

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

**Board Meeting Minutes**

December 3<sup>rd</sup>, 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 (VP/Treasurer)
- Melissa Kirkland (Secretary)
- James Charo (Director)
- Kim Widener (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 6:38 pm.

**HOMEOWNER FORUM**

There were a couple of homeowners present.

**APPROVAL OF MINUTES**

There were edits to the Minutes from the September Board Mtg. Approval at next board meeting.

**ELECTION OF OFFICERS**

Officer positions were voted to remain the same for 2016; Todd Edwards – President, Greg Ellis – VP/Treasurer, Melissa Kirkland – Secretary, James Charo and Kim Widener – Directors at Large.

The Architectural Review Committee had two nominations; Lori Armstrong and Deborah Walenta. The Board voted unanimously to place them on the committee. They will be sent training packets and review responsibilities prior to performing their duties.

**FINANCIAL PACKET**

The October 2015 financial packet was reviewed and approved. Budget changes

**GENERAL BUSINESS**

- Lakepro Contract – Approved.
- Camera’s Bid – Approved to move forward with Phase 1 & 2
- Board approved keeping meetings the fourth Thursday of the month.
- Main focus for redoing the pool buildings will be to tighten the scope of work and rebid.
- Lynn’s Landscaping – approved bid to install drip irrigation for park off Longspur.
- Attached please find additional notes recorded by James Charo.

**ADJOURNMENT**

The meeting was adjourned at 8:57 pm.

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Authorized Signer of the  
The Brittany Lakes

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Bart Jones  
Managing Agent

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Date