

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

January 26, 2012

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 26, 2012 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 Greg Ellis, Mariane Maximous, Tiffany Vance and Todd Edwards. Absent with apologies was Janet Alleman. 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 6:52pm.

HOMEOWNER FORUM

No homeowners were present.

MINUTES

The Board of Directors reviewed the previous meeting minutes from October 27, 2011 and voted unanimously to accept them as an official record of the Association.

FINANCIAL REPORT

The Board of Directors reviewed the financial packet for December 2011. The Board was advised that the Association Operating account balance as of 1.26.2012 was \$392,260.88 with a current 2012 collection rate of 65% and a 2011 collection rate of 98%. Director Ellis made several inquiries in regards to the final allocation of expenses that were not previously budgeted for including Holiday Décor, Capital Improvements and Bad Debts. The Board was advised that the line item for Bad Debt was to include the final settlement write-off from Hoover Slovacek for a case previously in litigation. The Board voted unanimously to accept the final write off balance of \$43,344.66 and keep the balance coded as a Bad Debt write-off. Director Ellis requested that final acceptance of the 2011 financial report be tabled until the items mis-coded for December could be appropriately adjusted.

COMMITTEE REPORTS

CAMSTAT- JOHN DUNN

Committee Chair John Dunn advised that there presently were no new reports to provide. Committee Chair Dunn did advise that he had a current report that he could have posted in the community website for owners to review.

LAKE- TODD EDWARDS/GREG ELLIS

No Report

ARCHITECTURAL- TODD EDWARDS

Director Edwards advised that he was still trying to collaborate with HooverSlovacek on getting their final version with updates on TX209 verbiage for the 2012 legislation. Attempts thus far had not been successful.

The Board also reviewed the need to implement a new fine policy for the Association. Spectrum advised on how a typical fine policy works and advised a new example could be provided for Board review showing the policy implementation in accordance with the new 2012 TX209 Legislation requirements.

BEAUTIFICATION- MARIANE MAXIMOUS

Director Maximous advised that she planned to meet onsite, at the Essex park, with the homeowner that suggested plans for a community garden in that area. Once a layout was planned, final pricing could be obtained. Director Maximous advised she is anticipating this project completion date to be March 2012.

SOCIAL- JANET ALLEMAN

Director Alleman, though not in attendance, had provided a Social committee update in regards to the 2012 Spring Fling event to be planned for late March 2012. A final budget was not yet proposed but the Board was advised that the event would be very similar to what was held in 2011.

COMMUNICATION- JOHN DUNN

Committee Chair John Dunn stated that he would be able to generate a March 2012 newsletter and requested a deadline for article submissions by February 23, 2012. The Board proposed some items to be included in the newsletter to be advertising for the Spring Fling event, a possible April community garage sale and Spring weed control.

NEW BUSINESS

2012 Board Office Selection

Director Ellis proposed an amendment to the meeting agenda to include the new Board of Directors offices. A motion was made to fill the offices as follows:

Todd Edwards (2-year)- President
Janet Alleman (2nd of 2-year)- VP/Treasurer
Mariane Maximous (2nd of 2-year)- Secretary
Greg Ellis (2nd year of 2)- Director @ Large
Tiffany Vance (1-year)- Director at Large

The motion was unanimously voted to approve the new Board offices as provided.

2012-2013 Lake Management Contract

The Board was provided with new weekly maintenance proposals from 3 lake management contractors for 2012-2013 service prior to the meeting. The Board discussed their review of the proposals and noted that they would make a change in service providers to accept the contract from LakePro. Spectrum will send a termination notice to Hurricane Lake advising of a 30-day cancellation in service and notify Lake Pro accordingly.

Lincoln Service Light Pole Status

Spectrum advised of the current work LAS was completing measuring for the exact location of the new light poles to go around the big lake as well as in Essex park. The Board advised of exact placement for light poles along the large lake as well as the Essex park location. LAS will be advised of the confirmed location. Director Ellis advised he could meet with LAS when they go out again to re-measure for the new placement of the poles.

Mailbox Quote- Mailboxixchange

Director Edwards had provided the Board with a quote on replacement of the mailbox clusters throughout Brittany Lakes. The Board was advised that the mailbox clusters were maintained by USPS and confirmation would be obtained through them on the proper process to follow in replacing or requesting maintenance service to the mailboxes.

Playground Facility Maintenance Update

- a) Powder Coating Bid
 - a. The Board was advised that based on feedback from various powder coating companies, the scope of work was too great, and if desired, would cost a significant amount of money for completion since the equipment would have to be pulled out and powder coated off-site. An alternate method was proposed by Allied Powder Coating and onsite meeting was scheduled for Monday, January 30th with Allied Powder Coating reps and Spectrum to review their suggestions. A proposal will be supplied to the Board once completed.
- b) Bridge/Rail Re-paint
 - a. Completed, a bid for re-painting the pool fence was pending
- c) Tennis Court Maintenance
 - a. The Board was advised 3 new windscreens were installed, 1 windscreen was still pending delivery. The tennis court locking mechanism had been fixed and the site was now secured again
- d) Safety Inspection
 - a. The Board was advised that LBJ Services did a walkthrough of the playground site re-tightening and adjusting bolts as needed. All hardware and fixtures on the swings were replaced to get rid of the rusted items.
- e) Loon Park Camera Install
 - a. The Board was advised that LBJ Services was scheduled to have the new camera installed that weekend and a new sign would be posted advising that the area was under surveillance.
 - i. Director Maximous inquired on the Board's thoughts on installing a swing set at the Loon area park since there currently was none and many smaller children were in that area. The Board determined that they would obtain pricing on a swing set to be installed.

MISCELLANEOUS

The Board discussed the next step in the recreational facility improvement process following the completion of the architectural drawing. The board determined that they should develop a survey and publish this on the website so they could get a feel for what features/amenities peoples were more interested in and then obtain pricing on those elements. The Board agreed that the installation of workout stations around the recreational area would be cost effective a good first-step. The Board requested quotes be obtained for 5-6 workout/stretch stations in addition to 1 located at the Loon & Essex parks.

Director Edwards advised of the need for several monument light repairs including a few repairs needed to overhead lights at the recreation facility.

Director Edwards inquired on Board's opinion on how to address mildew removal from the roofs. John Dunn advised he would be willing to try the mildew removal service first to see how it works and then the Board discussed possibly advertising this in the newsletter so owners are aware of the need to clean their roofs.

Director Ellis suggested that the Association obtain an opinion from a contractor on how to best maintain the wrought iron fences for residents around the lake and then provide this information to owners so they can plan to make repairs/repaint their fences.

NEXT MEETING DATE

February 23rd, 2012 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 8:07pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent