



BELLAVITA
AT GREEN TEE

RULES AND REGULATIONS

RP-2024-376445

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These Rules and Regulations for BellaVita at Green Tee Homeowners' Association, Inc. shall replace and supersede the prior Rules and Regulations, including amendments, recorded on December 3, 2021, under Clerk's File No. RP-2021-691660, Official Public Records of Harris County, Texas.

RP-2024-376445

I. DEFINITIONS

Homeowner — Titled owner of property in BellaVita.

Resident — Long-Term (exceeding 60 days) person living in the home at least 19 years of age, including lessee.

House Guest — A "House Guest" is a non-permanent guest at least 19 years old staying at a home in BellaVita for no more than 60 days.

Visitor — A "Visitor" is a guest at least 19 years old not staying overnight in the community.

Children — All persons under the age of 19 years old.

II. STATEMENT OF RESPONSIBILITY

The BellaVita clubhouse and facilities are owned by all BellaVita homeowners for their use and enjoyment. They are not owned individually, but jointly. Activities and use of the facilities should happen with all Residents in mind. While the rights of individuals must be respected, the rights of all Homeowners, as a group, must also be respected. BellaVita will be as successful and fun as the Residents of BellaVita make it. To keep the facility expenses low, please take care of the equipment and use the facilities as if they were an extension of your own home.

The Rules and Regulations for BellaVita have been developed by the Board of Directors in conjunction with committees to reflect the desires of the community as a whole. The rules are established to administer a set of guidelines to all the common areas within the BellaVita community providing as much flexibility as possible to accommodate the diverse interests of the active adults in BellaVita. The Board is the final authority on rules and has delegated the administration of the rules to the BellaVita clubhouse staff and the clubhouse committee. Please respect the clubhouse staff when they ask for your assistance with respect to any rule. The BellaVita Homeowners Association Board of Directors retains the right for final interpretation of the rules and policies governing the use of the facilities. Any concern with respect to one of these rules should be brought to the attention of the Board via a homeowner concern form available at the front desk.

The BellaVita Homeowners Association, its Board Members, nor the management company are responsible for any damage that may be caused to personal property.

III. GENERAL RULES

1. All persons using the facilities shall conduct themselves in a courteous manner toward other guests, Residents, and clubhouse staff. Violators will be asked to leave. Violations of the Rules and Regulations could result in suspension of facility usage for a period prescribed by the Board of Directors.
2. BellaVita homeowners are responsible/liable for the actions of their Residents, House Guests, Visitors, and Children when using the clubhouse facilities.
3. House Guests, Visitors, and Children without a guest pass must be accompanied by a Resident at all times while using the facilities.
4. Visitors using facilities must sign in at the front desk.
5. The total number of persons using any or all the recreational facilities at a given time may be limited as determined by the clubhouse manager.
6. All room usage must be scheduled in advance through clubhouse staff.
7. Supplemental rules and regulations will be posted in specific areas, rooms or facilities as needed. All users are responsible for reading and abiding by these rules.
8. All persons using the clubhouse facilities will follow the BellaVita Rules and Regulations. Persons who fail to comply with the rules will be asked to leave the premises.
9. Clubhouse staff/BVHOA will not be responsible for lost, stolen, or damaged personal items including those which are secured in lockers. The staff will not hold or watch personal items while Residents are using the club facilities.
10. All new Residents are required to complete an orientation by the clubhouse staff within 2 weeks of moving in.
11. The clubhouse and facilities, including the pool and spa, are designated as NO SMOKING including ELECTRIC CIGARETTES OR TOBACCO PRODUCTS.
12. No pets are permitted in the clubhouse, annex or the pool area.
13. Shoes, shirt, or other covering garment are always required over bathing suits in the clubhouse.
14. Alcoholic beverages may be brought into BellaVita, but only in facilities where eating or drinking is permitted.
15. Clean up and removal of trash is expected of all groups/individuals using the facilities.
16. Dumpsters are for use of the clubhouse only. No household refuse is to be placed in dumpsters.
17. No bicycles, golf carts, or other items of any sort may be left or stored near the clubhouse or annex entrances/exits except in designated areas near the bicycle racks.
18. The staff of BellaVita is authorized to utilize the club facilities before or after scheduled work hours unless there is an activity scheduled.

19. No signs/posters of any sort may be posted/hung at the clubhouse or in the clubhouse facilities, common areas, nor may any advertising leaflets, papers or written material be distributed or displayed within the community facilities without the consent of the clubhouse manager.
20. Any Resident that needs the services of a caregiver to assist in daily activities must be accompanied by the caregiver at the clubhouse. The caregiver must be at least 19 years old and may participate in the activity of the Residents if it does not restrict usage by other Residents desiring to use the facilities such as pool table, treadmill, etc. If the event requires a ticket, the caregiver must have a ticket.

IV. BELLAVITA TRADE NAME

No individual homeowner, Resident, club, or outside entity shall use the BellaVita name without written permission from BellaVita Board of Directors.

V. CLUBHOUSE/ ANNEX AMENITIES

A. Hours of Operation

1. Hours are posted within each facility (clubhouse, annex, swimming pool/spa, and fitness center) and are subject to be changed periodically by the board.

B. Clubhouse Front Desk Services

1. Copy/Printing/Fax Services

- a. BellaVita HOA Board, committees, groups, and clubs will be no charge.

The guidelines for printing are as follows:

- Maximum of 25 pages — immediate copying
- Maximum of 400 pages — 24 hour copying
- Over 400 pages — one-week copying
- Any specialty services (stapling, binding, hole punching, etc.) are the responsibility of the requester.
- All copies are black ink on white paper only.
- Specialty papers are to be provided by the requester.

b. Residents

No fee services

- Sending local Faxes (No International Faxes)
- Notary service when notary is available. Appointments are required.

Services provided for a nominal fee:

- Receiving faxes
- Copy services

2. Ticket sales will be available upon opening of the front desk until 6pm.

C. Guest Passes

A Resident may obtain a guest pass for their House Guest at the clubhouse front desk. A guest pass allows a House Guest to use the facilities without a Resident present.

1. Guest passes are limited to no more than 60 days.
2. A guest pass is for the House Guest only. The House Guest may not bring in Visitors.
3. The House Guest must abide by all rules. Violating any rules will result in the guest pass being revoked.

D. Fitness Center

1. Usage of the fitness equipment is at your own risk. Please consult with your physician prior to starting an exercise program.
2. Time on the cardiovascular equipment is limited to 30 minutes when other Residents are waiting.
3. The dress code established for the fitness center is for your comfort and safety as well as the protection of fitness equipment. The determination of appropriate dress will be left to the discretion of the clubhouse management and enforced by the clubhouse manager. If your attire is determined to be unacceptable, you will be asked to leave the fitness center. The dress code includes:

- Athletic shoes (tennis, jogging, walking, running, aerobic, etc.).
- T-shirts and athletic wear or jogging shorts/pants are recommended.
- Street clothes (denim or dress shorts/pants) with buttons, zippers or belts are not permitted.
- Absolutely no bathing suits.

4. No Children are permitted in this room.
5. All users must wipe down machines after use.
6. Plastic bottles only are permitted in the fitness center. No food or other drinks are permitted.
7. Do not remove the tv remote from the room. You may turn to any channel, but please keep the volume at a respectable level and do not change any settings on the tv.
8. Personal trainers are allowed but must sign in at the front desk.

E. The Billiards Room

1. No Children are permitted in this room.
2. No food or drink is permitted in the billiards room at any time.
3. Return balls to the rack on the table at the end of your play and return cue sticks and chalk to the wall racks.
4. If any equipment is missing or broken, please notify the clubhouse front desk.
5. Please refrain from sitting or leaning on tables.
6. When all tables are occupied, and others are waiting, limit your time to one hour.
7. Usage of the billiards room is suspended during a bereavement and any community planned event.

F. Sitting Room

1. Return all magazines and newspapers to their proper racks after use.
2. Do not remove the remote from the room. You may turn to any channel, but please keep the volume at a respectful level.

G. Computer Facilities

As part of the Clubhouse amenities enjoyed by Residents, computer facilities may be offered. As with all other community-utilized facilities, its continued maintenance and condition depend on the responsible behavior of individuals using these resources. Users should be sensitive to the public nature of the shared facilities. As caregivers of the computer, BellaVita management expects and requires ethical, legal, and responsible behavior from its users. BellaVita expects that no individual Resident, group of Residents, or their guests will engage in any inappropriate or illegal use of hardware, software or internet access. Any violation of the policy WILL result in loss of computer privileges, or legal action.

1. Use is for Residents only.
2. The computer and printer are for personal use only and may not be used for financial gain (business purposes).
3. Users may not load, download, or upload any software or files.
4. No food or drink is allowed when using the computer.
5. Time limit for use is 60 minutes (from signing in) when fellow Residents are waiting.

H. Ballroom

1. The a/v system shall only be operated by a clubhouse employee. No entrance into the a/v room area is permitted by anyone except clubhouse personnel.
2. No equipment or furnishings may be removed for any reason.

I. Clubhouse Kitchen and Pantry

1. The kitchen may be used by Residents with clubhouse staff approval.
2. All supplies and food in the refrigerator and pantry are for club events only. **No exceptions.**
3. Use of the washer, dryer and other appliances require clubhouse manager approval.

J. The Pool, Spa, and Deck

1. All homeowners/Residents or other authorized users must observe pool rules and hours of operation.
2. No propping open of the gate is permitted.
3. During scheduled classes on the BV calendar, no other users are permitted in the pool.
4. No lifeguard is on duty. SWIM AT YOUR OWN RISK.
5. The pool shall be heated as necessary to maintain a minimum temperature of approximately 80 degrees from April 15 through November 15.
6. No more than 10 Visitors per household at one time unless approval from clubhouse manager is obtained.
7. At least one adult per 3 Children under age 12 is required.
8. No Children are permitted to use the spa.
9. Showers are recommended before entering the pool.
10. No glass items are permitted in the pool or spa area.
11. All users are required to clean up their area when finished.
12. No diving, jumping, running or horseplay is permitted. No climbing, sitting or jumping from any water feature in the pool area is allowed.
13. All Residents, Visitors, or House Guests who do not follow the rules may be subject to loss of pool area privileges.
14. Flotation noodles, Children's safety flotation devices and water weights are acceptable. No other flotation devices are permitted at any time.
15. Children in diapers must wear swim diapers.
16. During a thunderstorm, the pool will be closed.
17. Tables, chairs or lounges may not be reserved. One chair or lounge per person.
18. Swimmers must wear proper bathing attire only. No cutoffs or frayed attire permitted.
19. If feces are found in the pool, any Resident should:
 - Advise everyone in the pool that the water is contaminated, and that the pool must be vacated.
 - If during clubhouse hours, notify the front desk. The front desk attendant will put the "Pool Closed" signs outside of each gate. If the clubhouse is closed, the Resident should get the "Pool Closed" signs that are near the water fountain and place one outside of each gate. They should then notify the clubhouse staff/manager.

20. Reservations must be made at the clubhouse front desk for the use of any food preparation equipment.
21. All Residents are required to clean up their area after use.

K. Meeting Rooms

1. BV related meetings shall have priority use (i.e. workshops, committees, clubs, groups, etc.). Any social activity utilizing the space will be asked to relocate or reschedule.
2. Usage of rooms must be prearranged through the clubhouse manager/staff.

L. Annex Library

1. If you wish to take a book home, you may do so. When you are finished, please return the book to the drop-off chest located in the library foyer.
2. If you wish to donate books to our library collection, please contact the clubhouse front desk or Resident library coordinator.
3. No meetings are to be held in the library.
4. No food or drinks are allowed in the library.
5. The library will accept fiction and non-fiction books, audio books, music CDs, puzzles, and DVDs for donation. Due to limited spaces, books older than 5 years of the last publication cannot be accepted.

M. Annex Kitchen

1. All waste liquids must be poured into the sink for disposal, and not in the trash receptacles.
2. The kitchen is available to all persons using the annex.
3. No overnight food storage is allowed in the kitchen.

VI. OTHER AMENITIES

A. Lake

1. Children must be accompanied by a Resident or House Guest at all times.
2. Residents assume responsibility of their Visitors and House Guests using the lake area.
3. No climbing on the rocks around the waterfall or into the stream that crosses under the walkway.
4. Sport fishing or catch and release is allowed by Residents and guests in the lake. No fishing after dark.
5. Golf carts or any other motorized vehicles are not to be driven on the walkway around the lake. The only exceptions to this are for sanctioned BellaVita events and mobility scooters for the elderly and handicapped.

6. Use of the lake walkway in the early morning hours or evening hours should keep noise at a minimum out of respect of lakeside Residents.
7. All dogs/cats are to be leashed at all times.
8. All pet waste must immediately be picked up.
9. Bicyclists should signal when they are approaching joggers or walkers from behind.
10. Do not feed the ducks, geese, other lake birds or any wildlife.

B. Gates

1. Anyone damaging a gate or a gate's operating equipment will be required to pay all repair costs.
2. Handheld Transmitters — Each residence may be issued two hand-held transmitters, also known as clickers/remotes/fobs, to operate the entrance gates. If a household has more than two vehicles registered to the BV property address, they may purchase up to two additional openers at current replacement cost for each registered vehicle. To preserve the security of our community, gate openers must not be given to non-Homeowners/Residents. Please report a lost or stolen gate opener to the clubhouse front desk as soon as possible. New BV owners receive gate openers at no charge as part of their orientation.
3. Homeowners who choose to lease the home must pass remotes to new tenants. If new remotes are necessary for new tenants, they must be purchased.
4. If a remote is lost, replacement transmitters may be purchased at current replacement cost.
5. HCTRA E-Z Tag —If your vehicle has an HCTRA E-Z tag, you may register your tag with the front desk to be used for entrance. HCTRA E-Z tags will only be programmed for Residents' vehicles registered at a BV address.
6. DO NOT give your entry code out to anyone other than trusted family members.
7. Guests, delivery or service personnel who you are expecting must use the Call Box/Directory to call you to be let in. They may call the clubhouse during clubhouse hours for entry.
8. Gate Incident Procedure — The gates, like any other mechanical device, are subject to malfunction from time to time. In addition, the gates do not operate like toll booths and will not respond in the same fashion — the arm may fall between cars until activated by a signal from a remote or EZ Tag. Please remember that the BellaVita Homeowners Association, its Directors, nor the management company are responsible for any damage that may be caused to personal property by the gates at BellaVita at Green Tee. In the rare event of a malfunction resulting in damage to your vehicle and/or to the gate, please remember to follow this procedure:
 - Notify the clubhouse as soon as possible and complete an incident form located at the clubhouse (within 24 hours).
 - Obtain the names and contact information of all witnesses.

9. Tailgating — DO NOT TAILGATE. Only one vehicle at a time can enter through the gate/gates.

C. Clubhouse Parking Lot

The clubhouse parking lot (both in front of and behind the building) is provided for the convenience of Residents, their House Guests, Visitors, persons conducting business or attending events at BellaVita, and workers under contract for BellaVita. The parking lot is the private common property of the BellaVita HOA, and usage is under the sole discretion of the BellaVita HOA. Violation of these restrictions and protocols can result in removal of parking privileges at the clubhouse lot and towing without notice.

1. All users shall honor the restricted handicap parking spaces. This restriction is enforceable by the Pearland Police Department.
2. All users shall park within the designated spaces and honor the no-parking areas of the lot. The clubhouse manager may grant exceptions to workers for their activity.
3. Residents may park overnight in the lot when a BellaVita sponsored event extends overnight by registering with the Clubhouse.
4. Exceptions to general parking lot rules may be made for Association/Club use.
5. The handicapped parking spaces at the Arts & Crafts room door may be temporarily (prior to and after) used for drop-off and loading for BellaVita special events or during construction.
6. Residents may use the lot during the day for carpool parking (their cars or car poolers' cars) by requesting a parking permit** for each car.
7. Oversized/Commercial vehicles** may be parked intermittently (no more than two nights in a 30-day period) in the lot overnight with a parking permit**. This should not be considered approval to do it on a continuous basis and the vehicle shall be removed by 10:00AM following the stay.
8. Residents may obtain a one-week parking permit** from the clubhouse to utilize overnight parking of a House Guest's vehicle (not including oversized or commercial) when the vehicle cannot be accommodated in the homeowner's driveway overnight. Parking permits for House Guests may be renewed for a maximum of 60 days. Instead of the House Guest's vehicle, the Resident may park their own vehicle in the clubhouse lot, but the permit is still required.
9. The circle drive is for pick up and drop off only. No vehicle shall park there.
10. No vehicles shall be left overnight in the parking lot unless they are covered by one of the above exceptions.

Definitions **

Parking permit — Obtained at the clubhouse by identifying the vehicle type, license number, owner, Resident visiting (if applicable) and need for parking in lot. The permit will identify valid dates for use and must be placed in the front windshield. All vehicles parked with a permit must be parked in the back of the lot (closest to S Capri Dr) in the spaces furthest available from the Clubhouse.

Oversized/commercial vehicle — Vehicles that do not fit within one standard parking space, such as RV's and RV-style trailers, oversize passenger vehicles, hauling and maintenance vehicles, trailers, moving vans, and/or vehicles displaying commercial advertisements, etc.

D. Nature Reserve

The Nature Reserve, (a.k.a. "Harry Reed Audubon Trails" or the "Reserve") was gifted to the BV HOA in 2010 under perpetual conservation restrictions. Pursuant to the conservation restrictions, the Nature Reserve is to be managed as open space for nature and wildlife. The Nature Reserve Committee maintains the Reserve, along with its 3-plus mile trail system, for the benefit of BellaVita Residents and their House Guests/Visitors.

1. Use of the Reserve is limited to Residents and their House Guests/Visitors.
2. Use is limited to the marked trail system.
3. Children must be accompanied at all times by a Resident, House Guest, or Visitor.
4. No hunting, trapping, harassing, harming, taking, or killing of birds and/or wildlife in the Reserve is permitted.
5. No fishing in the Reserve.
6. No planting of trees, shrubs, gardens, bushes, grass, or other plants in the Reserve.
7. No removal (by means of cutting, clearing, or mowing) of any tree, bush, or grass in the Reserve.
8. No clearing of additional trails or paths in the Reserve.
9. No boating, canoeing, or kayaking in the Reserve.
10. No vehicles are permitted in the Reserve (motorized or otherwise) including but not limited to golf carts, bicycles, and/or motor bikes.
11. No dumping, placing or stockpiling of trash, waste, garbage, yard clippings or flowerbed stones, construction debris, and/ or human food in the Reserve.
12. No placement of permanent structures, posts, fencing, or sheds in the Reserve.
13. Residents are encouraged to remove any trash discovered while on the trails.
14. Dogs are allowed in the Reserve and must be on a leash at all times. Any dog feces deposited in the Reserve must be removed and properly disposed of.

E. Streets

1. No overnight parking on streets is permitted. Overnight is defined as being parked on the street between the hours of midnight and 5am.
2. Trash/recycling may not be placed out for collection earlier than the day before collection at 6pm, and containers must be brought in the evening of collection.

F. Cameras

1. Cameras are located throughout the community.
2. Camera footage will be reviewed by the association as needed.
3. Footage will not be released to Homeowners, Residents, or anyone other than police authorities or as required by law.

VII. CLUBS

A. Guidelines

1. BellaVita events are accomplished through the efforts of many Residents who are members of the various clubs, organizations and committees of BellaVita. These Residents shall be deemed the BellaVita volunteers.
2. The minimum number of Residents that shall constitute a club is 10. Clubs must be approved by the BV HOA Board.
3. All BellaVita clubs shall be open to all BellaVita Residents.
4. All clubs must function under basic Rules of Order to include nomination and election of officers by majority vote. Any decisions to be made by a club involving the expenditure of club funds, dues or raising of funds must be done by majority vote.
5. All clubs will prepare a "Mission" or "Purpose" statement describing the general objectives of the organization. This statement will include a list of officer positions and terms of office and must be submitted to the HOA Board of Directors no later than two (2) months from the date of the organization's establishment.
6. All clubs shall operate as non-profit organizations. Each club shall supply a year-end financial statement to the board justifying a ZERO balance. If there is a surplus at the end of the year, a detailed list of proposed expenditures must be submitted.
7. All club presidents and/or event chairs will advise the clubhouse staff/manager in writing of all scheduled meeting/event dates and times and of any other pertinent changes or cancellations.
8. The objective is to have as many diversified clubs as possible meeting within the clubhouse facilities. Every effort will be made to avoid duplication of clubs.
9. Any club raising funds or expending club funds for purchasing equipment valued over \$500 or to be affixed to the clubhouse facilities must submit to the BellaVita HOA Board of Directors for prior approval. Request for approval of these items will be processed through the appropriate committee (Clubhouse, Facilities, ARC, etc.). Any items proposed to be purchased by clubs that will become a permanent fixture to clubhouse facilities or that will require continued maintenance require approval by the clubhouse manager, appropriate committees and the Board. The club must provide detailed estimates of construction and life cycle costs for consideration. Equipment valued at less than \$500

and not permanently affixed or displayed in the clubhouse or annex may be purchased without HOA Board approval.

B. Events

1. Tickets may be sold for various activities that have outside fees associated with them. The cost of tickets will be based on overhead expenses as determined by the sponsoring club.
2. Any advertisement for an event that requires a ticket sale must include the name of the club.
3. Articles/announcements for events will generally be in a chronological order in the newsletter. These articles must be submitted in writing by the club chair or designee of the club chair, in accordance with proper deadlines. Every effort will be made to print each article, space permitting.
4. Ticket sales will be offered to Residents of BellaVita on a first-come, first-served basis. After a designated period, the unsold tickets may be made available to guests of Residents on a first-come, first-served basis.
5. No individual may bring a guest to an event for the purpose of allowing that guest to solicit the attendees of an event for political or financial gains. If the guest engages in such behavior in the opinion of clubhouse staff, the board, or the host of the event, the guest and Resident will be asked to discontinue the behavior. If it continues, they will be asked to leave.
6. BellaVita HOA is responsible for purchasing standard joint usage products for use during events. The expense of these items shall be shared equally by BellaVita HOA and the major clubs in the community (currently Belles', Men's, and That's Entertainment Club). The total annual expense will be split equally at the end of the year, and clubs will reimburse the association for their portion.

VIII. GROUPS

A. Guidelines

1. Groups may be created when there is an interest in meeting for a specific activity or subject matter, but do not meet the requirements of a club.
2. Groups must have a Resident point of contact and advertise all meetings/events in the community calendar.

B. Events

1. Fees may be associated with various activities such as trips, sports events, meal outings, etc. that have external expenses associated with them. These fees will be based on cost and overhead as determined by the sponsoring group.

IX. PRIVATE RENTALS AND BEREAVEMENT USAGE

A. Private Rentals

1. Residents may rent the ballroom and/or the arts and crafts room for personal events. See the clubhouse staff for reservation procedures and fee information.
2. The Homeowner/Resident must be the event honoree for private rental. No exceptions will be made.
3. Completion of a Private Rental Application must be completed and accepted by the clubhouse staff. The terms and agreement for such private party rental is outlined in the agreement form.

B. Bereavement Usage

1. Residents may utilize the ballroom for a gathering of friends and family following a service for deceased BellaVita Residents at no cost.
2. A current Resident may request an event to honor a longtime Resident who has left BV and passed away within one year after moving from BellaVita. The Resident must request the event usage of the clubhouse on applicable forms, be the host of the event, and must assume all normal responsibilities of the event.
3. Completion of Bereavement Dinner Guidelines for Residents and Guests must be completed and accepted by the clubhouse staff. The terms for bereavement usage are outlined in the agreement form.

X. GARAGE AND ESTATE SALES

A. Garage Sales

1. Community-wide garage sales are held twice per year in the Fall/Spring and coordinated by the clubhouse manager.
2. No other garage sales are permitted.

B. Estate Sales

1. Estate sales may be held by homeowners or their personal representatives.
2. An application for estate sales is available at the clubhouse and must be completed and approved by clubhouse staff prior to the sale.
3. A permit from the City of Pearland for garage sale is also required. The city does not issue estate sale permits, but the garage sale permit suffices for this purpose.
4. Estate sales may be a maximum of 3 days and must be held on Friday, Saturday, and/or Sunday.
5. Signs are permitted to be placed only in the yard of the home holding the sale. No other signs within the community are permitted.

XI. DAMAGE TO BELLAVITA PROPERTY

A. Responsibility

As provided in the Declaration of Covenants, Conditions and Restrictions for BellaVita, a Resident shall be responsible for damages to and may be billed for repair and collection process initiated for damage to BellaVita HOA common property and facilities which occur as a result of accident, abuse or neglect of the Homeowner, Resident, House Guest, or their Visitor and shall include any fees or legal costs required for collection of damages as provided in Article I of the Declarations of Covenants, Conditions and Restrictions. Some of these areas may include, but may not be limited to, buildings, fences, landscaping, streets/curbs, mechanical gate systems, gate house, street signs, lighting, parking lots, and electronic systems including computers, TVs, and audio/visual systems. It is the HOA Board's intent to monitor, enforce and collect payment for such damages.

B. Fee Schedule

Typical fee schedule for some selected items are:

1. Minor gate damage repairable onsite- \$100.
2. Major gate damage — cost of repair by BellaVita HOA contractor plus \$100 administration fee.
3. Furniture and fixture damage — cost of repair and/or replacement plus a \$100 administration fee.

XII. INCIDENTS/ACCIDENTS

A. Procedure

1. Incidents or accidents are required to be documented to assist any follow up by BellaVita HOA, managing agent or local authorities.
2. As soon as a Resident is notified or observes an accident or incident, that individual shall notify the manager/staff and assist to do the following:
 - Notify the local authorities if assistance is needed, including dialing 911, if necessary.
 - Provide assistance within the capability of the staff person.
 - Obtain the affected person(s) name and address.
 - Notify any person that the affected person requests to be notified of the situation.
 - Establish who has witnessed the occurrence and obtain names of those individuals.
 - If a camera is available, take pictures of the incident area.
 - Immediately fill out the standard BellaVita incident report form completely before leaving BellaVita property.

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

The undersigned, being the President of BellaVita at Green Tee Homeowners' Association, Inc. (the "Association"), certifies that the attached Policy Resolution was adopted by the Board of Directors of the Association at a meeting duly called and held on October 1, 2024 at which a quorum was at all times present.

EXECUTED on the 1 day of October, 2024.

BELLAVITA AT GREEN TEE HOMEOWNERS
ASSOCIATION, INC.

Kenneth Wiggins
Kenneth Wiggins, Vice President

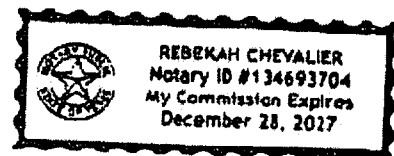
THE STATE OF TEXAS §

COUNTY OF HARRIS §

BEFORE ME, the undersigned notary public, on this day personally appeared Kenneth Wiggins, Vice President 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/she executed the same for the purpose and in the capacity therein expressed.

SUBSCRIBED AND SWORN TO BEFORE ME on this the 1st day of October 2024, to certify which witness my hand and official seal.

Rebekah Chevalier
Notary Public Signature



RP-2024-376445

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Pages 19
10/10/2024 02:13 PM
e-Filed & e-Recorded in the
Official Public Records of
HARRIS COUNTY
TENESHIA HUDSPETH
COUNTY CLERK
Fees \$93.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically and any blackouts, additions or changes were present at the time the instrument was filed and recorded.

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 hereon by me; and was duly RECORDED in the Official Public Records of Real Property of Harris County, Texas.



Teneshia Hudspeth
COUNTY CLERK
HARRIS COUNTY, TEXAS

RP-2024-376445