

**Bellasera Community Association, Inc.**  
**7350 E. Ponte Bella Dr.**  
**Scottsdale, AZ 85266**  
**Special Meeting July 16, 2010**

Board Members Present: Dennis Carson, Ted Dixon, Mike Simpson, Anne Chernis, Susan Loiselle

A quorum being present, the meeting was called to order.

**1. APPROVAL OF PRIOR MINUTES.**

The minutes of a special meeting dated June 10, 2010 were approved.

The minutes of a regular meeting dated June 24, 2010 were approved.

**2. MOTION TO INVEST \$600,000 AS FOLLOWS:**

Clayton Loiselle moved to invest \$600,000 of Bellasera Community Association funds in FDIC insured investment accounts as follows:

1. The BCA Board of Directors shall open a new Money Market Account at Mutual of Omaha Bank into which will be deposited up to \$250,000, and
2. The BCA Board of Directors shall enter into a Certificate of Deposit Account Registry Service ("CDARS") deposit placement agreement with Mutual of Omaha Bank into which will be deposited approximately \$350,000 for a term no longer than 52 weeks.

Motion carried.

**3. MOTION TO AMEND AND RESTATE COMMITTEE MEETING POLICY**

Susan Loiselle moved to adopt the **BELASERA COMMUNITY ASSOCIATION, INC. POLICY FOR THE OPERATION OF COMMITTEES**, a copy of which is attached hereto, effective immediately.

Motion unanimously carried.

**4. MOTION TO AMEND AND RESTATE COMMON AREA KEY POLICY.**

Susan Loiselle moved to adopt the **BELASERA COMMUNITY ASSOCIATION, INC. COMMON AREA KEY POLICY**, a copy of which is attached hereto, effective immediately.

Motion unanimously carried.

5. **MOTION TO AMEND AND RESTATE BELLASERA COMMUNITY ASSOCIATION PURCHASING AND CONTRACTING POLICY**

Ted Dixon moved to adopt the **BELASERA COMMUNITY ASSOCIATION, INC. PURCHASING AND CONTRACTING POLICY**, a copy of which is attached hereto, effective immediately.

Motion unanimously carried.

6. **MOTION TO APPOINT ASSISTANT TREASURERS AND APPROVE EXPENDITURE OF FUNDS FOR SMALL CLAIMS COURT ACTIONS**

Dennis Carson moved to appoint three individuals as assistant treasurers and authorize expenditure of funds for small claims court actions as follows:

1. Kevin T. DeBolske, Carmen Burnett and Patrice Stevens are each appointed as an Assistant Treasurer of Bellasera Community Association to act on behalf of the Association in any action in an Arizona Small Claims Court to collect any amounts due by an Owner to the Association pursuant to the Assessment Collection Policy adopted by the Board on December 5, 2000.

2. The Board of Directors approves payment of a Small Claims processing fee of \$350.00 per account. Payment shall be issued to AAM, LLC prior to a summons being filed against an account. An additional fee of \$45.00 for skip tracing as well as an additional fee of \$150.00 to appear in court shall also be assessed per account, as may be required. Payment for such required additional fees shall be issued to AAM, LLC prior to completion of such services. All Small Claims fees shall be posted to the appropriate Owner's ledger to allow for collection of such fees and further reimbursement to the Association.

Motion unanimously carried.

7. **MOTION TO APPROVE PROPOSAL FOR PAVEMENT MAINTENANCE CONSULTING**

Dennis Carson moved as follows: to approve the proposal submitted by PAVEMENT MAINTENANCE INFORMATION SOURCE to provide pavement maintenance consulting services for seal coating on the main entry on Pontebella, on Corva Dr., on 76<sup>th</sup> St. at the rear gate, and on the clubhouse parking lot as set forth in items 1 through 14 of the PROJECT MANAGEMENT FOR PAVEMENT MAINTENANCE proposal submitted to the Board at a cost of \$1,995.00, and the President is authorized to execute the contract on behalf of the Association, and such other documents he may determine necessary.

A copy of the proposal is attached.

The motion was approved unanimously.

8. **MOTION TO APPROVE PROPOSAL FOR SUPERVISION OF THE  
INSTALLATION OF THE NEWPATH FIBRE OPTIC CABLE**

Dennis Carson moved as follows: to approve the proposal submitted by PAVEMENT MAINTENANCE INFORMATION SOURCE to provide inspection and project administration and plan review for cable installation supervision as set forth in items 15, 16 and 17 of the PROJECT MANAGEMENT FOR PAVEMENT MAINTENANCE proposal submitted to the Board at a cost of \$2,400.00, and the President is authorized to execute the contract on behalf of the Association, and such other documents he may determine necessary, subject to the NewPath Project final approval by the BCA members and negotiation of an acceptable lease with NewPath.

The motion was approved unanimously.

9. **MOTION TO APPROVE NIGHT INSPECTIONS**

Dennis Carson moved to approve the proposal submitted by AAM to hire the services of RESIDENTIAL COMPLIANCE SERVICES to perform quarterly night inspections primarily for lighting violations, at the cost of \$100 per quarter.

The motion was approved unanimously.

10. **MOTION TO AMEND AND RESTATE THE BCA VIOLATION LETTERS.**

Susan Loiselle moved to amend and restate the BELLASERA COMMUNITY ASSOCIATION, INC. letters to be sent to community members, copies of which are attached hereto, effective immediately.

The motion was approved unanimously.

11. **MOTION TO CLEAN CLUBHOUSE AND GUARDHOUSE**

Michael Simpson moved to request the B&G Committee to organize and conduct a Bellasera Cleanup day to remove unused and discarded items from the Clubhouse and Guardhouse; the Chairperson of B&G shall direct the effort, and the Community Manager shall arrange for access to all Clubhouse areas; and disposal of trash and material, including unused paint and chemicals. Dennis Carson and Michael Simpson volunteered to provide coffee and pastries.

The motion was approved unanimously

12. **MOTION TO REQUEST BUILDING AND GROUNDS TO COMPLETE  
PROJECTS**

Michael Simpson moved to request the B&G Committee to complete the following projects, provided, however, that any uncompleted tasks relative to the reserve study shall take priority:

1. Identify alternatives and provide recommendation on how to proceed with the Ironwood at the front entrance.
2. Review current gravel placement and provide a recommendation for long term maintenance.
3. Review current water usage relative to the water bill, and provide findings and recommendations to the Board. The effort shall include and focus on the drip system.
4. Identify alternatives and recommendations for increased storage in the Clubhouse.
5. Review member request for leg press, review replacement of dumbbells, and review status of Clubhouse exercise equipment generally.

The motion was approved unanimously

### **13. MOTION TO REMODEL/REDECORATE CLUBHOUSE**

A motion was made to adopt a plan to remodel/redecorate the Clubhouse as follows:

The Board approves procuring a plan to remodel/redecorate the entire Clubhouse interior, to include paint, replacement of ceiling fans and blinds where determined necessary, installation of sun protective window film where necessary, professional cleaning of furniture in TV room and activity room chairs, and the purchase of a flat screen TV.

The Association shall acquire professional opinion regarding repair of carpet in activity room and cleaning of all carpet before any decision to replace.

The Board directs the Manager to contract with a professional decorator to recommend color palette to include possible preservation of existing feature wall and recommendations regarding possible replacement of current artwork and accessories. The Manager shall work with the Ad Hoc Clubhouse Decorating Committee to define the scope of work for the decorator's services.

The Manager is authorized to spend up to \$1000 for the services of a decorator.

Ad Hoc Clubhouse Decorating Committee to work with carpet professionals to procure an opinion regarding repair or replacement of carpet and to coordinate with decorator to present color palette and recommendations to Board for entire Clubhouse.

Anne Chernis is to chair the Ad Hoc Clubhouse Decorating Committee to consist of such additional members, or none, as she shall determine.


All fees and expenses for the decorator and remodeling of the clubhouse to be charged to Reserve Fund.

The motion was approved unanimously


14. **MOTION TO REVISE MEETING CALENDAR**

Dennis Carson moved to cancel all remaining scheduled board meetings for July and August.

The motion was approved unanimously.



Dennis Carson, President



Anne Chernis, Secretary

Attachments:  
Policy for the Operation of Committees  
Common Area Key Policy  
Purchasing and Contracting Policy  
Pavement Maintenance Contract  
Revised Violation Letters (3)

**Bellasera Community Association**  
**MOTION TO INVEST \$600,000 AS FOLLOWS:**  
**July 16, 2010**

Clayton Loiselle moved to invest \$600,000 of Bellasera Community Association funds in FDIC insured investment accounts as follows:

1. The BCA Board of Directors shall open a new Money Market Account at Mutual of Omaha Bank into which will be deposited up to \$250,000, and
2. The BCA Board of Directors shall enter into a Certificate of Deposit Account Registry Service ("CDARS") deposit placement agreement with Mutual of Omaha Bank into which will be deposited approximately \$350,000 for a term no longer than 52 weeks.

Motion carried.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO AMEND AND RESTATE COMMITTEE MEETING POLICY**

Susan Loiselle moved to adopt the **BELLASERA COMMUNITY ASSOCIATION, INC. POLICY FOR THE OPERATION OF COMMITTEES**, a copy of which is **attached** hereto, effective immediately.

Motion unanimously carried.

**BELLASERA COMMUNITY ASSOCIATION  
POLICY FOR THE OPERATION OF COMMITTEES  
Amending and Restating all prior policies/ rules regarding the subject matter  
Effective July 16, 2010**

Capitalized terms used in this Policy have the same meaning as used in the Amended & Restated Declaration of Covenants, Conditions and Restrictions for Bellasera Community Association. Community Manager refers to an employee of AAM, LLC or successor management company.

- The Board shall appoint Committee Members by resolution and reaffirm appointments annually.
- Term of service for Committee Members is until resignation or removal by a majority of the directors.
- Each Committee shall consist of no more than one Board Member. The Board Member's duties shall include: casting one equal vote, ensuring that the Committee adheres to the requirements of the Bylaws, this policy, the Committee charter and Arizona law; exercising respect for the Committee Chair; and working in the best interest of the Association and the Board's fiduciary obligations to the Community.
- Committee Members shall elect a chair from among their Members. Board Member shall not serve as chair.
- Committee Members shall elect a Recording Secretary. Chair shall not serve as Recording Secretary.
- Chair may serve as chair for a maximum of six years only but may remain on the Committee longer than six years unless removed by a majority of the directors.
- Meetings shall be held periodically, as required. Committee Chair to set rules of conduct for meeting. Date and time of meetings shall be furnished to the Community Manager and to the chair of the Communications Committee no less than five days prior to the meeting date.
- Written minutes of all Committee meetings, including the date and time of the meeting, names of Members present, actions taken and time of adjournment, shall be approved by the Committee Members, signed by the Committee Chair or Secretary and submitted by email to the Community Manager. Committee approval of minutes may take place at the next regularly scheduled Committee Meeting but must be received by the Community Manager no less than five days before the next scheduled regular Board meeting after approval.



- In addition to Committee minutes, the Committee chair shall submit any proposed resolutions, or other proposals for Board consideration, by email to the Community Manager no less than five days prior to the date of the next scheduled Regular Board Meeting. Committee chair or designee may present this portion of reporting verbally at the Board meeting.
- Committee Meetings shall be open to all Homeowners, or any person designated in writing by a Homeowner as the Homeowner's representative.
- Community Manager may reimburse Committee Members for valid Committee incidental expenses.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO AMEND AND RESTATE COMMON AREA KEY POLICY.**

Susan Loiselle moved adopt the **BELLASERA COMMUNITY ASSOCIATION, INC. COMMON AREA KEY POLICY**, a copy of which is attached hereto, effective immediately.

Motion unanimously carried.

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**BELLASERA COMMUNITY ASSOCIATION, INC.  
COMMON AREA KEY POLICY  
Amending and Restating all prior policies/rules regarding the subject matter  
Effective July 16, 2010**

**Definitions**

Capitalized terms used in this Policy have the same meaning as used in the Amended & Restated Declaration of Covenants, Conditions, and Restrictions for Bellasera Community Association. Community Manager and Administrative Assistant refer to employees of AAM, LLC or successor management company.

**General Policy**

Access to the Common Area of the Bellasera Community Association is restricted to authorized individuals only. For Common Areas requiring keyed access, the policy is as follows:

- A complete set of keys to all keyed areas shall be made available to the President of the Bellasera Community Association, the Community Manager and the Administrative Assistant. Complete sets of keys will be located at the Bellasera guardhouse and in the Management Office. In addition, Activity Keys, which will provide access only to the clubhouse, kitchen and storage area, will be located at the guardhouse.
- Board members may receive keys from guards or Management personnel, on a temporary basis, upon request.
- Homeowners who have executed a valid Facilities Reservation Request and Contract and paid the appropriate fees may sign out and receive Activity Keys

from the guardhouse on the day of the scheduled event and must return the Keys to the guardhouse before Midnight on the same day unless special arrangements have been made with the Community Manager for time of pick up and return. A fine of \$100 will be incurred for lost or late return of keys. Activity Keys will be released ONLY to Homeowners bearing adequate identification.

- Committee members requiring keys for Community-sponsored activities, may sign out and receive keys from the guard house for return at a specified time.
- UNDER NO CIRCUMSTANCES WILL KEYS BE RELEASED TO NON-HOMEOWNERS, unless the release of keys to outside contractors, as well as the policy regarding their use, is authorized by either the Community Manager or the President.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO AMEND AND RESTATE BELLASERA COMMUNITY  
ASSOCIATION PURCHASING AND CONTRACTING POLICY**

Ted Dixon moved to adopt the **BELLASERA COMMUNITY ASSOCIATION, INC. PURCHASING AND CONTRACTING POLICY**, a copy of which is **attached** hereto, effective immediately.

Motion unanimously carried.

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**BELLASERA COMMUNITY ASSOCIATION, INC.  
PURCHASING AND CONTRACTING POLICY**

**Effective July 16, 2010  
Permanent Policy**

**Purpose:** To provide preliminary and/or final approval guidelines for all purchasing and contracting requests, and to assign initiating authority and develop cost estimates and procedures for recurring and one-time contracts or asset purchases.

- I. Identification of Purchasing or Contractual need**
  - a. Community Manager
  - b. Board of Directors
  - c. Committees
  - d. Residents

**II. Initial Review and Approval of Requests for Contract or Purchasing needs**

- a. The Board of Directors will review each request and either provide preliminary or final approval to proceed with the project, or, reject the project for cause.
- b. The Board of Directors, at it's discretion, may commission a feasibility study to determine and/or validate the potential benefits of the project.
- c. The authority to proceed must be explicitly granted by the Board of

Directors, either by majority vote, or, by unanimous written consent.  
d. In cases of emergencies, the Community Manager and the President of the Board are empowered to initiate corrective actions that may require purchasing activity, without prior Board review and approval.

III. **Estimate cost and prioritize need**

The Community Manager and Board President will determine the preliminary cost of the contract either through contractor estimates or past contract experience. The proposed contract will be placed on the Manager's work schedule.

IV. **Define task and request bid(s)**

- a. Contracts/purchases under \$2,500. Community Manager has independent authority. Requires only one bid.
- b. Contracts/purchases between \$2,500 and \$4,000. Board president has independent authority and coordinates with Community Manager.
- c. All annual contracts either monthly or annual will require two (2) bids and a statement of work or product specification.

d. Contracts above \$4,000 require:

1. Statement of work (SOW) indicating tasks, time, and materials, is

to be developed by the Community Manager or an outside consultant, approved by the Board.

2. Requests for proposals solicited by Community Manager or as provided in the SOW. (Minimum of two [2], preferable three [3]).

3. Upon receipt of bids, Community Manager in coordination with the Board President, presents bids and a recommendation to the Board of Directors.

4. Board reviews bids and Community Manager's recommendation, approves or disapproves recommended bid and gives direction to Community Manager.

**V. Monitoring and supervision of contracts**

a. Contracts authorized and approved by the Community Manager and Board

President in the cost range of \$0 - \$2,500 and \$2,500 - \$4,000 respectively will be monitored for progress by the Community Manager and reported

On the Community Manager's work schedule.

b. Contracts over \$4,000 – the Community Manager will establish monitoring

procedures and conduct periodic inspections of the work in progress and

advise the Board President accordingly.

**VI. Final inspection and evaluation**

a. All contracts, regardless of cost, shall have a final inspection and acceptance by the Community Manager.

b. For contracts over \$2,500 and of a one-time nature, the Community Manager will provide a written final evaluation of contractor's performance

To the Board of Directors and be reported on the Community Manager's Work schedule.

c. Evaluations for annual and recurring monthly contracts will be made by the

Community Manager at the end of each fiscal year. These written Evaluations will be provided to the Board of Directors and noted in the Community Manager's work schedule.

VII. Reserve Data Update

- a. Although the required Reserve Data Update is not a direct part of the Contract process, all work completed on reserve assets must be tracked. Upon completion of a contract on a reserve asset, the Community Manager will file all contracts, statements of work, and evaluations in a Reserve update file. The file will provide a ready resource for the annual Reserve update.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO APPOINT ASSISTANT TREASURES AND APPROVE  
EXPENDITURE OF FUNDS FOR SMALL CLAIMS COURT ACTIONS**

Dennis Carson moved to appoint three individuals as assistant treasures and authorize expenditure of funds for small claims court actions as follows:

1. Kevin T. DeBolske, Carmen Burnett and Patrice Stevens are each appointed as an Assistant Treasurer of Bellasera Community Association to act on behalf of the Association in any action in an Arizona Small Claims Court to collect any amounts due by an Owner to the Association pursuant to the Assessment Collection Policy adopted by the Board on December 5, 2000.
2. The Board of Directors approves payment of a Small Claims processing fee of \$350.00 per account. Payment shall be issued to AAM, LLC prior to a summons being filed against an account. An additional fee of \$45.00 for skip tracing as well as an additional fee of \$150.00 to appear in court shall also be assessed per account, as may be required. Payment for such required additional fees shall be issued to AAM, LLC prior to completion of such services. All Small Claims fees shall be posted to the appropriate Owner's ledger to allow for collection of such fees and further reimbursement to the Association.

Motion unanimously carried.



**Bellasera Community Association**

**July 16, 2010**

**MOTION TO APPROVE PROPOSAL FOR PAVEMENT MAINTENANCE  
CONSULTING**

Dennis Carson moved as follows: to approve the proposal submitted by PAVEMENT MAINTENANCE INFORMATION SOURCE to provide pavement maintenance consulting services for seal coating on the main entry on Ponte Bella, on Corva Dr., on 76<sup>th</sup> St at the rear gate, and on the clubhouse parking lot as set forth in items 1 through 14 of the PROJECT MANAGEMENT FOR PAVEMENT MAINTENANCE proposal submitted to the Board at a cost of \$1,995.00, and the President is authorized to execute the contract on behalf of the Association, and such other documents he may determine necessary.

A copy of the proposal is **attached**.

The motion was approved unanimously.



PAVEMENT MAINTENANCE INFORMATION SOURCE  
18321 E. QUEEN CREEK RD., SUITE 105-123  
QUEEN CREEK, AZ, 85242  
PHONE: (480) 854-7073  
FAX: (480) 854-8888  
email: pmsinfo@aol.com  
web site: www.pavementmaint.com

## PROPOSAL PROJECT MANAGEMENT FOR PAVEMENT MAINTENANCE

Bellacera Home Owners Association  
C/O Associated Asset Management  
7740 N 16th St.  
Suite 300  
Phoenix, AZ 85020

July 13  
October 24, 2010  
Proposal 20100075

Attention Ms. Viola Lannar:

This is a proposal to perform the project management for the pavement maintenance project on streets and parking lots as discussed earlier. The tasks for this service are listed as follows:

1. Survey and test the existing seal coat on the main entry, Pontebella, Curve Drive, the club house parking lot and the North Entrance at 75% at to determine the existing condition of the older, oxidized seal coat. Examine the existing cracks and determine the scope of work for sealing all cracks.
2. Prepare and mark off areas in white paint that require patching to assure proper bidding and area locations for the contractors.
3. Develop the Scope of Work required for the project. The Scope of Work will direct the Contractor to bid specifically to the required and requested maintenance.
4. Prepare all Request for Bids and distribute to licensed and bonded Contractors who provide the maintenance applications specified. These Request for Bids will contain all information and specifications required to keep all bids consistent with the Scope of Work.
5. Review all proposals that are returned to assure proper bidding on labor and materials specified, and that all criteria for each maintenance task and Contractor qualifications are met.
6. Aid in contractor selection and issue the project contract documents with the specifications, general information, insurance documents, safety instructions, and environmental required to perform pavement maintenance projects.
7. Provide a master notification for traffic control in the work area to be sent to all residents if required. A project phone will be established and the number listed in all communications to field calls of concerns, problems, special needs. PMS will record and respond to all calls and report to the manager all calls and responses. Calls requiring involvement of the board or management will be forwarded to the manager for proper response and handling. PMS will also notify all agencies and trash pickup of the work schedules and locations. PMS will work closely with all outside concerns to insure proper access and deliveries.

### PAVEMENT & CONCRETE MAINTENANCE CONSULTING SERVICES

Project	Client	Location	Project	Client	Location
Project 1001	City of Phoenix	Phoenix, AZ	Project 1002	City of Phoenix	Phoenix, AZ
Project 1003	City of Phoenix	Phoenix, AZ	Project 1004	City of Phoenix	Phoenix, AZ
Project 1005	City of Phoenix	Phoenix, AZ	Project 1006	City of Phoenix	Phoenix, AZ
Project 1007	City of Phoenix	Phoenix, AZ	Project 1008	City of Phoenix	Phoenix, AZ
Project 1009	City of Phoenix	Phoenix, AZ	Project 1010	City of Phoenix	Phoenix, AZ
Project 1011	City of Phoenix	Phoenix, AZ	Project 1012	City of Phoenix	Phoenix, AZ
Project 1013	City of Phoenix	Phoenix, AZ	Project 1014	City of Phoenix	Phoenix, AZ
Project 1015	City of Phoenix	Phoenix, AZ	Project 1016	City of Phoenix	Phoenix, AZ
Project 1017	City of Phoenix	Phoenix, AZ	Project 1018	City of Phoenix	Phoenix, AZ
Project 1019	City of Phoenix	Phoenix, AZ	Project 1020	City of Phoenix	Phoenix, AZ
Project 1021	City of Phoenix	Phoenix, AZ	Project 1022	City of Phoenix	Phoenix, AZ
Project 1023	City of Phoenix	Phoenix, AZ	Project 1024	City of Phoenix	Phoenix, AZ
Project 1025	City of Phoenix	Phoenix, AZ	Project 1026	City of Phoenix	Phoenix, AZ
Project 1027	City of Phoenix	Phoenix, AZ	Project 1028	City of Phoenix	Phoenix, AZ
Project 1029	City of Phoenix	Phoenix, AZ	Project 1030	City of Phoenix	Phoenix, AZ
Project 1031	City of Phoenix	Phoenix, AZ	Project 1032	City of Phoenix	Phoenix, AZ
Project 1033	City of Phoenix	Phoenix, AZ	Project 1034	City of Phoenix	Phoenix, AZ
Project 1035	City of Phoenix	Phoenix, AZ	Project 1036	City of Phoenix	Phoenix, AZ
Project 1037	City of Phoenix	Phoenix, AZ	Project 1038	City of Phoenix	Phoenix, AZ
Project 1039	City of Phoenix	Phoenix, AZ	Project 1040	City of Phoenix	Phoenix, AZ
Project 1041	City of Phoenix	Phoenix, AZ	Project 1042	City of Phoenix	Phoenix, AZ
Project 1043	City of Phoenix	Phoenix, AZ	Project 1044	City of Phoenix	Phoenix, AZ
Project 1045	City of Phoenix	Phoenix, AZ	Project 1046	City of Phoenix	Phoenix, AZ
Project 1047	City of Phoenix	Phoenix, AZ	Project 1048	City of Phoenix	Phoenix, AZ
Project 1049	City of Phoenix	Phoenix, AZ	Project 1050	City of Phoenix	Phoenix, AZ
Project 1051	City of Phoenix	Phoenix, AZ	Project 1052	City of Phoenix	Phoenix, AZ
Project 1053	City of Phoenix	Phoenix, AZ	Project 1054	City of Phoenix	Phoenix, AZ
Project 1055	City of Phoenix	Phoenix, AZ	Project 1056	City of Phoenix	Phoenix, AZ
Project 1057	City of Phoenix	Phoenix, AZ	Project 1058	City of Phoenix	Phoenix, AZ
Project 1059	City of Phoenix	Phoenix, AZ	Project 1060	City of Phoenix	Phoenix, AZ
Project 1061	City of Phoenix	Phoenix, AZ	Project 1062	City of Phoenix	Phoenix, AZ
Project 1063	City of Phoenix	Phoenix, AZ	Project 1064	City of Phoenix	Phoenix, AZ
Project 1065	City of Phoenix	Phoenix, AZ	Project 1066	City of Phoenix	Phoenix, AZ
Project 1067	City of Phoenix	Phoenix, AZ	Project 1068	City of Phoenix	Phoenix, AZ
Project 1069	City of Phoenix	Phoenix, AZ	Project 1070	City of Phoenix	Phoenix, AZ
Project 1071	City of Phoenix	Phoenix, AZ	Project 1072	City of Phoenix	Phoenix, AZ
Project 1073	City of Phoenix	Phoenix, AZ	Project 1074	City of Phoenix	Phoenix, AZ
Project 1075	City of Phoenix	Phoenix, AZ	Project 1076	City of Phoenix	Phoenix, AZ
Project 1077	City of Phoenix	Phoenix, AZ	Project 1078	City of Phoenix	Phoenix, AZ
Project 1079	City of Phoenix	Phoenix, AZ	Project 1080	City of Phoenix	Phoenix, AZ
Project 1081	City of Phoenix	Phoenix, AZ	Project 1082	City of Phoenix	Phoenix, AZ
Project 1083	City of Phoenix	Phoenix, AZ	Project 1084	City of Phoenix	Phoenix, AZ
Project 1085	City of Phoenix	Phoenix, AZ	Project 1086	City of Phoenix	Phoenix, AZ
Project 1087	City of Phoenix	Phoenix, AZ	Project 1088	City of Phoenix	Phoenix, AZ
Project 1089	City of Phoenix	Phoenix, AZ	Project 1090	City of Phoenix	Phoenix, AZ
Project 1091	City of Phoenix	Phoenix, AZ	Project 1092	City of Phoenix	Phoenix, AZ
Project 1093	City of Phoenix	Phoenix, AZ	Project 1094	City of Phoenix	Phoenix, AZ
Project 1095	City of Phoenix	Phoenix, AZ	Project 1096	City of Phoenix	Phoenix, AZ
Project 1097	City of Phoenix	Phoenix, AZ	Project 1098	City of Phoenix	Phoenix, AZ
Project 1099	City of Phoenix	Phoenix, AZ	Project 1100	City of Phoenix	Phoenix, AZ
Project 1101	City of Phoenix	Phoenix, AZ	Project 1102	City of Phoenix	Phoenix, AZ
Project 1103	City of Phoenix	Phoenix, AZ	Project 1104	City of Phoenix	Phoenix, AZ
Project 1105	City of Phoenix	Phoenix, AZ	Project 1106	City of Phoenix	Phoenix, AZ
Project 1107	City of Phoenix	Phoenix, AZ	Project 1108	City of Phoenix	Phoenix, AZ
Project 1109	City of Phoenix	Phoenix, AZ	Project 1110	City of Phoenix	Phoenix, AZ
Project 1111	City of Phoenix	Phoenix, AZ	Project 1112	City of Phoenix	Phoenix, AZ
Project 1113	City of Phoenix	Phoenix, AZ	Project 1114	City of Phoenix	Phoenix, AZ
Project 1115	City of Phoenix	Phoenix, AZ	Project 1116	City of Phoenix	Phoenix, AZ
Project 1117	City of Phoenix	Phoenix, AZ	Project 1118	City of Phoenix	Phoenix, AZ
Project 1119	City of Phoenix	Phoenix, AZ	Project 1120	City of Phoenix	Phoenix, AZ
Project 1121	City of Phoenix	Phoenix, AZ	Project 1122	City of Phoenix	Phoenix, AZ
Project 1123	City of Phoenix	Phoenix, AZ	Project 1124	City of Phoenix	Phoenix, AZ
Project 1125	City of Phoenix	Phoenix, AZ	Project 1126	City of Phoenix	Phoenix, AZ
Project 1127	City of Phoenix	Phoenix, AZ	Project 1128	City of Phoenix	Phoenix, AZ
Project 1129	City of Phoenix	Phoenix, AZ	Project 1130	City of Phoenix	Phoenix, AZ
Project 1131	City of Phoenix	Phoenix, AZ	Project 1132	City of Phoenix	Phoenix, AZ
Project 1133	City of Phoenix	Phoenix, AZ	Project 1134	City of Phoenix	Phoenix, AZ
Project 1135	City of Phoenix	Phoenix, AZ	Project 1136	City of Phoenix	Phoenix, AZ
Project 1137	City of Phoenix	Phoenix, AZ	Project 1138	City of Phoenix	Phoenix, AZ
Project 1139	City of Phoenix	Phoenix, AZ	Project 1140	City of Phoenix	Phoenix, AZ
Project 1141	City of Phoenix	Phoenix, AZ	Project 1142	City of Phoenix	Phoenix, AZ
Project 1143	City of Phoenix	Phoenix, AZ	Project 1144	City of Phoenix	Phoenix, AZ
Project 1145	City of Phoenix	Phoenix, AZ	Project 1146	City of Phoenix	Phoenix, AZ
Project 1147	City of Phoenix	Phoenix, AZ	Project 1148	City of Phoenix	Phoenix, AZ
Project 1149	City of Phoenix	Phoenix, AZ	Project 1150	City of Phoenix	Phoenix, AZ
Project 1151	City of Phoenix	Phoenix, AZ	Project 1152	City of Phoenix	Phoenix, AZ
Project 1153	City of Phoenix	Phoenix, AZ	Project 1154	City of Phoenix	Phoenix, AZ
Project 1155	City of Phoenix	Phoenix, AZ	Project 1156	City of Phoenix	Phoenix, AZ
Project 1157	City of Phoenix	Phoenix, AZ	Project 1158	City of Phoenix	Phoenix, AZ
Project 1159	City of Phoenix	Phoenix, AZ	Project 1160	City of Phoenix	Phoenix, AZ
Project 1161	City of Phoenix	Phoenix, AZ	Project 1162	City of Phoenix	Phoenix, AZ
Project 1163	City of Phoenix	Phoenix, AZ	Project 1164	City of Phoenix	Phoenix, AZ
Project 1165	City of Phoenix	Phoenix, AZ	Project 1166	City of Phoenix	Phoenix, AZ
Project 1167	City of Phoenix	Phoenix, AZ	Project 1168	City of Phoenix	Phoenix, AZ
Project 1169	City of Phoenix	Phoenix, AZ	Project 1170	City of Phoenix	Phoenix, AZ
Project 1171	City of Phoenix	Phoenix, AZ	Project 1172	City of Phoenix	Phoenix, AZ
Project 1173	City of Phoenix	Phoenix, AZ	Project 1174	City of Phoenix	Phoenix, AZ
Project 1175	City of Phoenix	Phoenix, AZ	Project 1176	City of Phoenix	Phoenix, AZ
Project 1177	City of Phoenix	Phoenix, AZ	Project 1178	City of Phoenix	Phoenix, AZ
Project 1179	City of Phoenix	Phoenix, AZ	Project 1180	City of Phoenix	Phoenix, AZ
Project 1181	City of Phoenix	Phoenix, AZ	Project 1182	City of Phoenix	Phoenix, AZ
Project 1183	City of Phoenix	Phoenix, AZ	Project 1184	City of Phoenix	Phoenix, AZ
Project 1185	City of Phoenix	Phoenix, AZ	Project 1186	City of Phoenix	Phoenix, AZ
Project 1187	City of Phoenix	Phoenix, AZ	Project 1188	City of Phoenix	Phoenix, AZ
Project 1189	City of Phoenix	Phoenix, AZ	Project 1190	City of Phoenix	Phoenix, AZ
Project 1191	City of Phoenix	Phoenix, AZ	Project 1192	City of Phoenix	Phoenix, AZ
Project 1193	City of Phoenix	Phoenix, AZ	Project 1194	City of Phoenix	Phoenix, AZ
Project 1195	City of Phoenix	Phoenix, AZ	Project 1196	City of Phoenix	Phoenix, AZ
Project 1197	City of Phoenix	Phoenix, AZ	Project 1198	City of Phoenix	Phoenix, AZ
Project 1199	City of Phoenix	Phoenix, AZ	Project 1200	City of Phoenix	Phoenix, AZ

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO APPROVE PROPOSAL FOR SUPERVISION OF THE  
INSTALLATION OF THE NEWPATH FIBER OPTIC CABLE**

Dennis Carson moved as follows: to approve the proposal submitted by PAVEMENT MAINTENANCE INFORMATION SOURCE to provide inspection and project administration and plan review for cable installation supervision as set forth in items 15, 16 and 17 of the PROJECT MANAGEMENT FOR PAVEMENT MAINTENANCE proposal submitted to the Board at a cost of \$2,400.00, and the President is authorized to execute the contract on behalf of the Association, and such other documents he may determine necessary, subject to the NewPath Project final approval by the BCA members and negotiation of an acceptable lease with NewPath.

The motion was approved unanimously.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO APPROVE NIGHT INSPECTIONS**

Dennis Carson moved to approve the proposal submitted by AAM to hire the services of RESIDENTIAL COMPLIANCE SERVICES to perform quarterly night inspections primarily for lighting violations, at the cost of \$100 per quarter.

The motion was approved unanimously.

**Bellasera Community Association**

**July 16, 2010**

**MOTION TO AMEND AND RESTATE THE BCA VIOLATION LETTERS.**

Susan Loisel moved to amend and restate the **BELLASERA COMMUNITY ASSOCIATION, INC.** letters to be sent to community members, copies of which are **attached** hereto, effective immediately.

The motion was approved unanimously.

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**COURTESY LETTER - 1**

*Dear Mr. Smith:*

The decision to purchase a home in a planned community such as Bellasera brings with it the peace of mind of knowing that the community will be well maintained.

Because you own property at Bellasera, you have agreed to accept and follow the terms of the Bellasera Community Association governing documents. That agreement is a contract that ensures the continued integrity of our design and architectural standards. More importantly, as an owner you formed a partnership with your neighbors and agreed to maintain the appearance of your homes to these standards. Your partners have a right to rely on you performing your part of the bargain just as you have a right to rely on their contractual agreement to do the same for your benefit.

Your Board of Directors has the difficult and unpleasant duty under Bellasera's governing documents and Arizona Law to enforce the rules on behalf of the community.

During a regular community inspection on *April 10, 2010*, I noticed that you have a statue in your front yard, which is in violation of Bellasera's Design Guidelines ("Landscaping Requirements and Guidelines", C 4, g). This is a courtesy letter to inform you of the violation and to request that this violation be brought into compliance within ten days of the date of this letter.

As you know, Bellasera's Board members are also your neighbors, therefore, taking action to obtain compliance with community rules by imposing fines is the last thing that your Board wants to do. If there are extenuating circumstances, if this matter has already been corrected or if you wish to request a hearing before the Board, please notify me at the above address by certified mail within ten days. If you have questions regarding this notice, please do not hesitate to contact me at 602-288-2664, or via email at [ylanam@aamaz.com](mailto:ylanam@aamaz.com).

On behalf of your Board and your community, thank you for your cooperation in this matter.

Sincerely,

Viola Lanam  
For the Board of Directors  
Bellasera Community Association, Inc.  
[www.azbellasera.org](http://www.azbellasera.org)

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## SECOND NOTICE

*Dear Mr. Smith:*

You have not contacted me since my letter to you of (DATE) regarding the following violation of Bellasera's governing documents:

*Statue in your front yard is in violation of Bellasera Design Guidelines, (III "Landscaping Requirements and Guidelines" C, 4, g.)*

My subsequent community inspection of (DATE) indicated that this violation still exists on your property.

I am writing today to inform you of your right under Arizona Law and Bellasera's Enforcement Policy to respond to this Notice of Violation or to request a hearing before your Board of Directors regarding this matter by sending your correspondence to me at the address listed above, by certified mail, within ten days of the date of this letter. The Enforcement Policy is available at [www.azbellasera.org](http://www.azbellasera.org).

If this violation has been corrected or if you have any questions regarding this matter, please contact me at 602-288-2664 or by email at [vlanam@aamas.com](mailto:vlanam@aamas.com).

Bellasera's Board of Directors must adhere to the terms of your community's governing documents and Arizona Law regarding violations such as the one that exists on your property

Your failure to correct the violation or respond as set forth above, will force Bellasera's Board of Directors to reluctantly proceed to the next step in the enforcement process which will include fines and penalties, the suspension of privileges to use common area facilities or any other course of enforcement action the Board may decide. Before the Board takes further action, I once again invite you to contact me in the manner described above, within ten days of the date of this letter.

I, and the Board, look forward to a speedy resolution of this matter and thank you for your cooperation.

Sincerely,

Viola Lanam  
For the Board of Directors  
Bellasera Community Association, Inc.  
[www.azbellasera.org](http://www.azbellasera.org)

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### NOTICE OF REMEDY

BY CERTIFIED MAIL

Dear Mr. Smith:

This is a follow-up to my letters to you of (DATE) and (DATE). I have not heard from you since sending my previous letters and I note from a repeat inspection that the following violation continues on your property:

*Statue in your front yard is in violation of Bellasera Design Guidelines, III "Landscaping Requirements and Guidelines" C, 4, g.*

On behalf of Bellasera's Board of Directors, I regret to inform you that, in accordance with your community's Violation Enforcement policy, dated April 24, 2008, available at [www.azbellasera.org](http://www.azbellasera.org), the Board has declared a continuing violation and a fine of \$100.00 has been posted to your account for the violation indicated above. The fine will automatically increase by an additional \$100 every XXX days after your receipt of this notice that the violation remains uncorrected.

In accordance with the Enforcement Policy, you may request a hearing before the Board of Directors to appeal this action by delivering a Notice of Appeal by certified mail to me at the above address within 10 days after receipt of this letter. The Notice of Appeal must set forth the reasons that you believe the alleged Violation is invalid or the proposed remedy is not warranted.

Arizona law requires that we inform you that your Homeowner's Association can commence a law suit for money damages to collect the fine, late charges and interest. If necessary, the Association has the ability to bring a lawsuit for injunctive relief so that the court can compel your compliance. In the event litigation is necessary, the Association will be entitled to reimbursement of all of its legal fees and costs incurred. Also, a judgment obtained in a lawsuit allows the Homeowner's Association to proceed

with various means to enforce collection, which may have an adverse affect on your credit rating.

If you are unsure of how to gain compliance with the above-mentioned violation or if there is any way that we can assist you in resolving this situation, please feel free to contact me at 602-288-2664 or email at [vlanam@aamaz.com](mailto:vlanam@aamaz.com).

Sincerely,

Viola Lanam  
For the Board of Directors  
Bellasera Community Association, Inc.  
[www.azbellasera.org](http://www.azbellasera.org)



**Bellasera Community Association**

**July 16, 2010**

**MOTION TO CLEAN CLUBHOUSE AND GUARDHOUSE**

Michael Simpson moved to request the B&G Committee to organize and conduct a Bellasera Cleanup day to remove unused and discarded items from the Clubhouse and Guardhouse; the Chairperson of B&G shall direct the effort, and the Community Manager shall arrange for access to all Clubhouse areas; and disposal of trash and material, including unused paint and chemicals. Dennis Carson and Michael Simpson volunteered to provide coffee and pastries.

The motion was approved unanimously

**Bellaser Community Association**

**MOTION TO REQUEST BUILDING AND GROUNDS TO COMPLETE PROJECTS  
July 16, 2010**

Michael Simpson moved to request the B&G Committee to complete the following projects, provided, however, that any uncompleted tasks relative to the reserve study shall take priority:

1. Identify alternatives and provide recommendation on how to proceed with the Ironwood at the front entrance.
2. Review current gravel placement and provide a recommendation for long term maintenance.
3. Review current water usage relative to the water bill, and provide findings and recommendations to the Board. The effort shall include and focus on the drip system.
4. Identify alternatives and recommendations for increased storage in the Clubhouse.
5. Review member request for leg press, review replacement of dumbbells, and review status of Clubhouse exercise equipment generally.

The motion was approved unanimously

**MOTION TO UPDATE BELLASERA CLUBHOUSE**  
**July 16, 2010**

The Board approves procuring a plan to remodel/redecorate the entire Clubhouse interior, to include paint, replacement of ceiling fans and blinds where determined necessary, installation of sun protective window film where necessary, professional cleaning of furniture in TV room and activity room chairs, and the purchase of a flat screen TV.

The Association shall acquire professional opinion regarding repair of carpet in activity room and cleaning of all carpet before any decision to replace.

The Board directs the Manager to contract with a professional decorator to recommend color palette to include possible preservation of existing feature wall and recommendations regarding possible replacement of current artwork and accessories. The Manager shall work with the Ad Hoc Clubhouse Decorating Committee to define the scope of work for the decorator's services.

The Manager is authorized to spend up to \$1000 for the services of a decorator.

Ad Hoc Clubhouse Decorating Committee to work with carpet professionals to procure an opinion regarding repair or replacement of carpet and to coordinate with decorator to present color palette and recommendations to Board for entire Clubhouse.

All fees and expenses for the decorator and remodeling of the clubhouse to be charged to Reserve Fund.

**Bellasera Community Association**  
**MOTION TO REVISE MEETING CALENDAR**  
**July 16, 2010**

Dennis Carson moved to cancel all remaining scheduled board meetings for July and August.

The motion was approved unanimously