

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 June 27, 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 (Client Relations Manager – CRM)

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 variance request with was unanimously approved and one fee waiver which was unanimously approved to waive 50% of the fines accrued.

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

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

Aging Report: The Board of Directors reviewed the current Aging Report and approved to send 23 accounts to the Association’s attorney for further collection efforts.

Attorney Engagement: The Board of Directors reviewed the two engagement letters from Daughtry & Farine and Porter Law Firm and unanimously approved to transition to Daughtry & Farine from Hoover Slovacek.

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

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 + ARC
- Social Events Committee Charter

CLOSE OF OPEN SESSION

With no other business to discuss, the Board closed the Executive Session at 7:45 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
- Pool Pond Bubbler Light Replacements
- Rec Center Landscaping Enhancements
- Sign Treat + Repaint
- Fence Re-stain
- Holiday Lights
- Playground Replacement – Loon Park
- Electrical Inspection
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- New Business
- Open Homeowner Forum

MEETING MINUTE APPROVAL

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

Motion – Todd, second – Richard; 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
 - The Board approved one fee waiver request.
 - The Board approved one variance request.
 - 23 accounts were approved to be sent to the attorney for further collection efforts.
- Mailbox replaced due to vandalism along Longspur Dr. in the amount of \$2,285.16.
- Brittanylakes.org website domain renewed for 36 months in the amount of \$727.39.
- Fencing repairs along Hwy 96 due to storm damage in the amount of \$2,500.00 and \$275.00.

FINANCIAL REPORT

The Board and Membership were presented with the May 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

- The Board of Directors reviewed and approved the proposal from Lake Management to replace the lights in the pond bubbler in the amount of \$3,534.33.
Motion – James, second – Todd; all in favor 3-0
- The Board of Directors reviewed and approved the proposal from Kiki Landscaping to install new plants at the Rec Center monument, but requested to see if the enhancements could be completed before the 4th of July.
Motion – James, second – Todd; all in favor 3-0
- The Board of Directors reviewed the proposal from CertaPro to repaint the splash pad sign as well as the two signs off Hobbs Rd. and unanimously approved for CertaPro to complete the splash pad hours sign in the amount of \$600.00. There was discussion about changing the verbiage on the side of the signs along Hobbs that currently state ‘No Soliciting’, as the HOA is unable to enforce. The verbiage will be changed to “Please drive slow – kids and pet present.”
- The Board of Directors reviewed three proposals from CertaPro, Elite Fencing and mPlusC and approved to move forward with Elite Fencing but would like to defer to September to get through hurricane season. CRM Hannah will follow up with the vendor to confirm and the approval was contingent on the cost being honored through September and timely communication.
Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed three proposals from The Perfect Light, American Outdoor and Always in

Season for holiday decorations this season. The Board requested to have the Social/Landscape Committees review the proposals and submit their feedback to solicit bids. CRM Hannah will follow up with the committees and send out the RFP based on that feedback.

- The Board of Directors reviewed the proposals received from All Aquatics and McKenna to replace the playground at the Loon/Longspur Park. CRM Hannah will ask for a few other catalogs/options from vendors to review.
- The Board of Directors reviewed the electrical inspection proposal and Director James requested to have a conference call with McWilliams to discuss further and solidify the monument light portion.

COMMITTEE REPORTS

Landscaping Committee: The Landscaping Committee presented an update on the transfer pump installation, which has been completed, as well as the irrigation inspection. The Eastside repairs have been completed, and in July, Horticare will begin the inspection of the West side in July. The tree planting will be completed in the fall and are hoping to be able to plant at Landing Blvd. in the fall, pending the results of the irrigation inspection.

Social Events Committee: The Social Committee discussed the upcoming event with 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. The Social Events Committee and CRM Hannah will also begin working on the plans for the back-to-school movie night as well as National Night Out.

Architectural Review Committee: There were no ARC members present to provide a report to the Membership.

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:

- Brenda Smith presented a few concerns regarding the services from Kiki Landscaping to include mowing around boards/branches, not picking up debris and doggie stations not being emptied.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:05 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for July 25, 2024.

Minutes were approved on July 25, 2024 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

08.03.2024

Date

Hannah Maskevich

Spectrum Association Management

07.26.2024

Date

Signature Certificate

Reference number: ESPQC-WB2T2-EVY3Y-8BNNK

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

26 Jul 2024 13:29:06 UTC

Signed:

26 Jul 2024 13:29:06 UTC

Hannah Maskevich

IP address: 73.115.97.178

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

26 Jul 2024 13:29:06 UTC

Viewed:

03 Aug 2024 02:08:15 UTC

Signed:

03 Aug 2024 02:09:49 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

03 Aug 2024 02:08:15 UTC

IP address: 149.22.84.59

Location: San Jose, United States

Document completed by all parties on:

03 Aug 2024 02:09:49 UTC

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