

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

August 23, 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 August 23, 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, Janet Alleman, Mariane Maximous and Tiffany Vance. Absent with apologies was Todd Edwards. Also in attendance representing Spectrum Association Management was Jennifer Roberson.

CALL TO ORDER

With a quorum of the Directors present the meeting was officially called to order at 7:05p.m.

HOMEOWNER FORUM

Homeowners present were given an opportunity to discuss their issues or concerns before the Board. An owner present inquired on following-up on his ARC Hearing which was conducted a few months back during the June Board meeting. Director Ellis advised that once a quorum of the Board was present, he would present the owners request again during Executive Session for a final decision. An owner present inquired on the current process for his ACC request which had two components. The Board heard his inquires and advised on how the best approach would be to finalize his request. Director Ellis again advised that the owners request could be discussed in depth during the Board's Executive Session and the owner would be advised of the Board's official decision after the meeting. An owner inquired on the normal process for ACC requests and wanted to know what would be required of volunteers serving on the committee. A brief description of the duties and time commitments was discussed with those members present. An owner inquired on the current status of the pool and Spectrum provided an update in regards to the second opinion that was obtained about resolving the pool's water/plaster issues. Representatives from Gulfcoast Aquatics, who were also in attendance, discussed their current course of action to try and keep up with the demands of the pool. The final recommendation from both pool sources was that a pool replaster was needed as the peeling plaster caused an increase in plaster particles being released in the water making it murky in appearance in addition to the browning/yellowing spots in various areas. Gulfcoast Aquatics provided the Board with a quote on completing the pool replaster job for their consideration once the swim season was over. An owner inquired on the current tennis court gate repair since the gate appeared to no longer be securing properly. Spectrum advised a repair was done almost 2 weeks ago resetting the GFI and the owner states the gate is unsecured again. A new work order will be sent for this repair. Director Ellis discussed redirecting a camera towards the tennis court gate as there is concern that damages are being caused by someone trying to gain access to the courts without the proper card. Committee member John Dunn advised he would meet with the security camera installer to review options.

MINUTE APPROVAL

The Board reviewed the July 2012 minutes, after review the Director Ellis indicated that a change needed to occur referencing quotations around a previous correction under Financial Report where it 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 July 2012 minutes as amended.

FINANCIAL REPORT

The Board reviewed the financial reports ending in July 31, 2012. Spectrum advised of the current 2012 aged receivables as being ~3.5% delinquent with a current amount due of \$21,266.35. Director Ellis advised that funds would need to be moved from the FCB Operating in order to keep that account balance below the insurable amount of \$250,000. Director Ellis motioned and was seconded by Director Vance to move \$100,000 from the FCB Operating to the TexStar Savings. The motion was unanimously approved to move these funds. The Board was advised that there were a few line items which were currently showing as being over-budget including Landscape Improvements which included previous installation of new decorative lights, Water and Community Events. Director Ellis advised he wanted to move the expense of the light installation to a newly created line item called Capital Improvements-Lights to include the expense amount of \$13,000. A motion was made and seconded by Director Alleman to unanimously approve this budget amendment. Director Alleman motioned to move \$10,000 from the Engineering Services line item to the Water line item to cover anticipated overages. The motion was seconded by Director Ellis and unanimously approved to complete this amendment. Director Alleman requested confirmation on the line item expenses that went to Community Events thus far for the year before proposing an amendment to the current budget amount. Spectrum will confirm and advise of the current expenses. The Board noted that all newsletter costs should also be moved from being appropriated to the General Admin line item to the Newsletter Committee line item.

COMMITTEE REPORTS

Architectural – No report at this time.

Beautification – The community garden project was discussed with previous proposals from ECM and Kings Choice Landscape being reviewed. The Board voted to approve the landscape proposals from ECM including the installation of five (5) new 45 gallon Live Oaks, installation of shade trees, oleander relocation and bed renovation with confirmation on final costs associated with installation of fruit trees (& necessary cross pollinators) prior to final approval being granted. Director Ellis requested that ECM submit a landscape design/layout for the improvements before they were completed. Final proposals from Mckenna Construction for the installation of shade covers over the Loon and Essex park structures was reviewed with confirmation that once approved actual install could not be scheduled until 4-6 weeks out while delivery of items was pending. The Board voted to approve the in-ground excavation of the new swing set area at the Loon park and the ordering of forest green shade covers to cover the playground equipment and swings at the Loon park and playground equipment at the Essex park. Director Ellis motioned to redistribute funds from the Transfer to Reserve line item to a new Capital Improvement-Playground line item to cover the cost of the completion of this pilot project. The motion was seconded and unanimously carried approving the funds redistribution. Director Maximous advised that the Loon area parking lot was damaged again and in need of repair. Spectrum will follow-up on this issue.

Social – Director Alleman advised that their upcoming social event for the adult swim night was being postponed to September 8th to allow for better planning. The plan was to include the same type of festivities as last year's event including Spring Creek BBQ (decrease in total plates ordered due to excess leftovers from 2011 event), Mr. Margarita and possibly a poker vendor. Spectrum reminded the Board that due to the serving of alcohol at this event, special event insurance would be required as well as an officer needing to be present. Director Alleman indicated she would be submitting advanced payment requests to Spectrum to ensure payments were ready in time. Director Alleman advised that the final event of NNO was also being planned and would also mimic 2011 festivities with Chik-Fil-A being served.

Communication – Committee member Dunn advised that he could have a Fall newsletter out in time for NNO and to announce the October annual meeting. Director Ellis advised he had sent formats for various articles which could be included in the Fall newsletter to help fill space. The Board reviewed the calendar and noted that the 2012 annual meeting could be scheduled for

October 25th. Committee member Dunn requested submission of all newsletter items by September 7th so the newsletter could go out by late September.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 7:58 p.m and the Board went into Executive Session.

NEXT MEETING DATE

September 27th, 2012 @ 6:30pm

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent