

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 August 29, 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 – CM)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:37 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 reviewed one ARC request for the replacement of a fence with pine pickets instead of cedar and unanimously approved the variance.

Executive Meeting Minutes: The Executive meeting minutes from July 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 did not approve to send any accounts to the Association’s attorney for further collection efforts.

Discussion of Agenda Items: The Board of Directors discussed the 2025 budget and the possibility of changing landscape vendors.

Board Vacancies: The Board of Directors welcomed James Temple to the Executive Session to discuss the role of the Board of Directors to potentially fill a board vacancy.

CLOSE OF EXECUTIVE 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
- Sign Treat + Repaint
- Holiday Lights
- Willow Pond – Fountain Repairs
- Willow Pond – Input Line

- Additional Card Strike
- Canopy Replacement
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- New Business
- Open Homeowner Forum

MEETING MINUTE APPROVAL

The open meeting minutes from July 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:

- Kiki Landscaping removed several dead branches hanging from trees (post-hurricane) in the amount of \$4,654.75.

FINANCIAL REPORT

The Board and Membership were presented with the July 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 the three proposals for holiday lights from American Outdoor, Always in Season and The Perfect Light. The Board requested to stick with American Outdoor for this season but requested to also include up to the peak of the tower structure, as well as see what the pricing would be to add the wreaths back to each of the monuments. CM Hannah to follow up and send out via email/Portal for final voting.
- The Board of Directors reviewed three proposals for the installation of a new fountain and lights for North Willow Pond and approved the proposal from Danbury Lake Management in the amount of \$18,496.26 to install a new fountain with RGBW lights.
 Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed the proposal from PMC to dredge out the intake pipe in both Willow Pond and Lake 2 (by the pool) and approved the work to be completed in the amount of \$5,412.50, contingent on the clarification of how much they would be dredging out around the pipe and verification of the wet well cleaning.
 Motion – Todd, second – James; all in favor 3-0
- CM Hannah presented two proposals to install a new card strike between the pool and splash pad, however, due to time constraints, the matter was tabled until the next meeting/post pool season.
- The Board of Directors reviewed the proposal from McKenna to repair or replace the canopy that was damaged during Hurricane Beryl, but requested additional proposals for review.
- The Board of Directors continued to discussion about the 2025 Annual Budget, but requested to table the final approval until the Board Meeting in September to allow time to gather landscape contract proposals.

COMMITTEE REPORTS

Landscaping Committee: The Landscaping Committee presented an update on the irrigation repairs.

Social Events Committee: The Social Committee discussed the upcoming events, including National Night Out, Fall Garage Sale and the Halloween Golf Cart Parade/Movie Night.

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:

- Debbie Newton inquired about if there were any plans to install signage of some sort at the back of the community where Landing will connect out. The Board will take this under consideration.
- Brenda Smith passed along feedback that there were several trees/stumps remaining along Landing. CM Hannah advised this was noted on the Community Inspection and will be followed up on with Kiki.
- Marlene Roderman reported two water leaks throughout the community, near the tennis court and The Glen. CM Hannah to follow up with the irrigation company and the City to identify where the issue is coming from.

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 September 26, 2024.

Minutes were approved on September 26, 2024 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

10.06.2024

Date

Hannah Maskerich

Spectrum Association Management

10.02.2024

Date

Signature Certificate

Reference number: UOYRL-GYYYU-2C6LH-QQIVA

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

02 Oct 2024 18:32:18 UTC

Signed:

02 Oct 2024 18:32:18 UTC

Hannah Maskevich

IP address: 67.200.188.194

Location: Houston, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

02 Oct 2024 18:32:18 UTC

Viewed:

06 Oct 2024 15:10:41 UTC

Signed:

06 Oct 2024 15:11:49 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

06 Oct 2024 15:10:41 UTC

IP address: 73.6.205.104

Location: League City, United States

Document completed by all parties on:

06 Oct 2024 15:11:49 UTC

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