

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

July 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 July 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 Tiffany Vance. Absent with apologies were Janet Alleman and Mariane Maximous. Also in attendance representing Spectrum Association Management was Shontele Redeaux.

**CALL TO ORDER**

With a quorum of the Directors present the meeting was called to order at 6:40 p.m.

**HOMEOWNER FORUM**

-Homeowner Joel Burleigh addressed the Board regarding maintenance issues. He is concerned with the upkeep of the community which includes the lack of yard maintenance by owners and sheds that are being installed. He also advised he had some concerns with the turnaround time for approvals on applications that are submitted. The homeowner advised that he had submitted a request to install a shed and move his fence and it took a very long time to get a response.

-The Board advised that shed installations are a huge issue that the Board is currently struggling with as homeowners are installing unapproved storage sheds. The Board is currently working with Spectrum in order to get a list of sheds that have been approved and sheds that have not been approved.

-The Board reminded the homeowners that while the community was being developed the Developer was the ARC and they approved some items that are against the governing documents.

-The Board reminded the homeowners of the new guidelines that were published about two months ago. The Board asked Spectrum to send a postcard advising homeowners that they can write into Spectrum to get a copy of the new guidelines mailed to them or they can get a copy from the website.

-The Board asked Spectrum to verify as to whether or not the clock will start over on items starting from when the new guidelines were published.

-Melissa Wong addressed the Board regarding concerns pertaining to her ARC request. She stated that she submitted a request and had some difficulties receiving approval on her from which was to install a storage shed and to move her fence up. Mrs. Wong stated the Site Manager with Spectrum advised her that her shed request was denied but she never received a response regarding the fence nor had she received the denial letter. Spectrum advised they would look into this matter and give her a call the next day in order to provide her with some clarification on this matter.

-The Board advised there is a section of fencing on Langley that was damaged due to an auto accident that has been replaced but the fence was never stained. The Board asked Spectrum to pursue the staining of this section of fence by the homeowner.

-The Board advised there are several areas in which the fence that was recently stained has begun to deteriorate above the rot board. The Board wants Spectrum to look into a continued maintenance program to address this.

-Homeowner inquired about the dead trees down Highway 96. The Board advised that these trees are owned by TXDOT and they would recommend that she contact the City of League City as they believe they are maintaining the trees on behalf of TXDOT.

## **ARC CONCERNS**

Due to the number of concerns raised with regards to the ARC process the Board has requested that Spectrum to provide a matrix, the Board wants the following information on all requests submitted for 2012, 1. Number of ARC submitted to date, 2. How much time does it take to process the request from submission to approval or denial issued to the homeowner, 3. How many forms are being approved verses the number being denied.

The Board would like to receive copies of the ARC's that are being submitted for consideration as to ensure the Committee is not approving items that are prohibited in the rules and regulations.

Director Ellis advised he had submitted a request to install a storm door and needed an update on the status of his request.

The Board advised that they would like all of the ARC forms to be online so that they can be viewed by the ARC and Board. The Board advised they would support the cost of having something like this implemented.

## **POOL ISSUES**

The Board advised the pool is cloudy and smelly. According to Gulf Coast Aquatics the pumps and filters need to be replaced and this cannot be done until after pool season. The Board questioned if the sand needs to be replaced as the sand was replaced in 2008 and 2010. After discussion, the Board asked Spectrum to secure a second opinion in order to determine what the issue is causing the pool to be cloudy and smelly.

The Board asked Spectrum to check the status of resurfacing the pool, pursuant to the Reserve Study.

The Board advised that the air conditioning unit that is used to keep the security equipment cool has gone out, the Board instructed Spectrum to get this unit replaced.

## **MINUTE APPROVAL**

The Board reviewed the May 2012 minutes, after review the Board advised under Financial Report it should read Director Ellis inquired on not inquire don and under miscellaneous the word 2 should be spelled out. A motion was made by Director Ellis, seconded by Director Vance and unanimously approved accepting the May 2012 minutes as amended.

The Board advised that the minutes have not been posted to the website since January.

## **FINANCIAL REPORT**

The Board reviewed the financial reports ending in June 30, 2012. After review, a motion was made by Director Ellis, seconded by Director Edwards and unanimously approved accepting the June 30, 2012 financial packet as presented.

## **COMMITTEE REPORTS**

Architectural – No report at this time.

Beautification – The community garden project will be postponed until the fall.

Social – The Board asked Spectrum to check the progress of the NNO function.

Communication – No report at this time.

## **PLAYGROUND**

The Board discussed the bids presented by McKenna. The Board decided to proceed with McKenna to do the Lune Park to install the shade structure over the park and to install two sets of swings. The Board appointed Melissa Kirkland as project manager of this job. Director Ellis will email Mrs. Kirkland the bid from McKenna so that she can contact them to finalize the details of what has been approved to be installed. Mrs. Kirkland will present the final numbers to the Board for approval prior to commencement of the project.

**LIGHTS**

The Board considered the installation of the remaining light pole deflectors. After discussion, the Board opted not to proceed with this project at this time, instead the Board asked Spectrum to obtain other options which would include changing the wattage of the light bulbs but with this option the Board wants the illuminates of the lower watt lights and the cost.

**POWER SUPPLY**

A motion was made by Director Ellis, seconded by Director Edwards and unanimously approved to purchase the power supply from Fry's for \$69.99.

**ADJOURMENT**

With no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

**NEXT MEETING DATE**

August 23<sup>rd</sup>, 2012 @ 6:30pm

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Authorized Signer  
Brittany Lakes Homeowners  
Association, Inc.

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Shontele Redeaux  
Managing Agent

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

July 26, 2012

**CALL TO ORDER**

With a quorum of the Directors present the meeting was called to order at 8:05 p.m.

**ARC**

The Board advised there is currently only one person serving on the ARC. The Board feels this Committee should be comprised of at least five members. The Board asked Spectrum to put the appointment of ARC members on the agenda of the next Board meeting. Anyone interested in serving on the ARC should come to the meeting to be interviewed by the Board. The Board also asked Spectrum to put together an outline of the duties and expectations of anyone who serves on the ARC.

The Board also requested clarification on them not having the ability to remove someone from the ARC. As they had been advised in a training session they attended that as the Board they could not remove any from the ARC for any reason.

**POST OFFICE BOXES**

The Board advised they want to coordinate with the postal service to see if they can pay the difference to the post office to put in better mailboxes. The Board wants confirmation that the mailboxes are owned by the post office and not the Association.

**ADJOURNMENT**

With no further business to discuss in Executive Session the meeting was adjourned at 8:20 p.m.

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Authorized Signer  
Brittany Lakes Homeowners  
Association, Inc.

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Shontele Redeaux  
Managing Agent