

Brittany Lakes Homeowner Association, Inc.

Board Meeting Minutes

Pursuant to Article VI, Section 1 of the Bylaws of the Brittany Lakes Homeowners Association, Inc. a meeting of the Directors was duly called and held on March 28, 2024, at the Perry Family YMCA located at 1700 League City Pkwy, League City, TX 77573.

IN ATTENDANCE

Representing the Members of Brittany Lakes Homeowners Association were the following Board Members:

- Todd Edwards (President)
- James Charo (Vice-President)
- Richard Roderman (Member at Large)

The following Board Members were absent with apologies:

- Kimberly Widener (Treasurer)

Representing Spectrum Association Management, LP was:

- Hannah Maskevich (Senior Community Manager – CM)
- Sarah Simoneau (Community Manager)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:30 p.m. by CM Hannah.

EXECUTIVE SESSION

The Board reviewed items in executive session related to escalated collection, deed restriction matters and legal report.

Homeowner Request(s): The Board of Directors welcomed one homeowner for a hearing regarding a recent property notice. The request was denied by the Board.

The Board also reviewed one ARC request for tree removal/replacement and unanimously approved the request as presented.

Executive Meeting Minutes: The Executive meeting minutes from January 2024 were reviewed and approved as presented.

Motion – Todd, second – James; all in favor 3-0

Aging Report: The Board of Directors reviewed the current Aging Report and did not approve to send any accounts to the Association's attorney for further collection efforts.

Violation Report: The Board of Directors reviewed the current Violation Report and approved to send 2 accounts to the Association's attorney for further enforcement efforts. The Board of Directors also approved to force maintain 2 accounts for to failure to cure.

Legal Status Report: The Board of Directors reviewed the most recent Legal Status Report from the Association's attorney and approved to file suit against 3 Deed Restriction accounts for failure to cure.

The Board of Directors also reviewed the engagement letters received from Lambright McKee, Daughtry & Farine, Porter Law and Treece Law Firm for possible new legal counsel and requested to interview Daughtry & Farine and Porter Law as the top two candidates.

Discussion of Agenda Items: The Board of Directors workshopped the following agenda items prior to the Open Session:

- Irrigation Inspection/Repairs
- Kiki proposals

CLOSE OF OPEN SESSION

With no other business to discuss, the Board closed the Executive Session at 7:47 p.m. and opened into Open Session.

AGENDA REVIEW AND APPROVAL

CM Hannah presented the agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Executive Session
- Meeting Minute Approval
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- Landscaping Items
 - Roots Issue – Rec Center
 - Irrigation Inspection
 - Loon Park Tree Removal
 - Kiki Proposals
- Rec Center Items
 - Tunnel Rock Replacement
 - Splash Pad Repaint
 - Grill Station
 - Crack Reseal – Pool House Columns
- Fence Restain
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- New Business
- Open Homeowner Forum

MEETING MINUTE APPROVAL

The open meeting minutes from February 2024 were reviewed and approved with two edits.

Motion – Todd, second – James; all in favor 3-0

ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING

CM Hannah announced the decisions made by the Board outside of a meeting:

- Executive Session
 - One homeowner violation hearing was held, and the Board denied the request.
 - The Board approved one tree removal request.
 - No accounts were approved to be sent to the attorney for further assessment collection efforts.
 - 4 accounts were approved to be sent to the attorney for further Deed Restriction enforcement efforts.
- The Board of Directors approved the additional electrical work needed for the irrigation pump installation in the amount of \$2,650.00.
- The 2023 tax filing has been submitted on behalf of the Association.

FINANCIAL REPORT

The Board and Membership were presented with the February 2024 financials.

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items for 2024.

BUSINESS

- The Board of Directors reviewed 3 proposals from Horticare, Texan Landscaping and Earthcare to install bend-a-board and Asian Jasmine around the border of the middle playground area, as well as install 1” of compost and 2” of mulch. The Board approved the proposal from Earthcare in the amount of \$4,117.02.
Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed the 3 proposals from Irrigation Concepts, Horticare and Kiki Landscaping and approved the irrigation repairs to be completed by Horticare in the amount of \$9,858.00 + tax.
Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed the proposal from Urban Foresters to remove one large oak tree at the Longspur Park in the amount of \$1,440.00 + tax.
Motion – James, second – Richard; all in favor 3-0
- The Board of Directors reviewed the proposals from Kiki Landscaping to install landscaping enhancements at the pool area in the amount of \$9,749.47 and the Brittany Lakes Dr. entrance in the amount of \$20,779.36.
Motion – Todd, second – Richard; all in favor 3-0
- The Board of Directors reviewed 3 proposals from McKenna Contracting, Brick Restoration and J.Q. Brick Repairs to complete the tunnel stone repairs at the Rec Center playground and approved the proposal from Brick

Restoration in the amount of \$1,190.00.

Motion – James, second – Todd; all in favor 3-0

- The Board of Directors reviewed the proposals from Kiki Landscaping to install landscaping enhancements at the pool area in the amount of \$9,749.47 and the Brittany Lakes Dr. entrance in the amount of \$20,779.36.
- The Board of Directors reviewed 3 proposals from J&J Maintenance, Marquee Property Services and Aim-Tech Solutions to replace the grill station at the Rec Center. After discussions, the Board requested to defer this topic to see if this was a need at this time and revisit at a later date.
- The Board of Directors reviewed 3 proposals from Brick Restoration, JQ Brick Repairs and Masonry Solutions to repair the cracks in the columns at the pool house and approved the proposal from JQ Brick Restoration in the amount of \$1,360.00 + tax.

Motion – Todd, second – James; all in favor 3-0

- CM Hannah presented 3 proposals from CertaPro, Elite Fencing and Swift Edge to complete the fence re-stain project (Phase I) and requested that the vendors separate the cost of the repairs needed for the fence from the staining cost.
- CM Hannah presented the proposal from McWilliams Electric to replace/repair several light posts throughout the community. The Board approved to replace one light post in the Rec Center area in the amount of \$3,770.00 + tax but tabled the other light posts for further discussion.

Motion – Todd, second – James; all in favor 3-0

COMMITTEE REPORTS

Landscaping Committee: The Landscaping Committee presented a brief update on the irrigation pump installation and the plans to begin spring planting for this year.

Social Events Committee: The Social Committee discussed the upcoming events to include the 4th of July golf cart parade and movie night as well as a flag dedication for the new flag that was installed at the Rec Center.

Architectural Review Committee: CM Hannah provided an update of the ARC requests that have been submitted in 2024.

NEW BUSINESS

- The Board requested to get pricing to remove the chain-link fence around the pump equipment near the pool area and install/stain new wooden fencing to match the remainder of the community.
- The Board also requested to get pricing to repaint/stain the wooden pergola above the entryway to the pool area and the pergola near the wader pool from brown to black.
- The Board also requested to get pricing for one additional round table for underneath the pavilion near the pool.

HOMEOWNER FORUM

Homeowner's present were given the opportunity to present discussion items with the Board and the following were discussed:

- Brenda Smith inquired about the frequency of the doggie stations being refilled by the landscapers.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:00 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for May 23, 2024.

Minutes were approved on May 23, 2024 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

06.19.2024

Date

Hannah Maskevich

Spectrum Association Management

06.13.2024

Date

Signature Certificate

Reference number: CK9CK-BGAWG-GXD4C-UM4T4

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

13 Jun 2024 23:28:19 UTC

Signed:

13 Jun 2024 23:28:20 UTC

Hannah Maskevich

IP address: 73.115.97.178

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

13 Jun 2024 23:28:19 UTC

Viewed:

19 Jun 2024 14:38:35 UTC

Signed:

19 Jun 2024 14:43:15 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

19 Jun 2024 14:38:35 UTC

IP address: 73.6.100.4

Location: League City, United States

Document completed by all parties on:

19 Jun 2024 14:43:15 UTC

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