

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

January 24, 2013

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 24, 2013 at the **League City Perry Family YMCA located at 1700 W. League City Parkway in League City, TX 77573.**

IN ATTENDANCE

In attendance representing the Brittany Lakes HOA Board of Directors were Melissa Kirkland, Tiffany Vance, Greg Ellis and Todd Edwards. Also in attendance representing Spectrum Association Management was Jennifer Roberson.

CALL TO ORDER

With a quorum of the Directors present the meeting was officially called to order at 6:38p.m.

Director Edwards and Ellis requested agenda amendments to include discussion on the following items:

- Officer elections
- Lighting review
- Streetlight easement update

HOMEOWNER FORUM

There was only one owner present for the meeting but no discussion presented.

MINUTE APPROVAL

The Board reviewed the September 2012 minutes. A motion was made by Director Ellis, seconded by Director Kirkland and unanimously carried, approving the minutes as an official record of the Association.

FINANCIAL REPORT

The Board of Directors was provided the year-end financial report as of December 31, 2012 and provided an overview of 2012 collection rates as well as 2013 collection rates as of January 24, 2013.

- 2012 Aging: \$12,931.35 or 2% delinquent
- 2013 Aging (as of 1.24.2013): \$209,471.50 or 36% still due

Director Ellis advised he would like to see the Balance Sheet assets broken down further with separate sections for the Operating accounts and for the Reserve Accounts. Spectrum will review this to see if this can be done in the system. The Board also requested additional accounts be opened to redistribute funds in excess of the \$250,000 federally insured limits.

The Board reviewed the financial Income Statement reports and was provided an overview of all line items over and under-expensed. The Board requested confirmation on 2012 budget amendments for Water and Community Events line items and also requested that Landscape Improvements charges for light work be expensed to Capital Improvement-Lights line item and that the 2013 budget accurately reflects the charges for G/L insurance and D&O.

Director Ellis motioned and was seconded by Director Kirkland to accept the 2012 year-end financials with noted amendments. The motion was carried accepting the financials as a formal record of the Association.

OFFICE ELECTIONS

Director Ellis presented for discussion the topic of officer elections for the 2013 terms. A motion was presented by Director Ellis and seconded by Director Edwards and unanimously approved to accept the offices as the following:

- Todd Edwards- President
- Tiffany Vance- Vice President
- Melissa Kirkland- Secretary
- Greg Ellis- Director @ Large

The Board discussed how to move forward with filling the 5th Board of Director seat based in a manner which complies with the 2012 209-legislation. Director Ellis motioned to obtain legal opinions on acceptable methods for filling this position but with no second motion, the motion died.

COMMITTEE REPORTS

Architectoral- The Board advised that since guidelines had been finalized, there wasn't much work for them to do on that end however; they did discuss the need to fill/establish a full ACC Committee for improvement request reviews. Director Ellis noted he would put something on the forum to see if there were any volunteers to help streamline that process.

Director Edwards requested that any persons serving on the AC Committee be required to go through a Spectrum provided refresher course on Architectural guidelines/requirements for review and approval. Once a committee is established, this will be sent to all volunteers to be completed.

The Board discussed enforcement measures for a property currently not in compliance with fence stain regulations. The Board requested Spectrum issue a final notice before force maintenance action is completed.

Beautification- Directors Vance and Kirkland will work together on heading this committee and all projects.

Social- The Board was advised that previous committee members Autumn Murillo and ex- Board member Janet Alleman had volunteered to continue to work on this committee. Director Kirkland and Vance will also help to coordinate this committee and all projects.

Communication- Director Ellis will continue to work with committee member John Dunn on the newsletter and Richard De Vries for the website.

The Board also advised that the Spectrum provided Board portal was not sending them any reminders for tasks uploaded so Spectrum will troubleshoot this to get the online communication feature working.

NEW BUSINESS

Vendor Contracts-

The Board was advised of all contracts currently coming up for renewal and Spectrum requested confirmation on any contracts to be re-bid. A motion was made by Director Ellis and seconded by Director Kirkland to keep all current contracts without re-bidding. The motion unanimously carried.

The Board was presented with Spectrum's Addendum for Management Fee Increase effective January 1, 2013 as per the approved 2013 budget and Director Ellis motioned and was seconded by Director Edwards to approve the addendum. The motion was unanimously approved and Director Edwards signed off on the addendum.

Director Vance requested that Earthcare Management be advised to not top the crepe myrtles this year and the Board was in agreement on not completing this work. Spectrum will notify ECM of this request.

The Board reviewed the proposal from McKenna Construction for conducting quarterly playground inspections and Director Kirkland motioned and was seconded by Director Ellis to approve this contract. The motion unanimously carried.

Director Ellis motioned to obtain RFQ's from legal representatives for the purpose of handling Brittany Lakes' affairs. Director Edwards seconded and the motion unanimously carried. Spectrum will obtain 3 RFQ's to present to the Board at the next meeting.

2013 Projects/Timeline-

The Board discussed projects to be completed in 2013 including:

- Fence re-staining: revised proposals were requested to include all ~19,000 linear feet of fence to have space above rot board re-stained
- Loon Parking Lot: The Board review all 3 proposals for repair. Director Ellis motioned and was seconded by Director Edwards to approve the bid from Tuttle Construction for the repair. The motion was unanimously approved.
- Pool Area Improvement: Spectrum provided for discussion a list of possible areas of improvement for the pool area including:
 - o Pool Resurfacing: The Board voted to approve Gulfcoast Aquatics to complete the replaster job
 - o Pool Furniture: Spectrum advised that much of the pool furniture was very deteriorated and in need of replacement. Director Vance will look into replacement suggestions prior to the pool season
 - o Fence repainting: The Board discussed holding off on this until they can determine if they will pursue a project for a splash pad installation which would result in a fence extension. The Board also noted the need to also upgrade pumps/motors if the splash pad project was to be completed so the demand can be met. Directors Kirkland and Vance will coordinate splash pad project.
 - o Wooden bridge resurfacing: The Board requested to obtain proposals on covering that could be installed in addition to having the fence re-stained
 - o Water feature improvement: The Board requested proposals on improving on the feature located by the bridge to make it more aesthetically appealing.
- Rec. Center Improvement: Spectrum provided for discussion a list of possible areas of improvement for the pool area including:
 - o Playground Replacement: McKenna Construction had presented a proposal for full playground replacement in 2012, the Board requested an additional presentation since the last proposal was over 90-days old. This proposal should also include projected costs for various fall surface recommendations.
 - o Park Sod Improvements: The Board requested that Mckenna's proposal also include the possibility of redesigning the entire play fall surface area to eliminate those areas of thin or missing sod under the trees.
 - o Tennis Court Improvements:
 - The Board reviewed the proposal from CL Sports for all court renovations. Director Edwards advised that he wanted to hold off on the court resurfacing as he didn't think it was needed and the Board agreed to table the resurfacing until a later date.
 - Director Ellis motioned and was seconded by Director Kirkland to complete the tennis court renovations as proposed by CL Sports including windscreen replacement, installation of trashcans, benches and fence and net post repairs. The motion was unanimously approved.

MISCELLANEOUS

The Board discussed how to address the wrought iron fencing along Willow Pond and Director Ellis requested that Spectrum have a few contractors go out and do an assessment of the fencing providing recommendation on all fences that need work, and then all owners around the lake could be contacted and provided with contractor information to be included in repair project at a discounted rate.

The Board also requested that the residents who sent Christmas chocolates to the Board be sent a Thank You letter for their gesture.

NEXT MEETING DATE

Annual Meeting, Perry Family YMCA, February 28th, 2013 @ 6:30pm

ADJOURNMENT

With no further business to discuss in Executive Session the meeting was adjourned at 8:20p.m.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent