

# **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 September 26, 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)
- Dinah Carpenter (Member at Large) – appointed at the meeting

**The following Board Members were absent with apologies:**

- James Temple (Member at Large) – appointed at the meeting

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

- Tiffany Sanford (Client Relations Manager)

### **DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 6:32 p.m. by CM Tiffany.

### **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 and no rot board and unanimously approved to allow the pine materials but to require installation of a rot board.

**Executive Meeting Minutes:** The Executive meeting minutes from August 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 approved to send one account to the 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, holiday decorations and community signage.

### **CLOSE OF EXECUTIVE SESSION**

With no other business to discuss, the Board closed the Executive Session at 7:33 p.m. and opened into Open Session.

### **AGENDA REVIEW AND APPROVAL**

CM Hannah presented the agenda for the meeting as below:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Call to Order</li><li>• Agenda Review and Approval</li><li>• Executive Session</li><li>• Meeting Minute Approval</li><li>• Ratification of Decisions</li><li>• Financial Overview</li><li>• Administrative Calendar Review</li></ul> | <ul style="list-style-type: none"><li>• Community Manager Report</li><li>• Board Vacancies</li><li>• Card Strike at Pool</li><li>• Holiday Lights</li><li>• Landscape contract</li><li>• 2025 Budget</li><li>• Community Signage</li></ul> |
|--|--|

- Electrical proposals
- Lake contract
- Committee Reports
  - Landscaping Committee
- Social Events Committee
- Architectural Control Committee
- New Business
- Open Homeowner Forum

### **MEETING MINUTE APPROVAL**

The open meeting minutes from August 2024 were reviewed and approved with one edit.

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:

- Replacement of two doggie stations and installation of one new station along Waters Edge (labor only); will also be cutting down the bolts.

### **FINANCIAL REPORT**

The Board and Membership were presented with the August 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 Tiffany presented the most recent CM report from items noticed on a recent community inspection.

### **BUSINESS**

- The Board voted to appoint Dinah Carpenter and James Temple to the two vacancies on the Board of Directors.  
Motion - James, second – Todd; all in favor 3-0
- The Board reviewed the proposals to add a new card strike to the gate between the splash pad and the pool. The board decided not to proceed with the proposals. They will be changing the splash pad hours to match the daily pool hours to open at 10:00 a.m.
- The Board of Directors reviewed the two proposals for holiday lights from American Outdoor and Klenk’s. The board voted to proceed with Klenk’s and requested the decorations to be installed the week of Thanksgiving and taken down after January 6, 2025.  
Motion - James, second – Todd; the motion passed 3-0 with Richard abstaining
- The Board of Directors were presented with proposals for Landscaping contracts for review.
- The Board of Directors were presented with the proposed 2025 Budget and approved an increase of \$65 per lot annually. The assessment amount for 2025 was approved at \$695 with a total assessment income of \$888,210. The Board will also include a letter to homeowner to outlines the reasons for the increase.  
Motion - Todd, second – James; all in favor 4-0
- The Board reviewed options for community signage and approved the installation of five duck crossing signs and five children at play signs. Director Richard will advise of the installation locations.  
Motion – James, second – Todd; all in favor 4-0
- The Board reviewed a proposal from McWilliams Electric to install a new light pole/fixture at the rec center parking lot for a total not to exceed \$4,500.  
Motion - James, second – Todd; all in favor 4-0
- The Board reviewed a proposal from McWilliams Electric to install new globes on the light poles near Willow Pond. The Board approved the proposal as presented for \$2,989.  
Motion - Todd, second – James; all in favor 4-0
- The Board of Directors reviewed the renewal contract for Lake Management Services for 2025 and approved to continue with their services with no change in price.  
Motion - Todd, second – James; all in favor 4-0

### **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**

- The YMCA has requested a \$1,000 annual donation for continued use of the facility for Board meetings.  
Motion - James, second – Todd; all in favor 4-0

**HOMEOWNER FORUM**

Homeowner’s present were given the opportunity to present discussion items with the Board and there were no questions or comments.

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:43 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for October 24, 2024.

Minutes were approved on October 24, 2024 and attested to by:

*Todd Edwards*

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

10.29.2024

\_\_\_\_\_  
Date

*Hannah Maskevich*

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

10.25.2024

\_\_\_\_\_  
Date

# Signature Certificate

Reference number: IOBJS-IGCT5-B7NFB-VISUP

## Signer

## Timestamp

## Signature

### Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent: 25 Oct 2024 19:18:39 UTC  
Viewed: 25 Oct 2024 19:18:52 UTC  
Signed: 25 Oct 2024 19:19:01 UTC



### Recipient Verification:

✓Email verified 25 Oct 2024 19:18:52 UTC

IP address: 73.115.97.178  
Location: League City, United States

### Todd Edwards

Email: toddsedwards1@gmail.com

Sent: 29 Oct 2024 19:18:39 UTC  
Viewed: 29 Oct 2024 16:20:43 UTC  
Signed: 29 Oct 2024 16:22:31 UTC



### Recipient Verification:

✓Email verified 29 Oct 2024 16:20:43 UTC

IP address: 73.6.205.104  
Location: League City, United States

Document completed by all parties on:

29 Oct 2024 16:22:31 UTC

Page 1 of 1



### Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.

