

# **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 May 23, 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)

**There were no Board Members absent with apologies.**

**Representing Spectrum Association Management, LP was:**

- Hannah Maskevich (Senior Community Manager – CM)

### **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 hosted one hearing request for a recently denied ACC request.

**Attorney Interview:** CM Hannah welcomed Chris Archambault to present and discuss the engagement letter to the Association.

**Executive Meeting Minutes:** The Executive meeting minutes from March 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 1 account to the Association's attorney for further enforcement efforts.

**Legal Status Report:** The Board of Directors reviewed the most recent Legal Status Report from the Association's attorney.

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

- Landscape Services Chart
- Initial 2025 Budget Review
- Board Vacancies

### **CLOSE OF OPEN SESSION**

With no other business to discuss, the Board closed the Executive Session at 7:50 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
- Community Manager Report
- Text Messaging
- Contract Addendum – Increase to Approval
- Irrigation Inspection
- Kiki Proposal – Tree Removal
- Playground Replacement – Loon Park
- Pergola Painting – Rec Center
- Electrical Inspection
- Pool Pond Bubbler Repairs
- Homeowner Request – Speed Bumps
- Committee Reports
  - Landscaping Committee
  - Social Events Committee
  - Architectural Control Committee
- New Business
- Open Homeowner Forum

## **MEETING MINUTE APPROVAL**

The open meeting minutes from March 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 requested further discussion. CM Hannah will communicate the Board’s decision via email by EOD of Wednesday, May 29, 2024.
  - 1 account was 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 \$3,250.00.
- The Board approved the proposal from Gulf Coast Aquatics to perform maintenance on the UV System for the splash pad in the amount of \$1,979.37.
- The Board approved the additional repairs to the irrigation along Hobbs Rd. in the amount of \$1,195.00.
- CM Hannah also announced that Kimberly Widener has submitted her resignation from the Board of Directors which the Board regretfully accepted.

## **FINANCIAL REPORT**

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

## **ADMINISTRATIVE CALENDAR OVERVIEW**

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

## **COMMUNITY MANAGER REPORT**

CM Hannah presented the most recent CM report from items noticed on a recent community inspection.

## **BUSINESS**

- CM Hannah presented a new service from Spectrum Association Management that allows the community to text out to homeowners along with eBlasts. The Board requested to remove the verbiage that would permanently add the service, as they would like the option to remove in the future, if needed. CM Hannah to seek approval for this and follow up with the Board via email.
- CM Hannah presented an addendum to the Management Agreement to increase the disbursement limit for unbudgeted items from \$1,000 to \$2,500 to expedite repairs and routine maintenance, which was approved by the Board.

Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed the invoice from Irrigation Concepts and approved the payment in the amount of \$3,088.20.

Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed and approved the proposal received from Your Neighborhood Contracting to

repaint the pergolas at the Rec Center/pool area in the amount of \$,2394.87.

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

- The Board of Directors reviewed the proposal from the electrical inspection as provided by McWilliams Electric. James requested to connect with them one additional time to verify the lighting at the monuments to verify if the colors were all being switched to the same throughout the entire community, or just making the lights per monument uniform.
  - CM Hannah will proceed with the repairs to the pool area lighting to include the lights on the pergola and pool house, to ensure appropriate lighting for the pool season.
- The Board of Directors reviewed and approved the proposal from Lake Management to replace the pump in the pond bubbler near the pool and waterproof the new terminations in the amount of \$2,732.85.
 

Motion – James, second – Todd; all in favor 3-0
- CM Hannah welcomed Rachael Cole who made the request for the Association to look into speed bumps along Waters Edge Ln.

**COMMITTEE REPORTS**

**Landscaping Committee:** The Landscaping Committee presented a brief update on the recent planting projects throughout the community at the Brittany Lakes Dr. entrance and Rec Center.

**Social Events Committee:** The Social Committee discussed the upcoming events to include the 4<sup>th</sup> 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. The Social Events Committee and CM Hannah will be partnering over the next month to finalize the details for this event.

**Architectural Review Committee:** There was no ARC update to present to the Membership at this time.

**NEW BUSINESS**

- There was no new business to be discussed.

**HOMEOWNER FORUM**

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

- Coy Stockton inquired about the tree trimming and maintenance along Landing Blvd. past Loon Dr.

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:53 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for June 27, 2024.

Minutes were approved on June 27, 2024 and attested to by:

*Todd Edwards*

\_\_\_\_\_  
Brittany Lakes Homeowners Association

06.30.2024

\_\_\_\_\_  
Date

*Hannah Maskevich*

\_\_\_\_\_  
Spectrum Association Management

06.28.2024

\_\_\_\_\_  
Date



# Signature Certificate

Reference number: YPRPT-HDGPS-EEG4K-KYTM Y

## Signer

## Timestamp

## Signature

### Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

28 Jun 2024 12:47:35 UTC

Signed:

28 Jun 2024 12:47:36 UTC



IP address: 73.115.97.178

Location: League City, United States

### Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

28 Jun 2024 12:47:35 UTC

Viewed:

30 Jun 2024 22:20:18 UTC

Signed:

30 Jun 2024 22:21:34 UTC



### Recipient Verification:

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30 Jun 2024 22:20:18 UTC

IP address: 73.6.100.4

Location: League City, United States

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