expenses to satisfy the day-to-day operations. The \$500 limit applies to total cost of each project and expenditures may not be split in order to comply with the \$500 limit.

Payments related to contracts that have been approved and signed by the Board of Directors do not require additional approval.

Upon a motion duly made and seconded, \$5,000 spending limit was set for emergency work and repairs without prior approval for the Board of Directors. Notice will be send to the Board of Directors and the managing agent as soon as possible of the emergency needed and the amount spent.

Credit card, with a \$5,000 limit may be used for incidental and maintenance purchases.

The Board authorized the Clubhouse Manager to hire temporary staff on an as needed basis.

Committee Chair Expenditures: The Board authorized the committees to process transactions that fall within the approved operating budget without additional approval by the Board of Directors.

Payments related to contracts that have been approved and signed by the Board of Directors do not require additional approval.

Villas Master Updates: Bill Burdick reported that the wall on Scarsdale has been power washed.

The next Villas Master Board Meeting is scheduled for October 27, 2014.

Homeowner Concern Forms: John Rodriguez presented a spreadsheet of the forms.

**SCHEDULED NEXT MEETING**

Homeowner Forum for Villa Verde & Bella Vita shared fence project will be held on September 27, 2014 at 10:30 am in the Annex.

The Board Workshop scheduled for October 22 at 3:00 P.M. will be a Strategic Plan/Budget workshop.

The next regular meeting of the Board of Directors is scheduled for November 19, 2014 (due to Thanksgiving) 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**

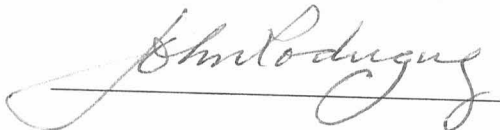
No need to reconvene.

**ADJOURNMENT**

There being no further business, the meeting adjourned.

Respectfully Submitted,

  
Recording Secretary

  
Approved

11/19/14  
Date