

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

July 26, 2012 – 2:00 PM

MINUTES

Members Present

- Gregg Dittoe, President; Richard Hoffman, Vice President Ed Szkardnik, Treasurer; Joe Pruess, Secretary, and Craig Johnson, Director.

Others Present

- Viola Lanam, Community Manager
- Homeowners present: Bob Huff, Dennis Carson and Marilyn Lillienfeld.

Call to Order

- Gregg Dittoe, President, called the meeting to order at 2:02 p.m. A quorum was present.

Approval of Minutes

- Gregg Dittoe moved to approve the minutes from the May 24, 2012, regular meeting. **Minutes were unanimously approved as submitted.**

Treasurer:

- Ed Szkardnik discussed the May financial statement.

Budget and Finance

- Marilyn Lillienfeld made a recommendation to hire a CPA to perform an audit of the financial statement of the fiscal year. Gregg Dittoe made a motion to approve the recommendation. **Motion passed. See Attached.**
- Marilyn Lillienfeld, proposed to the Board to open an account at Chase Bank to invest in CDs. Gregg Dittoe made a motion to have Chase Bank act as an investor of funds on a short term basis on behalf of Bellasera Community Association. **Motion passed.**

Modification Committee

- Gregg Dittoe made a motion that the Modification Committee be chaired by a member of the Board according effective August 1, 2012, in accordance to the new Arizona law. **Motion passed.**

Building and Grounds Report

- Bob Huff reviewed the items that have been completed. The issue of speeding in the community was discussed. Gregg Dittoe moved to install the green, plastic “slow down” indicators around the community. The Building and Grounds Committee will monitor. **Motion passed.**

- Gregg Dittoe moved to approve the street sealing project up to a maximum of 80K depending on the recommendation of Tom McDonald, of PMIS, in order to have the work done as quickly as possible. **Motion passed.**

Communications

- Joe Pruess reported that the new 2012 Directory is now updated and is being distributed.

Security Committee

- Dennis Carson discussed the recommendations for the new clubhouse security system.
- The Security Committee is to have ADT give us a bid on a camera for the clubhouse.
- Richard Hoffman reviewed the ADT Contract for fobs for the clubhouse.
- Dennis Carson read the **resolution** for the clubhouse fobs. Gregg Dittoe recommended that the first two fobs be given to the homeowners for no charge and charge for any over that amount. Gregg Dittoe moved to accept the motion subject to changing # 9 to read zero charge for the first two fobs. **Motion passed. See attached.**

Ad Hoc Committee

- Richard Hoffman discussed the actions of the committee. They determined that the best use of tennis court #3 is to be a dog park and to expand the dimensions of the court to create a larger exercise area.
- Dennis Carson read the **resolution** to create a design layout and budget and to get a SOW. After much discussion Ed Szkaradnik made a motion to accept the resolution. **Motion passed. See attached.**

Community Manager

- See the attached report.

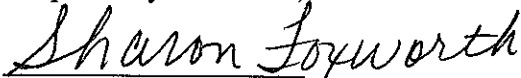
President

- Gregg Dittoe made a motion to facilitate a change in position between the Board Secretary and the Board Treasurer. Ed Szkaradnik's position is now Secretary and the Board representative on the Communication Committee. Joe Pruess is now the Treasurer and is the Board Representative on the Budget and Finance Committee. **Motion passed.**

Adjournment

- There being no further business, the meeting was adjourned at 3:50 p.m. The next regular Board meeting will be held on August 30, 2012. The September Board meeting will be moved to September 20, 2012.

Respectfully submitted,



Sharon Foxworth
Recording Secretary

Attachments:
Community Manager's Report
Resolutions

MANAGEMENT REPORT

Bellasera Homeowners Association

Submitted by: Viola Lanam, Community Manager
07/23/2012

BOD Meeting Date: July 26, 2012

FINANCIAL:

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

VIOLATIONS:

- Inspection of property at intervals.

LANDSCAPE ITEMS/ISSUES:

- Four Peaks is continuing the clean up behind the homes.
- As requested by Management at lot B-74, Four Peaks removed dead trees & debris in NAOS for fire prevention. This work-order has been completed.
- As requested by Management at lot D-65, Four Peaks removed a large Desert Broom plant and debris in the NAOS. This work-order has been completed. The erosion issue will be addressed shortly.
- The 5' perimeter wall clean up continues and Four Peaks is, working behind homes on the N. side of Visao; unless there are monsoon storms they will continue the project next week.
- Summer flowers have been planted. After planting, many of the flowers planted in the pool area had to be replaced.

MANAGER ACTION ITEMS:

- A compressor for HVAC circuit B has been installed.
- Steel Creations has installed and painted the railings at three wash areas.
- The awning for the bench at the tennis court has been replaced.
- The Security Committee, Sharon and I met with ADT regarding their final proposal for the clubhouse security upgrade. ADT's proposal is attached.
- Sharon continues to work with the Security Committee to install transponders for homeowners.
- Motion detection lights installed at the spa area for additional security.
- Quick Pass has completed an extensive upgrade to their administrative and resident interfaces. The brochure they e-mailed is attached. Sharon and Keven will be meeting with Sarah Jennings on July 25th for training on the upgrades.
- As there is a speeding issue within the community, the Building and Grounds Committee has come up with a possible solution. The "little munchkin" will be unveiled at the meeting for the BOD's approval prior to moving forward.
- A proposal has been requested for caulking the tile line around the pool and spa and also for re-grouting the steam rooms.
- Attended the Ad-Hoc, Building and Grounds and Budget and Finance committee meetings.
- A Move-In Report is attached for May 1st through August 31, 2012.

UPCOMING:

- Seal coating of roads

Bellasera Community Association (“BCA”)

**Motion by the Chair of the Budget and Finance Committee to
Hire a CPA Firm to perform an Audit of Financial Statements for the Fiscal Year**

July 26, 2012

The Chair of the Budget and Finance Committee moves the Board of Directors to adopt the following resolution:

WHEREAS, BCA produces periodic financial statements through its professional management firm;

WHEREAS, these financial statements are available to homeowners of BCA and are used by various BCA committees and the Board as needed;

WHEREAS, BCA desires to ensure that such statements are accurate and fairly present the financial condition of BCA;

WHEREAS, BCA can ensure the accuracy and fair presentation of its financial condition by causing an audit of its financial statements to be performed by a certified public accounting firm;

NOW THEREFORE BE IT RESOLVED:

The Board of Directors of BCA hereby approves hiring a firm of certified public accountants to perform an audit of the financial statements of BCA for the fiscal year ended June 30, 2012. The Board shall approve terms of the engagement letter between BCA and the firm of certified public accountants, including the amount to be paid to the firm and the terms under which the audit will be conducted.

APPROVED

Bellasera Community Association
Resolution to Accept ADT Contract for Clubhouse Security System
And Key Fob Rules
July 26, 2012

WHEREAS, the Security Committee has reviewed the security system that controls and manages entry into the Clubhouse, and has recommended the Board enter into a contract with ADT (a copy of which is attached) to upgrade the hardware and data management system to improve Clubhouse security, and

WHEREAS, the Board acknowledges the present system does not provide adequate control and accountability of ingress into the Clubhouse and pool, and therefore recognizes the need to improve the security system presently in use at the Clubhouse as recommended by the Committee, and

WHEREAS, the Board has reviewed the attached contract with ADT to upgrade the hardware necessary to provide improved control and accountability, which includes the installation of new hardware, the payment of a monthly service fee, and the purchase of new Key Fobs.

IT IS THEREFORE:

RESOLVED: The Board authorizes and directs the President to execute the attached contract with ADT to purchase and install the new security system for entry into the Clubhouse.

RESOLVED: The Board adopts the attached KEY FOB RULES AND PROCEDURES to govern the sale/issuance of NEW KEY FOBS for use in opening Clubhouse doors, to be effective immediately, but further directs the President to modify the dates and procedures as set forth therein as the President deems proper to promote the orderly transition from OLD KEY FOBS to NEW KEY FOBS.

KEY FOB RULES AND PROCEDURES

1. New Key Fobs will be available for purchase by Owners and Tenants beginning on August 13, 2012.
2. All Old Key Fobs will be deactivated and the New Key Fobs will be activated on or about Tuesday, September 4, 2012, depending on the availability of the contractor.
3. Owners may purchase New Key Fobs for use by the Owner and the Owner's family members and other individuals residing in the residence with the Owner full time.
4. Tenants may purchase New Key Fobs for use by the Tenant and the Tenant's family members and other individuals listed on a valid Lease Certification on file in the BCA office and living with the Tenant in the residence full time.
5. Key Fobs may not be assigned by an Owner to a successor Owner, by an Owner to a Tenant, or by a Tenant to a successor Tenant.
6. The Manager will maintain a register of issued Key Fobs by Owner, Tenant and residence address.

7. All Key Fobs registered at an address will be deactivated on change of ownership of the residence, or on the lease termination date set forth on the Lease Certification on file in the BCA office, as the case may be.
8. The Board, in its sole discretion, may deactivate any Key Fob for any period of time the Board determines reasonable.
9. The cost of each of the first two (2) Key Fobs issued per residence address to any Owner is \$0.00, and the cost of each additional Key Fob issued per residence address to any Owner or Tenant is \$10.00.
10. The Committee/MANAGEMENT COMPANY may establish rules, from time to time, for use of New Key Fobs by BCA's contractors and guests under special circumstances (i.e. use of the facility by residents of other communities on a reciprocal basis during periods of repairs).

Bellasera Community Association
Resolution to engage the services of a landscape architect for the purpose of developing a
concept plan, for replacing Tennis Court #3 with a
Pet Activity Area.

July 26, 2012

WHEREAS, the Recreation Area Ad Hoc Committee has reviewed the feasibility of replacing Tennis Court #3 with a pet activity area, and

WHEREAS, the Committee recommends that it is in the best interest of the Community if Tennis Court #3 is removed and replaced by an enclosed irrigated grass surface suitable for pet activities, and

WHEREAS, the Committee recommends that the space now occupied by Tennis Court #3 be enlarged by extending the north fence to a line that corresponds as near as possible to the North line of Tennis Court #2 (subject to budget constraints and all legal approvals), and

WHEREAS, the Committee recommends removing the North wall of Tennis Court #3, re-grading the slope of the added area as minimally as possible to permit maintenance of a grass surface and proper drainage, and

WHEREAS, the Committee recommends the Board engage the services of a landscape architect to prepare drawings suitable for presentation to the Community and the Board to determine whether to move forward with the preparation of a detailed Statement of Work, and the solicitation of bids.

NOW, THEREFORE, the Board adopts the following:

RESOLVED, the President of the Association is authorized and directed to engage the services of a landscape architect or such other person the President deems qualified to meet with the Committee for the purpose of developing a concept plan, design and renderings consistent with the foregoing, together with such other changes and modifications which the architect, after consultation with the President, deems necessary and prudent to convert the space to a successful pet activity area, and

RESOLVED, the President is authorized and directed to engage the services of the landscape architect or such other person the President deems qualified to prepare a detailed Statement of Work from the design concept and solicit bids from contractors approved by the President, and

RESOLVED, the President is authorized spend not more than \$11,000 for such services.