

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

May 26, 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 May 26, 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 Janet Alleman, John Dunn, Todd Edwards, Greg Ellis 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 6:34pm.

HOMEOWNER FORUM

There was no discussion presented from the members present at the meeting.

MINUTES

The Board of Directors reviewed the previous meeting minutes for April 2011. Director Ellis inquired on including a meeting minute addendum to the meeting minutes for each meeting to indicate actions taken outside of the regular meetings. The Board agreed to include such an addendum for future minutes. Director Dunn motioned and was seconded by Director Ellis to unanimously approve the minutes as presented.

FINANCIAL REPORT

The Board of Directors was provided the financial report for April 2011 and was advised that as of May 26, 2011, the Association's current 2011 aged receivables were at \$28,834.15 representing a 4.7% delinquency. For the 2010, the aged receivables were .6% delinquent and total aged receivables including all association assessments, late and collection fees was at \$77,415.67. Director Ellis advised the Board that at that time, the current annual budget appeared to be in line with expense forecasting and that no line items needed to be adjusted to account for potential overages. Spectrum advised that the Legal line item was still being monitored to ensure it did not go over budget and as of April financials, had not increased from the previous months balance.

COMMITTEE REPORTS

CAMSTAT- JOHN DUNN

Director Dunn advised that there was not much new on updates with the CAMSTAT program. A new link had been made available online for immediate access of LCPD officers to access camera footage of the community rec. area.

LAKE- TODD EDWARDS/LAKE SUBCOMMITTEE

Director Ellis reported that a meeting was going to be held with MUD 6 and himself and Director Edwards in regards to forward progress on resolving the current lake water usage dispute. This meeting was to be held before the next MUD meeting on June 6th. The Board also requested that some additional adjustments be made to the lake level for the blue lake in the front of the community thus allowing for consistent levels for the pool area lake while also maintaining a beneficial level of irrigating for the common areas. Earthcare Management will be contacted in order to reduce the level of water for the front entry blue lake.

ARCHITECTURAL- TODD EDWARDS

Director Edwards advised that he would be emailing out a proposed meeting date for all members to get together and do a final review of the ARC guidelines as drafted by the Board.

BEAUTIFICATION- MARIANE MAXIMOUS

The Board was advised that per the last report from Lynn's Landscape, the current status of the monument project was pending the City's approval for the passing of the windstorm test (120+mph) for the monuments. Lynn's Landscape advised that they anticipate another 2-week turnaround before the project would begin as they awaited final approval from the city for the monument construction.

The Board also discussed the beautification of the Essex park as had been mentioned at the last months Board meeting by homeowners present. ECM had provided a rough proposal including proposed pricing on trees/shrubbery and the building of a community garden space. The Board requested that ECM provide a landscape layout or design of what they suggest for the space.

The Board discussed the next phase of the fence staining project which was slated to begin next week. The Board was advised that the project was awaiting the final release of payment to purchase the work materials and estimated turnaround for the project was 3-5 days to cover along League City Parkway to the end corner of Baureschlag. The Board discussed possible ramifications of completing fence repairs for owners that had failed to complete the repairs on their own. The Board was advised that all fees associated with completing the fence repairs for owners were paid by the Association and then posted to the owners account for repayment. Any fees associated with a force maintenance action were levied just as a homeowner assessment meaning collections can be applied to the balance due and a lien filed on the property. The Board was also advised that the Association was working within their rights, as per the original opinion provided from Hoover Slovacek, so long as the owners had been noticed for the violations. Considering proper notice had been given to owners along League City Parkway requiring repairs, the Board is in agreement to proceed with the fence repair and staining.

COMMUNICATIONS- GREG ELLIS

Director Ellis advised of the potential need for a new newsletter editor since Jessica Pack had relocated. Director Dunn advised he would be willing to serve as an interim editor until a permanent editor could be found. Director Ellis also advised he was looking into newsletter services like CAI which provide the newsletter so long as they can also include advertising information. Director Ellis advised that the next planned community newsletter was to go out for September in order to include information on National Night Out and the annual meeting, both in October. Director Ellis advised he would need all possible articles from the various Board members or contributing writers by the first week of September.

SOCIAL- JANET ALLEMAN

Director Alleman discussed future plans and requests from the Social committee in the community. Future plans included a request to fund a July 4th event as well as an adults-only event later this year. In reviewing the budget, it was noted that the last approved expense for the Spring event was budgeted against the Community Events line item which included funds for the National Night Out event. The current Community Events budget indicated an available balance, following the social committee funds use, of \$312.41. Director Ellis noted that an amendment would need to be filed to increase the community events budget to include available funds for a July 4th event, NNO and an adults-only community event. It was estimated that an approximate \$6,000 would be

needed to fund the 3 additional community events. Director Ellis motioned and was seconded unanimously approving the movement of \$6,000 from the current Lake Engineering Services line item to the Community Events line to fund 3 additional community events. The Board also approved the distribution of a postcard mailing to announce a July 4th community event since it would come before the September community newsletter. Director Alleman will coordinate final details with Spectrum to ensure a postcard is sent prior to the event.

OLD BUSINESS

COMMUNITY PROJECTS- Updates

Fence Cleaning & Staining

Discussion was held earlier during the meeting.

Playground Fertilization Proposal (ECM)

A proposal from ECM was provided in regards to hydro-mulching and/or re-routing the irrigation system in the park area to improve coverage. The Board expressed concern with the area being too shaded thus preventing the growth of anything in the area. Director Edwards suggested obtaining a proposal on the installation of additional mulched areas under the trees to expand the play area and reduce the need for excess watering. ECM will be advised of the need for an updated proposal on mulching the current bare areas around the playground.

NEXT MEETING DATE

June 23rd, 2011 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 7:35pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent