

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

August 25, 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 August 25, 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, John Dunn and Janet Alleman. Absent with apologies were Todd Edwards 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 6:40pm.

HOMEOWNER FORUM

No Homeowners Present

MINUTES

The Board of Directors reviewed the previous meeting minutes from July 28, 2011 and voted unanimously to accept them as an official record of the Association.

FINANCIAL REPORT

The Board of Directors was provided the financial report for July 2011. Director Ellis discussed the adjustments made to the previously noted line items requiring adjustments. Specific line items discussed included Playground Maintenance for \$8600 in kiddie cushion replacement which was not a previously budgeted for item. Director Ellis motioned and was seconded by Director Dunn to move \$9000 from the Engineering Services line item to Playground Maintenance. The motion was unanimously approved. Spectrum also advised on the General Admin and Legal line items which had potential to go over budget and would therefore require an amendment. Director Ellis requested that Spectrum prepare an estimate for each line item on projected expense before moving to amend the budget amounts. Director Ellis also noted that verification would be needed to the breakdown in Capital Improvement lines as the parking lot and gate projects were thought to have been previously budgeted line items. Spectrum will verify this through review of previous meeting minutes.

COMMITTEE REPORTS

CAMSTAT- JOHN DUNN

Director Dunn advised that there were no new updates to report.

LAKE- TODD EDWARDS/GREG ELLIS

Director Ellis reported that there was no new report.

ARCHITECTURAL- TODD EDWARDS

Director Ellis requested that Spectrum obtain an update from the attorney on the status of the redlined document so a draft can be posted for homeowner review.

BEAUTIFICATION- MARIANE MAXIMOUS

No new report

SOCIAL- JANET ALLEMAN

Director Alleman discussed the previous July 4th community event and the success with a large attendance and overall feedback she received. The recent Adults-Only event held at the pool was also considered to be a good event though better attendance was anticipated. Director Ellis advised that perhaps an event held in may would be better for attendance purposes since the heat was noted as being a deterrent. Also, Director Alleman noted that some feedback she had received in regards to the event was that residents wanted to bring outside guests however the original policy was not to allow this as there was concern for how many people might have shown up.

COMMUNICATION- GREG ELLIS

Director Ellis advised that the deadline for the September newsletter was the end of August and Director Dunn requested that all materials to be included be sent to him by the 31st of August. Spectrum will provide a brief write-up to be included in the newsletter. Director Ellis also requested that Director Alleman prepare a write-up of all community events, held or planned, and have this included in the newsletter.

NEW BUSINESS

Board Member Nominations

Director Dunn inquired on if Director Ellis and Director Edwards had gotten together to discuss establishing a nominations committee. Director Ellis advised that they had not yet had a chance to do so. The Board discussed appointing members to the Nominations Committee and ensuring that nominee information is included in the annual meeting notice sent out prior to the meeting. Spectrum advised that so long as all nominee information is sent in before 10-days of the meeting, this information could be included in addition to those nominations accepted from the floor.

Architectural Drawing Project

Spectrum provided the Board with 4 proposals to review for the completion of an architectural master plan of the current and future recreation center. Upon further review, Director Dunn motioned and was seconded by Director Alleman to approve the quote provided from Jacobs Architectural Group. The Board has requested that a preliminary drawing be provided within 2-weeks in order to ensure a final product is available in time for the annual meeting. Spectrum will notify Jacobs Architectural Group accordingly.

OLD BUSINESS

COMMUNITY PROJECTS- Updates

Fence Repair & Staining

Spectrum advised the Board that al rot boards had been installed along League City Parkway and Hobbs Rd. Staining was to commence on Friday, August 26 before the beginning of the 3rd phase for all perimeter fence along Brittany Lakes Dr.. Director Ellis inquired on how many sections of fence had been replaced for owners and billed back, Spectrum advised there had been approximately 5 such transactions which were still awaiting payment from owners.

Camera Installation

Director Dunn advised that the installation was scheduled for Monday, August 29th.

Parking Lot on Loon

Spectrum reported that the parking lot repair was currently underway for the section of brick that was coming up. As per the report by LBJ Services, a burst pipe was the cause of the damage. LBJ made repairs to the pipe and would begin re-bricking the space on Friday, August 26.

NEXT MEETING DATE

September 22, 2011 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 7:16 pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent