

**Brittany Lakes Homeowners Association, Inc.**  
**Board Meeting Minutes**

January 20, 2011

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 January 20, 2011 at the **League City Perry Family YMCA located at 1700 Brittany Bay Boulevard in League City, TX 77573.**

**IN ATTENDANCE**

In attendance representing the Brittany Lakes HOA Board of Directors were, John Dunn, Janet Alleman, Greg Ellis, Mariane Maximous and Todd Edwards. Also in attendance representing Spectrum Association Management was Jennifer Roberson.

**DETERMINATION OF QUORUM**

A quorum of Board members was announced and the meeting was called to order at 6:38pm.

**HOMEOWNER FORUM**

2 households were present. No discussion was raised from those owners present.

**MINUTES**

The Board of Directors reviewed the previous meeting minutes for December 2010. Director Dunn motioned and was seconded by Director Ellis to unanimously approve the minutes as presented.

**FINANCIAL REPORT**

The Board of Directors was provided information the Association financial report as of December 31, 2010. Director Ellis inquired on getting \$30,000 moved from the SW Securities money market to bring the balance down to an insurable \$250,000. The Directors were advised that SW Securities is requesting a letter confirming the change in management company information signed by the Board of Directors. Director Ellis advised he would contact SW Securities to request a cashiers check or money transfer from the account to the TexStar money market. Spectrum will confirm TexStar account information to facilitate in the wire transfer. The Board was also advised of their reduced financial packet including the balance sheet, income statement reports and cash disbursement reports which highlight all expense transactions completed for the current month as well as year to date totals. The Board was advised that they would still have access to the full financial packet in the event they desired to review the general ledger or supplemental reports. The Board inquired on the current aged receivables balance and was advised by Spectrum that for 2011 assessments, the current collection rate was approximately 60%. The receivables for 2010 assessments was under 5% with \$13,974.00 being still due. The Board was advised that those accounts with past due balances are beginning to cycle through to the attorney's office for further collection efforts as they have progressed through Spectrum's in-house collection process.

**COMMITTEE REPORTS**

**CAMSTAT- JOHN DUNN**

Director Dunn advised of there being no new report for this month.

**LAKE- TODD EDWARDS/LAKE SUBCOMMITTEE**

Director Edwards advised that he had requested for Tor Savidge, a lake subcommittee member, to attend the Board meeting to update the Board on the current status of the lake. An update from Tor was anticipated later on in the meeting.

#### **ARCHITECTURAL- TODD EDWARDS**

Director Edwards advised that the ARC guideline draft had been sent to HooverSlovacek for their legal review. He anticipates that the document will have been fully reviewed and redlined in time for next month's meeting.

#### **BEAUTIFICATION- MARIANE MAXIMOUS**

Director Maximous advised that she had been in contact with committee member Linda Lorch in regards to verifying the landscape project punch list for Landing Blvd. She advised that her next step was to arrange a walk thru with Lynn's Landscaping to go over any questions she had prior to approving the release of payment at which point she would also inquire on the plans for the Altamire monument project (to include electrical work) as well as a plan for aeration and fertilization of the large play field at the rec. center.

#### **COMMUNICATIONS- GREG ELLIS**

Director Ellis reported that the deadline for the newsletter was going to be mid-February with an approximate newsletter distribution date of mid-March. Director Ellis also reported on some new changes to the Association website including a new section proposed by website administrator Richard de Vries to include neighborhood services, a section where local or neighborhood contractors could advertise services for community members. A resident present noted that the terms for the new Board of Directors was not correct on the website, Director Dunn advised he would bring this to Richard's attention for correction.

#### **OLD BUSINESS**

#### **COMMUNITY PROJECTS- Status Updates**

##### **2011-2012 Landscape Proposals**

The Board was presented with new landscape proposals from Landcrafters and HLS Landscape. The Board was advised that additional proposals were pending from ECM and Lynn's Landscaping. The Board was advised that the new proposals included 2 seasonal color changes and mulch services along with one (1) aeration and fertilization service of the large play field which were all items currently being charged for as separate items in addition to the landscape contract. The Board reviewed those proposals presented and requested a breakdown/comparison of all companies once the final proposals were received. Director Ellis also requested confirmation on the availability of a discounted homeowner service option. The Board anticipates a final decision by the next Board meeting.

##### **Parking Lot on Loon**

The Board was presented with the two (2) remaining proposals for the lot construction. The proposal from LBJ included the cost of brick pavers while Property Services recommended a stamped concrete product for better strength and preservation of the area over time. A proposal including brick pavers as opposed to stamped concrete from Property Services was forthcoming. The Board noted that the specs. in the LBJ proposal would need to be revised to make the area wider. They also requested confirmation on irrigation removal and who would complete this work prior to the lot being put in.

##### **Altamire Monuments**

Director Maximous will be following up with Lynn's Landscaping on updating the monument proposal and obtaining a pricing on the additional electrical work for lights.

**Card Reader for Rec. Center Amenities**

Director Dunn provided his recommendation on a card reader system for the rec. center. The Board was advised that one new proposal from Foster Fence was not included in the packet but had been emailed to the Board that evening for further review. Director Dunn advised he would review the final proposal and provide the Board with his final recommendation by the beginning of next week.

**Fence Powerwashing & Staining**

The Board was advised that a new proposal was requested from a fence company to indicate an estimated cost for powerwashing and staining. The contractor was out on property on Wednesday measuring fence area and would provide his proposal by Wednesday of next week.

**NEW BUSINESS****YMCA Meeting Room Availability**

The Board was advised that at the request of the YMCA, the Board was asked to consider any flexibility in their regular meeting dates beyond March 2011 in order to make room for additional groups utilizing the facility meeting space. The Board noted that they would be able to revise the regular meeting schedule from the current 3<sup>rd</sup> Thursday time to 4<sup>th</sup> Thursdays. This change will be confirmed with the YMCA and all dates will be changed for the community website.

**EXECUTIVE SESSION**

The Board went into executive session at 7:23 pm.

**NEXT MEETING DATE**

February 17, 2011 @ 6:30pm

**ADJOURNMENT**

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 8:25pm.

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Authorized Signer  
Brittany Lakes Homeowners  
Association, Inc.

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Jennifer Roberson  
Managing Agent