

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

September 22, 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 September 22, 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 John Dunn, Todd Edwards, Janet Alleman, 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 6:36pm.

HOMEOWNER FORUM

Homeowners present were given the opportunity to address the Board with any questions or concerns. A homeowner present presented a petition she had organized in regard to the speeding concerns she observed for The Meadow. The owner requested that the Board of Directors support the homeowners initiative and contact LCPD requesting some traffic control for that section. Officer Murray with the League City police department was present and spoke before the membership in regards to their current initiative to address traffic concerns in the community. The membership was advised that within the next 2-3 weeks, LCPD would be having 3 stop signs posted at the cross-sections of The Meadow and the recreational facility in addition to a crosswalk for pedestrians. Homeowners present also mentioned safety concerns in regards to teenagers hanging out at the large lake on Brittany Lakes Dr. at night, and the concern that Brittany Lakes Dr. has no street dividers to clearly indicate that it is a two-way street. A homeowner attended the meeting to make an ACC inquiry before the Board for approval on a play structure. The Board heard and reviewed all documentation presented by the owner and advised that they would hold further discussion for the Executive Session and render a final decision by Monday.

MINUTES

The Board of Directors reviewed the previous meeting minutes from August 25, 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 August 2011. Spectrum advised of year-end projections for line items noted as being en-trend to go over budget. Director Ellis made motion to amend the following budget line items as follows: increase Lake Maintenance by \$2500, increase General Administrative by \$3000. Director Edwards seconded the motion and it unanimously carried. The Board discussed holding off on amending the legal budget line item until final invoicing was received from the attorney for matters just recently resolved.

COMMITTEE REPORTS

CAMSTAT- JOHN DUNN

No CAMSTAT report.

LAKE- TODD EDWARDS/GREG ELLIS

Director Edwards advised that despite many attempts by himself and Director Ellis, the MUD was not forthcoming on their current progress with making repairs to the large lake, possibly under advisement of their attorney to keep discussions on this matter to a minimum.

ARCHITECTURAL- TODD EDWARDS

Director Edwards advised that he had been going back and forth with HooverSlovacek on getting these revised with recent legislation guidelines included. Director Edwards noted that he would be completing a teleconference with attorney Mark Knopf to complete the guidelines. Director Ellis noted that the guidelines should be drafted in time for the annual meeting in November in order to provide them to homeowners.

BEAUTIFICATION- MARIANE MAXIMOUS

Director Maximous noted the status of the perimeter fence project and advised that she had spoken with the owner on Essex in regards to getting a community garden installed. She is scheduled to meet with the resident on Saturday to go over a layout/plan so pricing can be obtained from Earthcare Management. Director Edwards also requested that she look into the installation of Fall color at the community monuments and he also reported that the lights at the new monument did not appear to be working and needed to be fixed. Bruce Johnson with LBJ Services was also in attendance to discuss any homeowner concerns or Board concerns with the progress of the fence project.

Director Edwards presented as projects to be completed, the following:

- new bench staining for the community parks
- additional repairs needed to the parking lot on Loon to further compact the sand
- the moving of the pet waste station at the big lake
- repairs needed for the new Altamire monument lights
- costs associated with making minor repairs to and staining the pump station at the big lake
- proposals for adding in extra lighting at the park on Essex as well as additional lighting for the park bench area at the big lake

SOCIAL- JANET ALLEMAN

Director Alleman introduced Committee member Autumn Murillo for the Social committee who wanted to present information on the upcoming NNO event for the community. Autumn provided the Board with a breakdown of projected expenses for the NNO event and advised the Board that the only pending item she was following-up on was in regards to the food. After much discussion the Board suggested going with catering from Chik-Fil-A and Director Ellis motioned and was seconded, unanimously approving the Social Committee increase in budget by an additional \$1000 with the funds to come from the Transfer to Reserve line item.

COMMUNICATION- GREG ELLIS

Spectrum advised that the newsletter had been sent out for production and should start being received by residents by the weekend or Monday at the latest.

NEW BUSINESS**Brittany Lakes Centerpoint Easement**

The Board reviewed the Easement paperwork sent over with edits from HooverSlovacek. Director Edwards asked for confirmation that the paperwork was indeed from HS before he went forward with signing. Spectrum will have HS send Director Edwards the paperwork directly.

2012 Proposed HOA Budget

The Board was provided with a copy of the proposed HOA budget for 2012 which included the 2011 remaining and projected lines for each budgeted line item. Director Ellis first noted that the 2012 budget should be changed to show an 100% collection as opposed to Spectrum's previous 95% collection rate. The Board discussed the budget and Director Ellis provided a breakdown of his 5-year budget including figures for 2012-2016. Director Ellis advised he wanted to make a few final changes to the 2012 Budget using the projections from Spectrum and would have a final budget ready to show in time for the annual meeting.

Architectural Drawing Update

The Board was provided with the preliminary master plan as submitted by Jacobs Architectural Group. The Board reviewed the plans as submitted and requested that the architecture provide dimensions for the community center they drew out and also make a revision to the placement of the center so it faces an open portion of the amenity center. Director Edwards inquired on having a fitness trail added with the possibility of some fitness stations at ¼ mile intervals. Director Dunn requested that the map be sent to them directly so it could be in color and also made in a larger scale.

EXECUTIVE SESSION

The Board went into Executive Session at 8:32pm and adjourned at 8:35pm.

NEXT MEETING DATE

October 27, 2011 @ 6:30pm

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 8:36pm.

Authorized Signer
Brittany Lakes Homeowners
Association, Inc.

Jennifer Roberson
Managing Agent