

Brittany Lakes Homeowners Association, Inc.
A Texas Non-Profit Corporation

Board Meeting Minutes

September 24th, 2015

LOCATION: Perry Family YMCA
1700 W. League City Parkway
League City, TX 77573

IN ATTENDANCE

Representing the Board Members of the Brittany Lakes Homeowners Association were the following people:

- Todd Edwards (President)
- Greg Ellis (Treasurer)
- Melissa Kirkland (Secretary)
- Julianna Domokos (Director)
- James Charo (Director)

Representing Spectrum Association Management, LP was the following person:

- Bart Jones (Community Manager)

DETERMINATION OF QUORUM

A quorum of Board members was announced by Bart Jones and the meeting was called to order at 6:31 pm.

HOMEOWNER FORUM

There were approximately 21 homeowners present.

Landscaping and specifically sidewalk edging were brought up as something to stress with the new landscaping company. The Board let the homeowners know that the Association is changing landscape companies imminently.

Discussion ensued regarding erosion at Willow Pond, especially the relatively severe erosion at the northwest corner of Willow Pond. It was mentioned that MUD Board #6 has recently commissioned another study to see if any remedial action is warranted.

A homeowner asked about the old drilling site next to Willow Pond and was informed about imminent plans to add trees to beautify the area. There was also a question concerning the possibility of signs erected at pedestrian entrances to the Willow Pond area near Brittany Lakes Drive. The Board requested costs for small signage to see what they would cost.

Other items mentioned at the meeting were to consider adding pickle ball lines to the tennis courts and to consider personalizing signs for streets in Brittany Lakes to differentiate Brittany Lakes from adjacent neighborhoods.

APPROVAL OF MINUTES:

Board Meeting Minutes from August 27th were approved.

FINANCIAL PACKET:

The August 2015 budget packet was reviewed and approved. The Board instructed Spectrum to adjust the 2015 landscaping budget to match the added costs associated with higher expenses and the addition of tree trimming.

The Board approved the 2016 Proposed Budget to be presented for approval at the Annual Meeting in October 2015.

GENERAL BUSINESS

- Splash Pad Update: The plumbing inspection was passed and forms and rebar are going in next. Concrete should be poured within a week.
- Lights – multiple lights around the neighborhood were repaired. The Board requested bids in consideration of a potential light maintenance contract.
- Tree Project – Director Charo presented two bids for adding trees to the Willow Pond area and the bid was awarded to Lynn's Landscaping.

- Holiday Decorations – Three bids were available for review and the Board accepted Director Kirkland’s recommendation to award the contract to League City Christmas Lights. Spectrum was instructed to adjust the holiday decoration budget to cover for the small increase in expenses in this budget.
- Tree Trimming – Bio has been trimming trees in the neighborhood per an existing contract. The Board would like a count of dead trees removed for replacement purposes. Bio will also be instructed to check the trees on Hobbs and on League City Parkway.
- Landscaping – the Board confirmed Gruene Horticultural was awarded the landscaping contract and will start in mid-October 2015. Spectrum is to remind Gruene not to trim crepe myrtles.
- Landscaping – the Board reviewed bids for installing flowers at all of the monuments. The contract was awarded to Gruene with a cost ceiling of \$30,000 for this work. Also, need to add small monument missed on Cross Spring.
- Loon Park – drainage issue – bid to repair not approved. The Board would like other opinions and options.
- Rec Center Pond – Houston Recreation will replace several missing stones on or about 9/25/2015.
- Tennis Court Windscreens – replacement of torn windscreens - completed.
- Pet Station Repair – completed.
- Electricity Provider Switch – Spectrum reported that we changed electricity providers to secure lower rates. The Association contract was awarded to Gexa with a first year savings projected to be over \$5900.
- Annual Meeting Notices – Going out first week in October 2015. The deadline for Board candidates is October 1st.
- Contract Matrix created for Board showing dates for all contracts to help manage deadlines.
- Pool/Rec Center Building, Bridge & Gazebo – bids to refurbish from Tuttle and McKenna. No bids awarded – more bids needed. Plus waiting on bids for additional parking spots at main park/pool area.

EXECUTIVE SESSION – separate minutes

ADJOURNMENT

The meeting was adjourned at 8:49 pm.

 Authorized Signer of the
 The Brittany Lakes
 Homeowners Association, Inc.

 Bart Jones
 Managing Agent

 Date