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**POLICY RESOLUTION OF THE  
BOARD OF DIRECTORS  
OF  
BELLAVITA AT GREEN TEE HOMEOWNERS ASSOCIATION, INC.**

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The undersigned, being the Secretary of BellaVita at Green Tee Homeowners' Association, Inc. (the "Association"), certifies that the attached Meetings Policy was adopted by the Board of Directors of the Association at a meeting duly called and held on November 30, 2011 at which a quorum was at all times present:

**BellaVita at Green Tee Homeowners Association  
Meetings Policy**

**Policy.** The Board of Directors of BellaVita makes all meetings open to all residents of BellaVita, including access to our neighborhood website, wherein news, board meeting minutes and all dedicatory instruments are located.

**Board meetings defined.** Sec. 209.0051 of the Texas Property Code defines a board meeting as a deliberation between a quorum of the voting board of the association, or between a quorum of the board and another person, during which association business is considered and at which the board takes formal action. It does not include the gathering of a quorum at functions unrelated to the business of the association. For the meeting to be duly constituted, the proper person must preside, and a quorum must be present. The president presides at all meetings of the board and at meetings of the owners. In the absence of the president, the vice president will preside. If both officers are absent, the meeting can elect a chairperson to preside. Before the presiding officer calls a meeting to order, he must determine that a quorum is present, as defined in the BellaVita Bylaws. In the event there is not a quorum, the presiding officer calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn. The only business that may be conducted at a meeting without a quorum is to take measures to obtain a quorum, to schedule another meeting, and to adjourn.

**Open meetings.** All regular and special board meetings will be open to all homeowners. Determination of a quorum will include ballots and proxies, if any, at the annual meeting. The board will keep minutes of all meetings and make the approved minutes available to owners.

**Executive sessions.** The board may adjourn and reconvene in closed executive session to consider personnel issues, pending or threatened litigation, contract negotiations, enforcement actions, confidential communications with the association's attorney, matters involving invasion of an owner's privacy, or matters the owners and the board have agreed shall remain confidential. The decisions made in the executive session will be summarized orally in general terms (without breaching any confidentiality) and placed in the minutes. This will include any expenditures approved. The board will then

reconvene in open session to consider and take any necessary action with respect to any matters considered during the Executive Session.

**Notice of board meetings.** Homeowners will be given notice of board meetings, including the date, hour, location and general description of those topics to be discussed during the executive session. The meeting notice to homeowners will be provided 72 hours in advance by posting on the clubhouse bulletin board and the association website. In addition any homeowner who has requested such notice by email, and who has furnished the association with an email address, will be so notified. Owners are responsible for keeping their email address updated.

**No notice required.** The board may meet without any notice to the owners for meetings by telephone, electronic or other alternative methods whereby all directors may hear and be heard by the other directors, or when the board acts by unanimous written consent for routine or administrative matters. However the board may not, without notice to the owners, meet and vote on matters involving fines, damages, assessments, foreclosure actions, enforcement actions (other than TROs or violations involving a threat to health or safety), assessment increases, special assessments, a denial of architectural control approval, or suspension of an owner's right before the owner has had an opportunity to attend a board meeting and present a defense. Any actions taken by the board without notice to the homeowners will be summarized orally (including explanation of any known, actual or estimated expenditures approved) and placed in the minutes of the next regular or special board meeting.

**Resident request to speak at board meetings.** Residents are encouraged to communicate with members of the HOA board of directors. There are several avenues of communication available:

- Email any board member. Email addresses are available on the resident page of the website and posted in the Weekly Newsletter.
- Call any board member.
- Complete a Homeowner Concern Form, available on the website and at the clubhouse. This form must be submitted to the clubhouse desk by noon the day before the board meeting.
- Address the board at the next meeting. A Speaker Request Form must be completed and submitted to the board secretary by noon the day before the board meeting. The form is also available on the website and at the clubhouse. The speaker may address the board before the beginning of the agenda business or in the following Executive Session. The speaker may speak for three (3) minutes.

**Procedures for recording and publishing board meetings.** The HOA Board has designated AMI as recording secretary with the following tasks:

1. Board members will receive agenda and previous meeting minutes in the board packet at beginning of the meeting.
2. After approval of previous meeting minutes, the board president will sign them. Minutes will include the name of the HOA, date, time and location of the meeting.

3. Minutes will include the same items as listed on the agenda, in addition to those who were presented at the meeting, and those who attended.
4. Minutes will be written in the order that the items appeared on the agenda. If items were discussed in a different order, that should be explained at the start of the minutes.
5. When listing those present the name of the individual and the position they represent will be given. Board members will be listed in alphabetical order (by surname) with the president identified as (President) written after the name.
6. The disposition of the minutes of the last meeting will follow by stating the date of said meeting and that the minutes were approved.
7. The financial report will include the ending date of the report with the specifics of the balances at that time. The comparison to budget and/income to expenses will be included in the report.
8. Action points will follow, recording the actions to be taken after the meeting and by whom. This will be recorded at the end of the paragraph in which it is agreed.
9. The date, time and location of the next meeting will be recorded at the close of the minutes, followed by the statement of adjournment.

The minutes will include accurate wording of any motion submitted for vote. Draft meeting minutes will be completed by the recording secretary and submitted to the board secretary within 5 business days following the meeting. The recording secretary will also forward Board Briefs to all board directors. The board secretary will route the minutes to all board members for comment. When received from board members, the board secretary will determine whether revisions are needed and, if so, will forward those to the recording secretary. These minutes will be presented at the next board meeting, and after approval, posted to the website. AMI will keep the original of the signed minutes and a copy will be entered into the minutes book at the clubhouse.

Regarding attachments: While these are not posted on the website, the permanent file for the meeting minutes, located at the managing agent repository, will include all items that were presented and reviewed at the meeting.

### **Committee meeting procedures**

1. Create an agenda to assist in remaining on task during meetings.
2. Take attendance and document in the minutes.
3. Keep minutes. They can be as detailed or as brief as the committee members choose; however, all committee votes and recommendations should be documented in the minutes. Confidential homeowner information will not be included in committee minutes. This information should be sent electronically to the Clubhouse Manager.

Reference: BV Declarations Article XII, Sec. 14(a) Inspection by Members and Mortgagees. The Master Association's Declaration, the BellaVita Declaration, the Bylaws, the Rules, copies of other rules and use restrictions, membership register, books of accounts and minutes of meetings of the members of the Board and of committees shall be made

available for inspection and copying by any member of the Association or by his/her duly appointed representative and by holders, insurers, or guarantors of any first Mortgage at any reasonable time and for a purpose reasonably related to his or her interest as a member or holder, insurer, or guarantor of a first Mortgage at the office of the Association or at such other reasonable place as the Board shall prescribe.

4. Notify the board member contact and board president of each meeting.
5. Maintain a hard copy of the minutes and a copy of any other pertinent information from the meeting in a committee file.
6. The committee chair or a committee-designated alternate should attend BV HOA Board meetings to present any recommendations the committee wants the board to consider. In order to prepare the board meeting agenda, specific item topics should be submitted to the board contact member and the board president five (5) business days prior to the board meeting.
7. Schedule a meeting on a regular basis as necessary to accomplish the committee objectives and work board-assigned actions.
8. The committee chair may submit to the board president a list of names for consideration and may recommend that members be removed for lack of participation or other reasons.

EXECUTED on the 26<sup>th</sup> day of December, 2011

BELLAVITA AT GREEN TEE  
HOMEOWNERS ASSOCIATION, INC.

By: Crisoforo Barrera

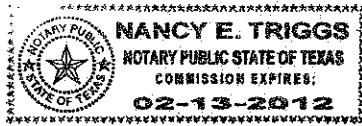
Crisoforo Barrera, Secretary

THE STATE OF TEXAS )

COUNTY OF HARRIS )

BEFORE ME, the undersigned notary public, on this day personally appeared before me, Crisafaro Barrera, Secretary of BellaVita at Green Tee Homeowners' Association, Inc., known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 26<sup>th</sup> day of December, 2011, to certify which witness my hand and official seal.



Nancy E. Triggs  
Notary Public - State of Texas

After Recording Return to:  
HOLT & YOUNG, P.C.  
11200 Richmond Ave., Ste. 450  
Houston, Texas 77082

JJ

FILED FOR RECORD  
8:00 AM

JAN - 3 2012

Stu Stewart  
County Clerk, Harris County, Texas

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE UNDER FEDERAL LAW.  
THE STATE OF TEXAS  
COUNTY OF HARRIS  
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas

JAN - 3 2012



Stu Stewart  
COUNTY CLERK  
HARRIS COUNTY, TEXAS