

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

March 22, 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 March 22, 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 6:37pm.

HOMEOWNER FORUM

Homeowners present made inquiry in regards to:

- Restriction enforcement on unapproved structures/improvements: the membership was advised that enforcement is conducted however, there are occasions where people construct things not originally approved in their requests or they do improvements without approval and the enforcement process is lengthy and can be drawn-out. The reporting owner advised he would be willing to assist on the ARC committee as a Q/C review person to make sure people are constructing their improvements to the extent they were approved
- The installation of a parking area along Brittany Lakes Dr. just north of the big lake: the Board advised discussion had been noted on the community website forum and they were in agreement that the construction of a parking area would pose a mobility/safety concern and as such, no construction would be done
- Loon area park maintenance (i.e.: large cracks/holes in the ground from drought, weed growth etc.): the membership was advised that ECM would be followed-up with in regards to these reports of maintenance needed to ensure this was resolved
- Replacement of a tree from a homeowner's property to the common area: an owner inquired on donating one of her lawn trees to be planted in Association common areas since one tree had been damaged and removed. The Board advised that they would consider the request once they determined what the cost of such a transplant would be as compared to purchase of a new tree. Owner was advised that if her request was to be honored she would need to submit and Improvement Request to obtain a variance on the number of front lawn trees required.

MINUTES

The Board of Directors reviewed the previous meeting minutes from January 26, 2012 and voted unanimously to accept them as an official record of the Association.

FINANCIAL REPORT

The Board of Directors reviewed the financial packet for February 2012. The Board made inquiry into the increase in water billing for February as it was noted that the current expense for that line item put the Association within ~\$6000 of their annual water budget. Spectrum will review the water invoices to verify charges or determine if there was a water leak as Director Ellis advised. With no other inquires, the Board voted to approve the February financials as presented.

COMMITTEE REPORTS

LAKE- TODD EDWARDS/GREG ELLIS

No Report

ARCHITECTURAL- TODD EDWARDS

Director Edwards advised that he was still trying to collaborate with HooverSlovacek, at last communication, Attorney Mark Knopf was to send in their edited version of the guidelines for final review by the Board.

The Board also discussed the implementation of a community fine policy. The Board had reviewed a few examples of fee schedules already and needed to discuss further the best type of schedule for them. Director Ellis advised that he will take the lead on finalizing a fine policy and have something prepared to present at the next Board meeting.

The Board discussed options for considering alternative legal representation for the community and requested that Spectrum obtain 3 engagement proposals with rate schedules to be reviewed.

BEAUTIFICATION- MARIANE MAXIMOUS

Director Vance advised that she had met on site with Kings Choice landscapers to go over the scope of work for the Essex park project. Though a final proposal had not been drafted, Director Vance noted that she thought it might be a good idea to plant some fruit bushes in the spaces where the oleanders are being removed in order to make the entire park area a producing garden. The Board noted that once the Kings Choice proposal came in they would be able to make any adjustments and select a landscaper to complete the work.

Director Edwards also made inquiry into improving the rec. center area by the playground as the ground is very bare. The Board discussed the possibility of improving the land in that area however, there was concern with making these improvements only to later remove them due to the changes and additions that would be going in for the extra rec. center amenities.

SOCIAL- JANET ALLEMAN

No new updates. The Board discussed the upcoming Spring Fling event scheduled for March 31, 2012. The Board noted that to ensure a good turnout, a website post and/or e-blast should be distributed as a reminder of the upcoming event. Spectrum will issue out an e-blast from the website to remind registered owners of the event.

COMMUNICATION- JOHN DUNN

The Board discussed having standing articles in the community newsletter such as reminders on deed restriction enforcement to help encourage awareness in the community. In addition, Director Ellis advised that he had sent a newsletter articles resource to Committee Chair Dunn so that he had a place where pertinent articles could be pulled from.

NEW BUSINESS

2012 Project List Prioritization

The Board discussed outstanding community projects they wanted to prioritize for completion based on homeowner feedback from the community forum and also expense. Current projects to be considered include:

- new swing set installation for Loon park
- new park benches for big lake

- installation of park covers/awnings for Loon & Essex park
- price replacement of playground equipment/swing sets for rec. center
- installation of a walking/jogging trail
- installation of workout stations for all parks
- mailbox replacement

The Board decided that they wanted to have pricing obtained on all projects so they could then go back and prioritize them based on feasibility and price.

Director Ellis also suggested that once a prioritized list is developed a survey or correspondence be sent out to the membership soliciting volunteers to help oversee each project or a project of interest to help ensure satisfactory completion of each project.

Lincoln Service Light Pole Status

Spectrum advised the light pole construction had been completed and that power to the new poles was pending a new development presented by Texas New Mexico Power. TNMP had recently advised Spectrum that they intended to bill for a new transformer for the lights when they had previously advised LAS that no additional power source would be needed. The estimated cost for the transformer TNMP was billing for was ~\$2600. The Board was advised that ALS was working on this matter disputing the charges as they had already been advised into additional source would be needed prior to any construction being done. The Board noted that on at least one of the new poles, the concrete base did not appear to be sturdy as the pole moves when leaned on. This was a concern due to the possibility of kids swinging on the poles or a hurricane might tear them down. Spectrum will advise LAS of this concern to see how it can be remedied.

Legal Service Recommendations/Independent Review of 2011 Case

Director Ellis advised that he wanted to see if Holt & Young would go in and do an independent review of the handling of the most recent litigation the community underwent with a homeowner. The intent of the review was just to see if the Board had been advised appropriately in handling the case. Spectrum will notify Holt & Young to coordinate such a review.

MISCELLANEOUS

Director Edwards advised of some additional light repairs needed for the rec. center, cove, park and altamire lights were out again and that there might be an issue with the timers for the rec. center lights. The Board was advised that the rec. center lights should be operating off of photocells versus timers now so this would be confirmed. Director Edwards also inquired on the best process for enforcing shed improvements that have occurred without proper approval. Spectrum advised that a majority of these should now be ready to go to the attorney's office for non-compliance as they have been pursued for so long already however, there were also a lot of new issues popping up as well. Director Edwards requested that on a quarterly basis an escalated list of violations ready to be turned over to the attorney be presented to the Board in executive session for them to review and make a decision on.

NEXT MEETING DATE

April 26th, 2012 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 8:21pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent