

**BELLASERA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Bellasera Community Clubhouse
7350 E. Ponte Bella Drive, Scottsdale Arizona, 85266**

December 15, 2011 – 2:00 PM

MINUTES

Members Present

- Susan Loiselle, President; Gregg Dittoe, Vice President; Dennis Soeffner, Director
- Absent: Ted Dixon, Treasurer; Bruce Martin, Secretary

Others Present

- Viola Lanam, Community Manager, AAM and Sharon Foxworth, Assistant
- Several committee members and home owners were present.

Call to Order

- Susan Loiselle, President, called the meeting to order at 2:00 p.m. A quorum was present.

Approval of Minutes

- Dennis Soeffner moved to approve the minutes from the September 22, 2011. **Minutes were unanimously approved as submitted.** Gregg Dittoe moved to approve the minutes from the October 3, 2011, Special Meeting. **Minutes were unanimously approved as submitted.**

Treasurer's Report

- Gregg Dittoe spoke in reference to the Reserve Study

Budget and Finance

- Charles Schroeder discussed the Budget and Finance issues for October

Modification Committee

- No Report.

Building and Grounds Report

- Bob Huff reviewed the items the committee is working on and the items that have been completed.

Communications Report

- Dennis Soeffner spoke in reference to sending an eblast regarding the dates of the upcoming street sweeping.

Security Committee

- Joe Carlon mentioned the next transponder installation "event" is scheduled on January 14, 2012.

Community Manager

- See the attached report.

Old Business

- None

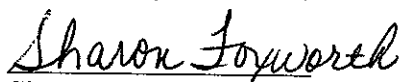
New Business

- The new transponder policy was discussed. Susan Loiselle moved to approve the new policy. **Motion carried unanimously. See attached.**
- Susan Loiselle moved to approve the **Revised Election Policy. Motion carried unanimously. See attached.**
- Susan Loiselle moved to approve the **revised Facilities Reservation Form. Motion carried unanimously. See attached.**
- Susan Loiselle moved to accept James Cole's application for the Building and Grounds Committee. **Motion carried unanimously.**
- Susan Loiselle moved to remove AAM staff members, Kevin DeBolske, Carmen Burnett and Patrice Stevens as Assistant Treasurers for Bellasera. **Motion carried unanimously.**

Adjournment

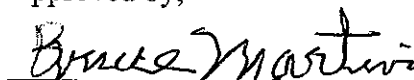
- There being no further business, the meeting was adjourned at 2:40 p.m. The next regular Board meeting will be held on January 26, 2012.

Respectfully submitted,



Sharon Foxworth
Recording Secretary

Approved by,



Bruce Martin
Board Secretary

Attachments:

Community Manager's Report
Motion to Accept the Transponder Policy
Motion to Accept the 2012 Election Policy
Motion to Accept the Revised Facilities Reservation Request and Contract

MANAGEMENT REPORT

Bellasera Homeowners Association

Submitted by: Viola Lanam, Community Manager
12/14/2011

BOD Meeting Date: December 15, 2011

FINANCIAL:

- Reviewed and coded invoices for AP processing
- Reviewed November financials
- Prepared November MTD & YTD variance reports

VIOLATIONS:

- Inspection of property at intervals.

LANDSCAPE ITEMS/ISSUES:

- There was a water leak, next to the northeast corner of the patio stairway, leading down to the grass area. This has been repaired.
- The erosions at the Corva Bridge have been repaired.
- Four Peaks is continuing the clean up behind the homes.

MANAGER ACTION ITEMS:

- I met with the Building and Grounds Committee December 13th
- The Security Committee, Board Members, Sharon and other volunteers conducted a vehicle transponder event on Saturday November 12th. They desire a huge thank you for their contribution and the event was well executed.
- Sharon continues to work with the Security Committee on the issuance of the new vehicle transponders which also entails entering the information into the Quick Pass system.
- Arizona Systems Design replaced an element and heat sensor on the steam room equipment.
- The neon lights that were out on the monument have been repaired. An issue with the monument lights was due to pack rats chewing the wires. Four Peaks cleaned out the pack rat debris and Burns Pest Control has placed traps in the area and will maintain the traps monthly.
- The spa pump housing has been repaired.
- Two FM Broadband transmitters were replaced in the Clubhouse.
- ABC Waterworks has conducted the annual inspection of the backflow assemblies as required by the City of Scottsdale. Four Peaks will be placing protection materials/wrap on the assemblies that will hopefully eliminate the issue of frozen backflows as was experienced last winter.
- Yellow road reflectors have been installed.
- The community walls that required painting has been completed by DR Paint.
- Volunteers installed the Holiday lights and I want to personally thank them. I had the opportunity to drive by on Monday evening and they looked great!

UPCOMING:

- A proposal has been received from Four Peaks for the next re-veg area which is for the front entrance and along Pontebella Dr. to Corva. This is presently on hold.
- Drive community specifically for monitoring lots for number of trees to meet Community Wide Standards of Landscaping as adopted by the BOD

December 15, 2011

RESOLVED: The Board adopts the attached AMENDED AND RESTATED TRANSPONDER RULES, effective immediately, to govern the sale/issuance of New Transponders and the deactivation of Old Transponders.

AMENDED AND RESTATE TRANSPONDER RULES

EFFECTIVE DECEMBER 15, 2011

1. New Transponders will be sold to Owners (see below for rules applicable to others) for all vehicles registered to the Owner or Owner's spouse. The term "Old Transponders" means the black, hard plastic devices that are battery operated. The term "New Transponders" means the soft device that contains an RIFD chip and is permanently affixed to the interior of a vehicle windshield.
2. Gates will recognize both Old and New Transponders through March 31, 2012.
3. All Old Transponders will be deactivated on April 1, 2012.
4. Cost of New Transponder to Owners: \$25.00 each.
5. Cost of New Transponder to non-Owners: \$35.00 each.
6. Introductory Offer limited to Owners: 2 New Transponders @ \$12.50 each through March 30, 2012.
7. Each Old Transponder purchased after July 1, 2011 may be exchanged for a New Transponder, at no charge.
8. Old Transponder must be exchanged for New Transponder at time of purchase (except in circumstances where a New Transponder is not being purchased to replace an Old Transponder).
9. New Transponders must be permanently affixed to vehicle windshield, unless unique circumstances particular to the vehicle interferes with operability of New Transponder, in which case a different device will be used.

10. Motorcyclists: *(Subject to Committee Approval)* Alternate transponder may be purchased as a substitute for one of the 2 New Transponders for motorcycle use (may be an Old Transponder).
11. New Transponders must be installed by guard or other authorized person. Residents are not permitted to install New Transponders.
12. Owner/Resident must submit information pairing New Transponder with vehicle and Owner at time of purchase, such as identification (driver's license) and proof of vehicle ownership. The Committee/MANAGEMENT COMPANY will develop a form, as modified from time to time, to record the information pairing the vehicle with the Owner/Resident). New transponder will be installed only on vehicles registered with Resident.
13. The Board, in its sole discretion, may deactivate any Transponder for any period of time the Board determines reasonable.
14. New Transponders are permanently affixed to a vehicle and not transferrable. A New Transponder will be issued at no charge for change of vehicle or windshield replacement within one year of purchase of the New Transponder, limited to one occurrence per New Transponder. Change of vehicle or windshield replacement more than one year from purchase of New Transponder will require purchase of a New Transponder.

15. OWNER'S FAMILY MEMBERS/LONG TERM GUESTS

- a. **Purchase of New Transponder:** Subject to Committee/MANAGEMENT COMPANY approval. Committee/President may establish criteria for sales.

- b. **Rental of Old Transponder:** MANAGEMENT COMPANY has discretion to rent an Old Transponder to a temporary guest not intending to reside in the residence. Rental: \$100 deposit & \$5/week rental and coded to disable on a date certain.

16. TENANTS

- a. May purchase a New Transponder @\$35/each (no price break except even exchange for Old Transponder units purchased after July 1, 2011).
- b. Limit: 2. Extra with MANAGEMENT COMPANY or Committee approval.
- c. May only be purchased by Tenants identified on Lease Certification on file with office
- d. System will be coded to disable transponder on Lease termination date specified on Lease Certification.

17. CONTRACTORS:

- a. **BCA CONTRACTORS:** The Committee/MANAGEMENT COMPANY may establish rules, from time to time, for use of New or Old Transponders by BCA's contractors.
- b. **RESIDENT'S CONTRACTORS:** The Committee/MANAGEMENT COMPANY may establish rules, from time to time, for use of a Transponder by a contractor required to assist the Resident on a predetermined schedule or in emergencies (such as a health care provider).

18. OLD TRANSPONDERS.

- a. Old Transponders will be retained by MANAGEMENT COMPANY for rentals and special use. Old Transponders will be deactivated when delivered in exchange for New Transponder.
- b. Upon application to the Committee, Committee may approve a request to purchase Old Transponders @\$25 for the first and \$50 each for each additional Old Transponder for use in vehicles on case by case basis, subject to rules established by the Committee. Any Old Transponder issued will be automatically programmed to deactivate after one year, subject to reactivation after COMMITTEE/MANAGEMENT COMPANY verification that it is still in use as intended.

BELLASERA COMMUNITY ASSOCIATION, INC.
BOARD OF DIRECTORS ELECTION POLICY
Amending and Restating all prior policies/rules regarding the subject matter
Adopted and Effective December 15, 2011

WHEREAS, Section III, Article 3.3 of the Amended and Restated Bylaws of the Bellasera Community Association requires that nominations to the Board of Directors shall be made in accordance with policies and procedures established, from time to time, by the Board, and;

WHEREAS, Arizona Revised Statute 33-1812 provides the rules the Association must follow regarding absentee ballots, and;

WHEREAS, the Board has determined that the Election Policy adopted December 9, 2010 must be updated to meet the requirements of the 2012 Election;

NOW THEREFORE, IT IS RESOLVED, effective immediately, the Election Policy adopted December 9, 2010 is revoked and the following Election Policy is adopted to be in effect during the 2012 election period.

ANNUAL MEETING To be held April 22, 2012, 2:00PM at Bellasera Clubhouse.
Organizational meeting immediately following annual meeting.

BOARD APPLICATION A copy of the Application for the April 22, 2012 election is attached.

NEWSLETTERS January, February and March, 2012, newsletters to include the following information: Time and place of Annual Meeting; Three Directors' seats with two-year terms are open; Applications will be mailed to Owners on or before February 22, 2012; Applications will also be available at the Clubhouse office or at www.azbellasera.org; Completed applications must be received on or before 12:30 PM on March 8, 2012 (see below).

April newsletter to include reminder of "Meet the Candidates" night (if applicable) to be held on April 12, 2012, and will include list of candidates.

NOMINATIONS Mail applications to Owners on or before February 22, 2012.
Application and cover letter to include the following statements:

a) "Copy of Bellasera's **mandatory** Board training requirements are included with the enclosed application form", and

b) "Applications for Board positions **MUST** be either hand delivered to the Bellasera Community Association clubhouse

office or faxed to 480-488-2103 on or before 12:30PM on March 8, 2012, **LATE APPLICATIONS WILL NOT BE VALID FOR THIS ELECTION.**”

ADDITIONAL BALLOTS In addition to the election of Board Members, the Board of Directors shall determine other community-wide initiatives to be included on ballot.

ELECTION PROCESS Mail-in ballots will be opened at the annual meeting. Owners who do not mail in a ballot may receive and cast a ballot at the meeting. Four Owner-volunteers will read the ballots, tally and record the votes. Volunteers must be unrelated to nominees. The final summary shall be prepared by the Community Manager and announced by the President.

FORMAL NOTICE Formal Notice of the Annual Meeting Ballot and Candidate Information Sheet shall be mailed to Owners on or before March 23, 2012. The formal notice shall include the following:

a) Notice of the manner in which votes shall be counted, audited and announced.

b) Notice of a meeting of the Board of Directors immediately following the annual meeting to elect Officers and other agenda items.

c) The following statement:

“Arizona law prohibits the use of proxies; therefore, the 2012 election will be conducted by mail-in absentee ballot or ballots personally presented at the annual meeting. Nominations from the floor or write-in nominations cannot be considered due to the inability of Owners voting by absentee ballot to consider these nominations.”

**MEET THE
CANDIDATES NIGHT**

If more applications are received than there are open Director seats, a “Meet the Candidates Night” will be held on April 12, 2012, at 6:00PM.

**APPLICATION
FOR ELECTION TO
BELLASERA BOARD OF DIRECTORS**

Members of the Bellasera Community Association will elect new Board Members at the Annual meeting on April 22, 2012. Applications for Board positions must be hand delivered to the Bellasera Community Association clubhouse office on or before 12:30PM on March 8, 2012, or faxed to Viola Lanam at 602-870-8231 on or before close of business on March 8, 2012 to be effective.

LATE APPLICATIONS WILL NOT BE VALID FOR THIS ELECTION.

All candidates for the Board positions must be Homeowners; in good standing and not delinquent in the payment of their assessments. No more than one representative from a particular Lot may serve on the Board at the same time. In the case of a Homeowner which is not a natural person, any officer, director, partner, or trustee of such Homeowner shall be presumed to be eligible to serve as a director unless otherwise specified by written notice to the Association signed by such Homeowner. No Homeowner may have more than one such representative on the Board at a time.

A Director is also required to serve on at least one standing committee.

**ALL MEMBERS OF THE BOARD ARE REQUIRED TO COMPLETE ALL OF THE
TRAINING DESCRIBED ON THE ATTACHED TRAINING REQUIREMENTS POLICY.**

All information provided will be made available to voting members prior to the election.

Your Name: _____ Local Phone: _____

E-mail Address: _____

Your Bellasera Address: _____ Lot # _____

Please provide a brief description of your qualifications and experience: (Attach a statement if necessary)

Do you have previous experience serving on a Board of Directors/Committee for a Homeowners Association?

Please indicate community/location, position and term. _____

As a Board Member, on which particular aspects of the Bellasera Community do you intend to focus?

By signing below, I certify that I meet the qualifications required to serve on the Board and that I am not in arrears for any assessments for my Lot.

Signature _____

Date _____

BELLASERA COMMUNITY ASSOCIATION, INC.
FACILITIES RESERVATION REQUEST AND CONTRACT
EFFECTIVE December 15, 2011

Please fill out this form and return to the Community Manager. The appropriate fees must accompany this written request. If your request can be accommodated, you will receive a signed, approved copy of this contract. Requests for reservations must be requested 72 hours in advance of the date needed. Reservations may be made up to 6 months in advance of scheduled event.

Name of Member: _____

Address: _____

Phone: _____ Email: _____

Date of Event: _____

Time of Day Needed: From (set up) _____ To (clean up) _____

Type of Event (include description of planned activities): _____

Number Attending: _____ (Room capacity is 65)

If this event is being sponsored by, affiliated with or if the facility fee is being paid by a third party (a party other than the Bellasera Member). Please provide details:

Will parking requirements exceed 40 parking spaces for this event? Yes () No ()

Keys can be picked up at the guard post when presenting a copy of this contract after _____ am /p.m. Date _____ and returned by _____ am/pm. Date _____.

A fine of \$100.00 will be incurred for lost or late return of keys.

Facility fees are non-refundable. The Association will provide for cleaning of the contracted areas only. ALL CATERING AND PERSONAL ITEMS MUST BE REMOVED AT THE END OF THE EVENT and/or BEFORE 2AM, UNLESS OTHER ARRANGEMENTS ARE APPROVED.

FEE SCHEDULE

If there are previously scheduled events or ongoing club activities the recreational facilities cannot be booked.

I am requesting the use of the following facilities:

_____ Activity room and kitchen (Scheduled time of the event only): Fee: \$125.00, plus a \$125.00 refundable security deposit to pay for the cost of any damage to the facility as determined in the sole discretion of the Association's Community Manager.

_____ Hallway from entrance to pool exit, including lounge area niche (Scheduled time of the event only. Exclusive use of this area is not guaranteed.) Fee: \$25.00

_____ Outside of building and grassy area (Scheduled time of the event only. Exclusive use of this area is not guaranteed.) Fee: \$75.00

Use of any of the above areas the day before or the day after the scheduled times of the event (i.e. cleanup or setup the previous afternoon or the next morning) have additional fees (SEE BELOW).

_____ Activity room and kitchen: Fee: \$50.00

_____ Hallway from entrance to pool exit: Fee: \$25.00

_____ Outside of building and grassy area: Fee: \$50.00

Any special requests must be outlined here in writing.

The Community Manager will inspect the contracted-for areas the following workday. Any costs incurred as a result of damage will be charged to the owner's Association account and will be subject to all of the collection rights of the Association as would apply to any regular Association assessment.

Member agrees and acknowledges that the Association will incur liability if the Community is made available to the general public. Member agrees and understands that the event shall be private. Attendees shall be limited to the Member and Member's immediate guests. Only persons reflected on an immediate guest list, submitted by Member to Community Manager no less than two business days prior to Event, shall be allowed to enter the Community.

In consideration of the Association providing the facilities, the undersigned expressly agrees to assume responsibility for any damage, accident or injury in connection with such use. The undersigned agrees to assume all liabilities associated with use of the facilities and agrees to defend, indemnify and hold harmless the Association, its Board of Directors and its managing agent against all claims, actions, damages, injuries to person or property, losses, judgments, costs, expenses, obligations, liabilities, demands, suits, and threats of suit which may be incurred now or in the future, related to, arising out of, or resulting from use of the facilities. The Association shall not be liable for failure

to operate the facilities in the Activity Room or in any other area and reserves the right to close these facilities at any time at its sole discretion.

Insurance is required for all events. The minimum policy limit shall be \$1,000,000 naming Bellasera Community Association, Inc. as an additional insured and a copy of the policy must be enclosed with this agreement.

I hereby certify that I will use the facilities for my personal party only and that I will be present throughout the party. I understand that failure to comply with the foregoing rules may result in withdrawal of facilities privileges for a period of time to be specified by the Board of Directors.

I have received and read the "Policy for the Use of the Bellasera Recreational Facilities" and agree to abide by its conditions.

Member Signature: _____ Date: _____

Approved By: _____ Date: _____

- cc: Lessee
- File
- Guard Post
- Cleaning Service