

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

April 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 April 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, Todd Edwards and Janet Alleman. Absent with apologies were Tiffany Vance and Mariane Maximous. Also in attendance representing Spectrum Association Management was Jennifer Roberson and representing the Association's attorney Hoover Slovacek, was attorney Mark Knop.

DETERMINATION OF QUORUM

A quorum of Board members was announced and the meeting was called to order at 6:35pm.

HOMEOWNER FORUM

Homeowners present made inquiry in regards to:

- The replacement of the swings at the playgrounds: owners present were advised of the equipment recall which required the prompt removal of the swings until a modified part for the structure support beam was supplied by the swing company. Owners were advised that with the new parts in, swings would be reinstalled by the weekend.
- Maintenance on mildew removal and repainting of homes due to wear and tear: owner present were advised that those maintenance items are considered a violation and observed issues with mildew and/or the need to paint were issued notices

MINUTES

The Board of Directors reviewed the previous meeting minutes from March 22, 2012 and opted to table approval of the minutes until they could be reviewed further.

FINANCIAL REPORT

The Board of Directors reviewed the financial packet for March 2012. The Board was advised of the current Association Operating account balance being at \$433,397.89 and all other remaining reserve account balances. An overview of the current Association aged receivables was also provided noting that over the course of approximately one month, the receivables balance due went from \$65,435.39 on 3.31.2012 to \$46,188.57 as of 4.26.2012 indicating a nearly 3% decrease in monies still due. Director Ellis suggested the movement of funds from the primary Association operating account into a savings account. All accounts were reviewed and it was noted that since all but 1 account were at the \$250,000 FDIC insured limit, funds could be moved to the TexStar account to bring that account to the \$250,000 limit and then open an additional account to hold the remaining excess balance. Spectrum will have new accounts shopped to see what competitive interest rates can be found for a new reserve account. Director Edwards inquired on the aging report balances to clarify what he thought would be balances still due to the Association. Spectrum advised that the balances indicated on the Aging Report summary reflected all monies due for all line items including legal amounts due. A discussion was had on how billing is handled for legal accounts processing and the Board was advised that when legal billing is received from the attorney, it is paid up front by the Association and then billed back to the responsible owners account. Spectrum advised that the most recent activity report from the attorney's office had been

distributed following the March meeting so the Board could review all current legal accounts and their current statuses.

COMMITTEE REPORTS

LAKE- TODD EDWARDS/GREG ELLIS

No Report

ARCHITECTURAL- TODD EDWARDS

Director Edwards introduced attorney Mark Knop from Hoover Slovacek who was present to review the final draft of the Association ARC Guidelines document. The Board was provided copies of the ARC Guidelines which included all proposed changes by the Board and the Association attorney. Director Ellis made a suggestion in regards to the definition of outbuildings as outline on page 7 of the document and also noted an error in spelling on page 20 (b) which Attorney Mark Knop noted he would have corrected. The Board inquired on if they were required to distribute the full document to all residents in the community and Attorney Mark Knop advised this was not a requirement and more a courtesy. After some discussion, the Board decided a 1-page/postcard mailer would be sent to the community advising them of how to access and retrieve the new ARC Guidelines (document to be posted online on both community websites). Having noted the 2 changes and a process for distributing the new information, Director Ellis motioned and was seconded by Director Edwards to adopt the new ARC Guidelines. The motion unanimously carried and Director Edwards signed the President's Certificate for the ARC Guidelines as provided by Hoover Slovacek.

In addition to the ARC Guidelines, Attorney Mark Knop had also prepared new community resolutions for the Association to adopt to be in compliance with the new legislation for 2012. Spectrum advised that the Association had already adopted these resolutions towards the end of 2011 so they could be filed and recorded before 1.1.2012. Attorney Mark Knop requested that Spectrum provide them a copy for review so they can ensure no additional resolutions were needed.

Director Ellis provided copies of his proposed fine policy to members of the Board and membership. A brief overview was provided of the proposed policy and why it was being presented. The fee outline was reviewed in depth to confirm if there was a consensus on the reasonable nature of the fees and structure. The Board discussed adjusting the fees to include a new structure of \$25, \$50, \$75 and \$100 with the first fine not being assessed until after the state required 30-day notice expired. The Board discussed removal of some language which they felt was too vague and possible conflicting. Director Ellis noted he would make the suggested changes discussed at the meeting and redistribute to the Board and to Hoover Slovacek for final review before adopting. The Board intends to have the new fine policy adopted by the May meeting.

BEAUTIFICATION- MARIANE MAXIMOUS

No report

SOCIAL- JANET ALLEMAN

Director Alleman advised that the next planned community event was the July 4th event. The Board discussed a community newsletter would need to go out prior to that event so it could be advertised. Some owners from the membership inquired on possibly adding in a movie night in the park similar to what the pool company offers in the summer with movies at the pool. Director Alleman advised this was something that could be looked into since the cost would be fairly minimal.

COMMUNICATION- JOHN DUNN

The Board discussed having a newsletter distributed in June to include information on summer events for the community.

NEW BUSINESS**Playground Improvement Proposals**

The Board was provided a proposal from All-Play in which a plan for a crushed granite walking track, full playground replacement and Loon & Essex park improvements were proposed. The Board was advised that the scope of work included in the bid included all playground elements the Board had previously requested pricing on so completion of project prioritization could be done. An owner inquired on if the scope of work included a playground covering for the Loon area park and the membership was advised that it was not originally included but could be added. The Board agreed that they wanted to wait for the final 2 proposals to come in to make a decision on prioritizing the work to be completed. Director Edwards advised he would like to have the new playground in for the summer.

Lincoln Service Light Pole Proposal

Spectrum provided the Board with the additional light pole installation proposal from LAS to include one more light along the sidewalk just past the last pole by the park bench. The Board reviewed the scope of work and decided they wanted the last pole to be installed directly adjacent to the pump station nearest the homeowner fence at the end of the cul-de-sac for Longspur Lane. Director Edwards motioned and was seconded by Director Alleman to approve the additional light pole proposal from LAS. The motion unanimously carried. Spectrum will follow-up with LAS to coordinate payment processing and scheduling of this project.

MISCELLANEOUS

Director Ellis advised there were 2 fence board missing along the Essex park fence which needed to be replaced as well as some monument lights that were out. Director Ellis requested that Spectrum do a quick drive-thru following the meeting to confirm which monument lights were out.

NEXT MEETING DATE

May 24th, 2012 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 8:20pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent