



# Strategic Plan (2016-2021)

Revised & Updated June, 2015  
Board approved November 2015

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BellaVita at Green Tee HOA  
Strategic Plan  
2016-2021

Executive Summary

“Strategic planning is the cornerstone of every common interest community. Without strategic planning, the community will never know where it is going—much less know if it ever got there.” (Foundation for Community Association Research)

Each year the HOA Leadership team – Board of Directors, Committee chairs, Club Presidents, and Clubhouse Manager -- meet in a full-day workshop to review and develop long range plans for the community. The finished document serves as an action plan for the committees as well as a budget planning document. This plan is not perfect and it is not necessarily complete. It is, however, a base from which we continue to build. The plan is an outline for planned action, spending and funding. It enables the Board to function more efficiently without constantly responding to “emergencies” that often result in higher cost solutions.

The plan contains some ambitious ideas with action verbs. It is important to understand that a plan without action to support goals is merely a dream. The plan is a dynamic document that will adapt as the community and the needs of the community change. Strategic Planning is an annual activity by the Leadership Team. The Board of Directors has approved the development of the plan.

This document comprises goals – things that are desired – not necessarily scheduled for completion and not all activity items herein are funded during the 2016 budget cycle. These are not all board-approved projects, nor is funding available for each activity at this time. The Board will review and act on an item when the need and cost estimate mature.

The Board wishes to thank the efforts of the Leadership Team who invested a great deal of time in the plan for the community. Members (homeowners) are encouraged to provide comments, ideas, and suggestions to board or committee members and to participate in the operations of your Association as appropriate.

The association is YOU – be involved in your future.

BellaVita at Green Tee HOA  
Leadership Team  
June 2015

Board of Directors

Ruth Southard, President  
Ron Gerlach, Vice President  
John Rodriguez, Secretary  
Marc Wormser, Treasurer  
Carol Barber  
Bill Burdick  
Billy Potter

Committee chairs

Mike Sanders, Clubhouse  
Jim Moore, Architectural Review  
Gari Lynn MacGregor, Finance\*  
Becky Spedden, Grounds  
Janet DelSardo, Community Relations  
Bob Stockinger, Communications  
Connie Harry, Elections  
Don Jensen, Facilities  
Dorothy Barrera, Awards  
Bob Dennett, Nature Reserve\*

BV Social Clubs

Cris Barrera, President, BV Men's Club  
Kay Simpson, President, BV Belles Club  
Olga Vasquez, Commander, BV Veteran's Organization  
Carol Barber, President, That's Entertainment Club

Clubhouse Manager - Nancy Triggs

Fence Project Manager – Ron Lauve

\* Absent from meeting but providing support

BellaVita at Green Tee HOA

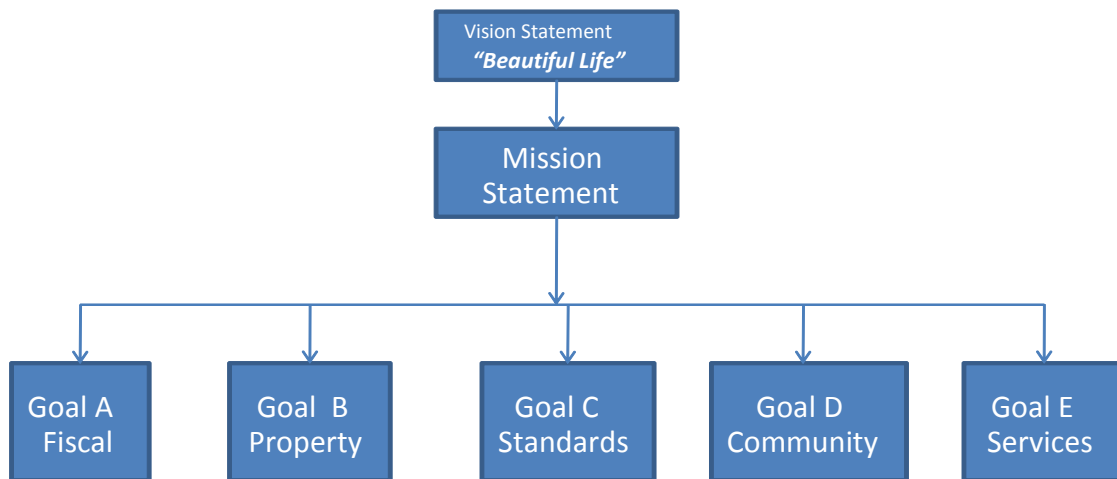
***Vision:***

BellaVita will continue to be the most desirable active adult community in the Houston area where residents can enjoy the “*Beautiful Life*”.

***Mission:***

The mission of the BellaVita Homeowners’ Association is to protect the value and desirability of properties in BellaVita by prudently and reasonably:

- Exercising fiscal responsibility in managing homeowner funds;
- Managing common facilities and properties;
- Ensuring compliance with community standards;
- Promoting a sense of community by fostering an active and friendly lifestyle environment;
- Administering residential maintenance and common services.



**Goal A:**  
**Exercise Fiscal Responsibility**

1. Prepare balanced operating budget.

a. Coordinate preparation of budget.

Who: Treasurer; Finance Committee

When: Annually, July – October for yearly budget and quarterly for updates.

Cost: Nominal

b. Submit items for consideration by Board.

Who: Committee chairs, clubhouse manager, Club Presidents, Board

When: Annually, by mid July

Cost: Nominal

c. Review and select items to be included in budget.

Who: Board

When: Annually, August thru October

Cost: Nominal

2. Review financial reports, advise board and recommend actions related to financial issues.

Who: Treasurer; Finance Committee

When: Monthly

Cost: Nominal

3. Review insurance coverage, advise board and recommend revisions.

Who: Finance Committee

When: Annually

Cost: Nominal

4. Maintain desirability and marketability of BellaVita by keeping assessments reasonable.

Who: Board

When: Annually as part of the budget process.

Cost: Nominal

5. Review and Prepare proposed revisions to Reserve Study estimates during the budget cycle.

a. Coordinate input from all BV organizations and present revisions to the Board.

Who: Treasurer & Finance Committee.

When: Conduct review annually.

Cost: Nominal

b. Evaluate maintenance costs for the reserve study and the yearly Reserve Budget proposals.

Who: Facilities Committee, Clubhouse Manager, Clubhouse & Grounds Committees.

When: Annually with budget cycle.

Cost : Nominal

- c. Approve the Reserve Budget & Reserve Study.

Who: Board

When: Annually, at November Board meeting

Cost: Nominal

- 6. Actively conserve resources (i.e. power, water, etc.) and develop cost reductions.
  - a. Collect data for proposed improvements such as rain sensors, auto light shut-offs.
  - b. Engage CenterPoint Energy for analysis, including use of solar energy, LED lighting.
  - c. Prepare guidelines for building use including Annex.

Who: Clubhouse & Facilities Committees, Staff, Clubhouse Manager, and use CenterPoint Energy as consultant.

When: Ongoing

Cost: Nominal

- 7. Encourage fund-raisers by Clubs (NEW)
  - a. Flags – Vets
  - b. Name Badges – Belles

- 8. Monitor well water to comply with well water usage restrictions.
  - a. Develop map of sprinkler heads

Who: Clubhouse Manager, Staff, Grounds Committee

When: Ongoing. Allotment provided on yearly basis by H-G Subsidence District

Cost: Minimal

**Goal B:**  
**Manage Common Properties**

1. Provide computers for homeowner use and replace computer hardware/software every 5 years or as needed.

Who: Clubhouse Committee  
When: 2018 (5 year cycle)  
Cost: \$3,500 from Reserve Fund.

2. Replace electric water heater

Who: Clubhouse Manager  
When: 2018  
Cost: \$1,200 from Reserve Fund

3. Renovate stage curtains at back of stage.

Who: Clubhouse committee Review need and cost  
When: 2018 or later  
Cost: \$5,000 for stage curtains in 2018 from Reserve Fund.

4. Maintain exercise facility.

Who: Clubhouse committee  
When: Ongoing, yearly. Ten year life on machines (bought on different years).  
Cost: Ongoing maintenance contract from Operating Budget. \$3,000 in 2018 for machines.

5. Provide computers for staff and upgrade Clubhouse computer system (Hardware and software)

Who: Clubhouse Manager, Board  
When: 2016 (5 year cycle)  
Cost: \$5,000 from Reserve Fund.

6. Copier lease review

- a. Who: Clubhouse manager
- b. When: 2020
- c. Operating funds

7. Replace Clubhouse furniture and fixtures (including plants).

Who: Clubhouse Committee  
When: 2018 (15 year cycle) for interior furniture, as required for outdoor. 2016 – Plant replacement  
Cost: \$10,000 form Reserve Fund. \$500 for plant replacement in operating

8. Clubhouse Parking Lot.

- a. Replace lighting and/or upgrade for efficiency
- b. Redo striping and power wash pavement
- c. Power wash sidewalks



d. Add handicapped spaces

Who: Facilities, Clubhouse Manager

When: Power wash and strip 2016 (3 year cycle)

Pavement repair 2019 (5 year cycle)

Cost: Pavement general maintenance \$8,000 from Operating Budget.

Pavement repair \$10,000 from Reserve Fund.

Lighting \$6,000 every 20 years from Reserve Fund.

9. Investigate feasibility of Solar Lighting around Lake and Annex.

Who: Facilities Committee; Clubhouse Manager

When: 2016

Cost: Nominal

10. Investigate adding shade screen to existing west pergola

Who: Facilities; Clubhouse committee; Clubhouse manager

When: 2<sup>nd</sup> Quarter 2017 or 2018

Cost: Nominal

11. Maintain/clean gutters on Clubhouse.

Who: Facilities; Clubhouse

When: 2019 (15 year cycle)

Cost: \$4,000 from Reserve Fund.

12. Maintain Bell Tower & Monument sign.

a. New sign to include "+55 community"

b. Simplify vegetation

Who: Facilities; Clubhouse Manager

When: 2020 (5 year cycle)

Cost: \$20,000 from Reserve Funds ; 2016 \$1,000 for vegetation improvement

13. Paint Clubhouse, Pool enclosure, Bell Tower, Entrance, Gate House, Annex, gates, and sign.

Who: Facilities; Clubhouse Manager

When: 2022 (8 year cycle)

Cost: \$18,000 from Reserve Funds.

14. Refinish Clubhouse/Annex doors

a. Who: Facilities; Clubhouse Manager

b. When: Annually

c. Cost: \$2,300

15. Analyze construction of roof over pool house (NEW)

a. Who: Facilities; Clubhouse Manager

b. When: 2016 for study; 2017 for construction

c. Cost: Minimal for study; \$20,000 for roof

16. Maintain Clubhouse roof

a. Seal roof joints

b. Clean roof

Who: Clubhouse manager w/Facilities Committee

When: 2019 (5 year cycle)

Cost: \$5,000 from Operating funds for cleaning; \$3,500 for repairs

17. Construct storage facility behind Clubhouse. Should include other things affected by design/construction – like Landscaping in the area and any ongoing expenses.

Who: Facilities, Clubhouse Committee, Grounds, ARC and Clubs

When: 2016

Cost: \$25,000 – Shared by Clubs and HOA Reserve fund (\$15,000); Fundraiser by Clubs

18. Construct covered walkway at A&C entrance and fitness entrance.

Who: Clubhouse Committee; Facilities, w/ ARC approval; Mens Club

When: 2018

Cost: TBD by Clubs

19. Paint interior of Clubhouse

Who: Clubhouse Manager

When: 2019

Cost: \$20,000 from Reserve Funds

20. Replace lake fountains (4) & river pump (1).

Who: Facilities

When: 2016-2018 or as needed

Cost: \$7600/fountain 2016 = \$21,000; \$9,000 in 2018 for river pump.

21. -Investigate need for a defibrillator in the Ballroom. Training to be scheduled by CRC.

Who: Clubhouse Committee; CRC

When: 2016

Cost: \$4,000 from Reserve Budget

22. Replace Spa heater.

Who: Facilities

When: 2016, 2018(2 year cycle)

Cost: \$4,000 from Reserve Fund.

23. Replace Pool heaters (4) and filters including timers.

Who: Facilities

When: 2016 or as needed with three year life expected.

Cost: Heaters \$4,000 each from Reserve Fund

24. Replace Pool pumps and Fountain pumps.

Who: Facilities

When: 2016 and as needed (approximate 5 year cycle).  
Cost: \$3,000 from Operating funds

25. Furnish Annex audio/video presentation equipment and computer connections to Clubhouse System.

Who: Clubhouse Committee, Clubhouse Manager  
When: 2018 (10 year cycle)  
Cost: Initial cost based upon estimate of \$20,000.

26. Develop accommodations to allow Homeowners additional access to Lake

Who: Nature Reserve Committee lead, Veterans' Organization  
When: 2016  
Cost: \$3,000 from Reserve Budget plus TBD Vets potential contribution.

27. Enhance trails and NR property.

a. Clear drainage swales

Who: Nature Reserve Committee and Landscape contractor  
When: Ongoing operation  
Cost: \$1,500 per year from Operating Budget

b. Build Overlook to Nature Trail with Gazebo at end of Ameno Dr.

Who: Nature Reserve Committee  
When: 2017  
Cost: \$16,500 from Reserve Fund

c. Build 2 bridges to span oxbows

Who: Nature Reserve Committee  
When: 2017  
Cost: \$16,000 from Reserve Fund

28. Maintenance and Operations for Nature Reserve.

- a. Develop usage rules
- b. Develop long term plans and cost
- c. Educate Homeowners about use of Nature Reserve

Who: Nature Reserve Committee  
When: 2017  
Cost: Nominal

29. Conduct Guided Tours of Nature Reserve for Homeowners

Who: Nature Reserve Committee  
When: Twice/year minimum  
Cost: Nominal

30. Analyze Army Corp. of Engineers impacts.

Who: Nature Reserve Committee

When: Ongoing operation and funding  
Cost: \$5,000 for engineering study

31. Investigate feasibility of recreational facilities within BV Common Areas (behind pool).
  - a. Conduct interest survey  
Who: Clubhouse Committee  
When: 2018 or beyond  
Cost: TBD from TBD Fund.
  
32. Develop plan for golf course area
  - a. Who: Grounds Committee
  - b. When: 2016
  - c. Cost: Nominal for plan
  
33. Revise entry system and maintain the system
  - a. Upgrade software system.
  - b. Upgrade Control Box  
  
Who: Facilities committee.  
When: 2019  
Cost: \$18,000 from Reserve Fund for changes.
  
34. Review Capability and Project Needs to provide additional Common Area irrigation and to switch irrigation around lake to City water from well water (In case H-G sub. eliminates allocation).
  - a. Identify installation design.
  - b. Identify additional cost of City water.  
  
Who: Facilities Committee and Grounds Committee  
When: 2016  
Cost: Nominal for study. \$TBD for installation from Operating Budget.
  
35. Manage and maintain Common area grounds.
  - a. Monitor and maintain Common area landscaping and detention ponds
  - b. Interface with MUD #18 for detention pond maintenance
  - c. Monitor and replace as necessary plants and trees
  - d. Maintain seasonal plantings  
  
Who: Grounds Committee; Facilities  
When: Ongoing  
Cost: From operating budget

**Goal C:**  
**Ensure Compliance With Community Standards**

1. Clarify rules and regulations by publishing “FYI” on a regular basis.

Who: Community Relations Committee  
When: Immediately and ongoing  
Cost: None

2. Review FirstService service requests monthly and advocate as needed for homeowners, identify Homeowner concerns about covenant compliance, and assist homeowners in any document preparation procedures necessary for HOA covenant compliance, Examples: ARC application, FirstService service requests.

Who: Community Relations Committee, Grounds, ARC, Facilities, and FirstService  
When: Ongoing  
Cost: Nominal

3. Maintain common architectural standards compliance and education and revise standards documents.

Who: ARC and CRC  
When: Annually  
Cost: \$1,000 cost of mail outs

**Goal D:**  
**Promote Sense of Community**

1. Develop & publish Quarterly newsletter and distribute to all homeowners (**BellaBuzz**). Contract with outside publisher.

- a. Highlight specific committees in each issue (NEW)

Who: Communications Committee.

When: Ongoing

Cost: Self supporting by advertisements.

2. Develop/maintain common homeowner database for use by committees and groups.

- a. List to contain addresses and be usable for labels

Who: Clubhouse manager/staff

When: 2016 Select software

Cost: Nominal

3. Schedule training for BellaVita website by homeowners as needed.

Who: Communications committee; Clubhouse staff; Homeowner trainers; Contractor trainers

When: Ongoing yearly.

Cost: \$100 from Operating Budget.

4. Maintain Daily web information and weekly activity newsletter.

- a. Develop content guidelines for authorized BellaVita media

- b. Prepare written process for information submission to authorized BellaVita media.

- c. Provide quarterly emphasis on committee activities/responsibilities (NEW)

Who: Clubhouse Manager, Communications Committee; Board liaisons; Committee chairs

When: 2016 (3 year cycle).

Cost: \$500 from Operating Budget;

5. Continue development for the photo homeowner directory update.

Who: Communications Committee

When: 2020 (5 year cycle)

Cost: \$900 from Operating funds

6. Establish relationship with Brazoria County MUD #18 with a representative of BellaVita. Promote agendas and propose participants.

Who: Board and committees

When: Ongoing

Cost: Nominal

7. Establish relationship with local realtors.

- a. Utilize website information for potential homeowners and realtors.

- b. Prepare educational material for realtors.

- c. Contact listing agents to confirm knowledge about +55 active adult community (NEW)

Who: Community Relations Committee, Clubhouse Manager  
When: Annually  
Cost: Nominal

8. Work with City Managers and Police department on common issues.

Who: Board and Community Relations Committee  
When: Ongoing  
Cost: Nominal

9. Maintain relationship with City of Pearland by attending quarterly seminars

Who: Members of Board of Directors  
When: Quarterly, as scheduled by the city  
Cost: 0

10. Conduct all chair meetings and training for committees and develop plans for education of committee chairs.

- a. Committee and Committee Chair responsibilities

Who: Committee chairs  
When: Quarterly  
Cost: Nominal

11. Conduct Strategic Planning Workshop and update strategic plan.

Who: Board of Directors; Committee chairs; Club presidents; Clubhouse manager  
When: Annually in May/June  
Cost: \$500 from Operating Budget per year

12. Purchase professional publications related to HOA's.

Who: Board  
When: regularly as needed  
Cost: \$200 annually from Operating Budget (with HOA Board approval)

13. Conduct HOA Roundtables with other Active Adult communities and FirstService.

Who: FirstService Residential set up and facilitate, Board  
When: Host one event.  
Cost: \$500 when BV is host from Operating Budget (with HOA Board approval)

14. Implement staff recognition (Separate from Yearly bonus) for special activity.

Who: Board and Clubhouse manager  
When: Annually  
Cost: Up to \$500 yearly from Operating Budget . (with HOA Board approval)

15. Implement staff development by seminar participation.

Who: Board and Clubhouse manager  
When: Annually ongoing  
Cost: \$600 yearly from Operating Budget.

16. Conduct annual Volunteer recognition (business and social) including outstanding contribution.

Who: Elections Committee, Awards Committee  
When: Annually following Annual HOA meeting  
Cost: \$700 from Operating Funds

17. Awards. Update Awards board with milestone recipients

Who: Clubhouse manager and Awards Committee  
When: Annually in March  
Cost: \$400 Yearly from Operating Budget.

18. Recognize community volunteers (NEW)

- a. Identify group or individuals (e.g. Volunteer of the month/quarter/year)
- b. Publicly recognize selected group or individual at Board meetings

Who: Awards Committee  
When: Monthly  
Cost: Minimal

19. Investigate Texas legislation changes relative to POA/HOA's and keep current. Establish and maintain "working" documents that reflect changes mandated by Texas legislature, BV Bylaws updates, Rule changes.

Who: Board, FirstService support  
When: Annually  
Cost: \$200 for books or documents from Operating Budget . (with HOA Board approval)

20. Provide educational seminars for Homeowners and promote neighbor-to-neighbor and neighborhood awareness.

Who: Community Relations Committee  
When: Ongoing  
Cost: \$750 per year from Operating Budget

22. Marketing campaign. PURPOSE: Awareness of organization of HOA, number of involved people working regularly

Who: Clubhouse Manager with Communications Committee  
When: 2016  
Cost: TBD



**GOAL E:**  
**Administer Residential**

1. Audit and monitor grounds contract compliance for Residents landscaping.

Who: Grounds Committee  
When: Ongoing  
Cost: Nominal

2. Manage and maintain Residential grounds.
  - a. Homeowner education of plants and use of adopt a plant program
  - b. Monitor and replace as necessary plants and trees.
  - c. Maintain original builder installed sprinkler systems.

Who: Grounds Committee  
When: Ongoing  
Cost: From Operating Budget under maintenance contract (presently 2012-2014 contract)

3. Manage House painting contract

Who: Facilities  
When: 71 houses in 2016  
77 houses in 2017; Begin 9-year cycle 2018  
Cost: \$97,909 in 2016  
\$106,183 in 2017

4. Manage Door re-finishing contract.

Who: Facilities Committee.  
When: Annually, award contract in September.  
Cost: \$80-180/house

5. Manage front yard maintenance contract and gutter cleaning

Who: Grounds Committee  
When: Per contract schedule. Annual contract (existing 3-year contract expires 1/1/2018).  
Cost: \$12.11 per cutting est. from Operating Budget.

6. Cable TV service to BV

- a. Bulk Cable TV provided by Comcast through Villas Master contract directed to BV.
- b. Present contract expires in 2018.
- c. Review long term plan for TV support to Homeowners and Clubhouse buildings.

Who: BellaVita Board.  
When: Appoint Task Force to review cable TV options – First quarter 2016  
Survey homeowners with options – 3<sup>rd</sup> quarter 2016  
Conduct meetings/negotiations (if necessary) with cable company - 2017  
Cost: Per Contract

7. Security Monitoring Service

- a. Alarm monitoring provided by Modern Systems for intruder and fire for Homeowners

Who: BellaVita Board

When: Contract renewed by VMA for 3 years, re-evaluate in 2018.

Cost: Per contract.