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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 NOVEMBER 28, 2012 AT 3:00 P.M. AT 1548 N. RIVIERA CIRCLE, PEARLAND, TX. 77581.**

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**DIRECTORS PRESENT**

Ron Gerlach, President  
Bill Burdick, Vice President  
Elizabeth Woods, Treasurer  
Dorothy Darden, Secretary

David Dommert, Director  
Cris Barrera, Director  
Benny Frank, Director

**IN ATTENDANCE**

19 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 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**

After discussion and upon a motion duly made and seconded, the Board meeting minutes of October 24, 2012 were approved as amended.

**PRESIDENT'S REPORT**

Ron Gerlach reported on the following items:

- Don Velazquez has been added to the Clubhouse Committee
- The City of Pearland reported that the section of the water line coming into the back of BellaVita from Dixie Farm Road should be complete in two weeks.

**TREASURER'S REPORT**

Elizabeth Woods reviewed the Treasurer's report. Ms. Woods reviewed a budget comparison for year-to-date for the period ending October 31, 2012, and current year-to-date comparison with 2011. As of October 31, 2012, the Association had total revenue of \$1,394,249, total expenses of \$1,300,737 and an operating surplus of \$93,512, resulting in an accumulated operating

fund balance of \$486,434. The Association also had a reserve fund balance of \$1,078,003.

Upon a motion duly made and seconded, the Board approved opening additional accounts at Chase Bank and U.S. Bank. In order to ensure that funds are FDIC insured after the expiration of unlimited insurance on non-interest bearing transaction accounts, the primary banking account for the operating funds will be Capital One and the primary Banking account for reserve funds will be Amegy Bank, which should result in aggregate balances of less than \$250,000 at any one financial institution.

Authorized signers will be all board officers and designated AMI personnel. The Managing Agent will arrange for signature cards on the new accounts and will also ensure the signature cards with Amegy Bank and Capital One are updated with current authorized signers.

#### **MANAGEMENT REPORT**

Laura Bradley reviewed her written report which included some of the following:

- A Variance Report on specialized billing for management fees
- November Action Item Report
- The ARC and Delinquent Status report 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, the cleaning, spot cleaning, and application of Scotchguard Carpet Protector for the Clubhouse carpet by ServiceMaster Cleaning Pros, in an amount not to exceed \$540 plus tax, was approved. Ballroom carpet is not included, since it will be replaced.
- Upon a motion duly made and seconded, getting the existing lightning protection system inspected and acquiring certification by Bonded Systems, Inc. in an amount not to exceed \$1,390 plus tax was approved.
- Upon a motion duly made and seconded, extending the Comcast Service to The Annex in an amount not to exceed \$20 per month.
- Upon a motion duly made and seconded, the proposal from Pro Maxima for preventative maintenance in an amount not to exceed \$250 per quarter was approved.
- Upon a motion duly made and seconded, the request by UPS to use BellaVita as a Distribution Center during the Holiday Season was approved. UPS will store a trailer that has room to contain a golf cart. Packages will be delivered to BellaVita homeowners by means of the golf cart which will help eliminate the traffic of the large UPS trucks.

### **COMMITTEE REPORTS**

Award Committee: Ruth Southard handed out the chosen card to be used for the 2012 Christmas season. The winner of the 'Naming of the Sales Office Building' Contest was John Kaltenbach. The new name of the building will be 'The Annex'.

Finance Committee Update: Margo Green reported that the Finance Committee and Treasurer concur with the decision to open two new money market accounts of \$245,000 each in two new banks of the Board's choosing. By opening these accounts and moving monies from accounts whose balance will exceed \$250,000, BellaVita's accounts will continue to be FDIC insured.

Ms.Green announced that due to her upcoming move she would be stepping down as Chairman and member of the Finance Committee effective Dec. 20, 2012.

Clubhouse Committee: Mike Sanders and Lloyd Lambert reported that Art & Floors had miscalculated measurements for the Ballroom carpet placement. This caused an increase of \$3,300. Mr. Sanders and Mr. Lambert recommended that Art & Floors still be the contractor used. Upon a motion duly made and seconded, a contract with Art & Floors to replace the Ballroom carpet in an amount of \$24,975.25 was approved. Laura Bradley will have the check cut tomorrow for the 50% down payment to Art & Floors.

Communications Committee: Thordean Campbell reported that the "BVnews4U" e-mail system is being developed to expand communications in the community and will be replacing the IRIS system and the "neighborhood news 4U". The new system works through AMI's MaxTrac system and all e-mail addresses can be updated through the BellaVita Clubhouse front desk personnel or an AMI Service Specialist. Ms. Campbell read suggested guidelines and the Board asked the Clubhouse Committee to make revisions to the Clubhouse Rules and Regulations. We will request a refund in full of what we paid AMI for IRIS.

### **ADDITIONAL BUSINESS**

VMA Updates: Bill Burdick reported that the concrete fence along Scarsdale was damaged by a motorist and the repair will be covered by that person's insurance.

Mr. Burdick also reported that the 2013 Villas Master Budget was completed and approved.

Sales Office Task Force: Bill Burdick reported that he is preparing to give an update on how the Annex will be used. Village Builders will not be utilizing office space in the Annex.

Dennis Akkola will be joining the Facilities Committee.

Homeowner Concern Forms: Dorothy Darden distributed 4 homeowner concern forms consisting of the following:

- Request for a puppy park
- Need for 2 good exercycles in the workout room; the need for repair of a computer in the computer lab.
- Concerns regarding pet waste in the street and near mail boxes
- Problems with a weed growing behind a house along Riviera Circle.

Strategic Plan: Ron Gerlach distributed the Strategic Plan, which will be discussed after board members have had time to review it.

**SCHEDULE NEXT MEETING**

The next regular meeting of the Board of Directors is scheduled for December 19, 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.

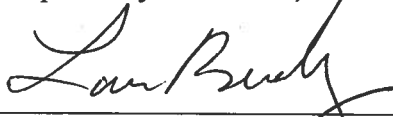
**RECONVENE OPEN SESSION**

The Board discussed procedural actions for delinquent homeowner accounts during Executive Session. The Board also discussed and approved Christmas bonuses for employees of BellaVita.

**ADJOURNMENT**

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

Respectfully Submitted,

  
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Recording Secretary

  
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Approved

  
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Date