

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

March 24, 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 March 24, 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, Greg Ellis, Janet Alleman, Todd Edwards, John Dunn and Mariane Maximous. 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 6:30pm.

**HOMEOWNER FORUM**

No discussion was raised from owners.

**MINUTES**

The Board of Directors reviewed the previous meeting minutes for February 2011. 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 February 28, 2011. Spectrum advised that as of March 24, 2011, the aged receivables for 2011 were at 10% delinquent and the 2010 aged receivables were at ~1% delinquent. The total aged receivables for the Association, including monies due for previous years assessments, collection and late fees and legal fees was \$102,092.05 which was down from February 28th receivables in the amount of \$136,660.26. The Board was also advised that in reviewing the income statement report, current line items such as lake maintenance, were over budget due to significant repairs that were completed in January of 2011. Director Ellis motioned and was seconded to by Director Alleman to move \$10,000.00 to the lake maintenance line item from the Transfer to Reserve line item. The motion was unanimously passed. In addition, the Board was advised that the current Legal expenditures had reached ~57% expensed based on the budget and this may be a line item to watch considering future legal expenses. Director Ellis suggested that no funds be moved at this time and that Spectrum continue to monitor the line item for review next month.

**COMMITTEE REPORTS**

**CAMSTAT- JOHN DUNN**

Director Dunn advised that he would be posting a new announcement to the website in regards to a memo he received from LCPD. This memo was in regards to an influx of catalytic converter thefts occurring in the area. Owners are advised to ensure their vehicles are parked securely within their garages whenever possible and also to be on the look-out for suspicious activity in and under vehicles during the early morning hours (between 1am-3am).

**LAKE- TODD EDWARDS/LAKE SUBCOMMITTEE**

Director Edwards advised that the planned to contact the MUD Board to see if they would be willing to send a representative to the next HOA Board meeting for Brittany Lakes to discuss recourse for repairing the lake bulkhead. At this time, the repair is being addressed by the MUD as

the lake is owned by them and the Association has no legal recourse or obligation to pursue any further litigation.

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

Director Edwards advised that the redlined document had been reviewed by all Board members and their comments included to be sent to the attorney for finalization. Director Edwards will be sure to compile the documents sent by the other Board members and forward for legal review. Director Alleman inquired on if they were going to add in any discussion on automatic approval for stain requests so long as owners utilized colors that had already been pre-approved/selected by the Board. After discussing further, the Board determined that they would not pre-select stain colors and would still leave any staining requests to the ARC for approval.

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

Director Edwards advised that he wanted to move forward with the aeration and seeding of the large recreation field in the recreation area. Either Lynn's Landscaping or Earthcare should be contracted to have this completed ASAP as the current season timeframe is optimal. Director Edwards also inquired on what could be done to improve their cluster mailboxes as he has seen upgraded clusters in other communities and thought it might be a good idea for Brittany Lakes. The Board was advised that mailboxes are provided by the United States Postal Service and so any possibility for upgraded cluster boxes would be researched through them. Director Edwards also inquired on topping off additional kiddie cushion for the playground areas, the Board was advised that LBJ had already been requested to add additional cushion as needed. Spectrum will follow-up with LBJ to ensure completion.

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

No New Report

#### **SOCIAL- JANET ALLEMAN**

Director Alleman advised that the final items for the Spring Fling event had been purchased that day including water and tickets to hand out for ice cream distribution. After discussing with the Board, it was determined that no charge would be applied to the distribution of ice cream in an effort to streamline the process. A ticket would be distributed to each individual allowing them to go and pick-up their ice cream from the Marble Slab vendor. In addition, Director Alleman advised that the moon bounce provider would be bringing a generator to help spread out their festival features, which include an obstacle course for older children and a moon bounce for younger children. Other festival features will include a DJ with a karaoke set-up and a large bubble machine. Concern was expressed over the newsletters not being distributed in time for residents to be advised of the Spring Fling event being held this weekend. Director Alleman advised she had requested an event announcement be e-blasted from the website but had not seen anything go out as of yet. Committee member DeVries would be contacted again for e-blast to be sent on Friday. In addition an extra announcement was to be posted to the General forum tab so more homeowners would be aware of the event.

#### **OLD BUSINESS**

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

##### **Card Reader for Rec. Center Amenities**

Spectrum advised the Board that the system was installed and was awaiting activation until the cards were distributed. The Board discussed the best method for card distribution and decided that a mass mailing was more practical and that way the system could be activated as soon as possible

and owners who had failed to pay on their accounts would be prompted to pay their balances prior to swim season. Spectrum will draft an informational letter to be sent with the key card for Board review prior to mailing. The Board also discussed the deadbolt currently on the tennis court gate and decided that the deadbolt should be removed entirely so they gate is only operational with a key card. Slater Enterprises will be advised of this so the lock can be removed.

### **Fence Powerwashing & Staining**

The Board was advised that LBJ Services was on property that day completing the initial stages of the fence cleaning project. Staining would be applied beginning March 25, 2011. The Board was advised that the section in the pilot area was approx. 1000 linear feet and went from the corner to behind Bauerschlage Elementary to the first entrance off of Hobbs Rd.

### **Parking Lot on Loon**

The Board discussed the changes needed for the parking lot area on Loon Rd. The Board was advised that LBJ Services would have the tractor back out on Saturday to re-dig the extended area needed to achieve the total lot length of 74'L including the 8' diagonal pieces at each end. LBJ has requested that Saturday evening, someone review the new excavation site to ensure the measurements are accurate. With the excavation completed by the end of the weekend, the final project is anticipated for completion by next week. The Board was also advised that the brick layout will also include a pattern including both brick colors and not a single brick color in order to match the pattern for the lots located on Brittany Lakes Dr.

### **Altamire Monuments**

Director Maximous advised she was finally able to speak with the crew manager from Lynn's Landscape about getting revised proposals to include 2 light fixtures at each new monument. She will be following-up with him again on Friday and was advised by the Board to see if Lynn's Landscape could quote the use of mercury vapor light fixtures instead of the 4' L fixtures currently used at all other monuments.

### **NEXT MEETING DATE**

April 28, 2011 @ 6:30pm

### **ADJOURNMENT**

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 7:33pm.

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Authorized Signer  
Brittany Lakes Homeowners  
Association, Inc.

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Jennifer Roberson  
Managing Agent