

# Brittany Lakes Homeowners Association, Inc.

A Texas Non-Profit Corporation

## Board Meeting Minutes

January 28<sup>th</sup>, 2016

**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) Not in attendance
- Greg Ellis (Vice President/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 6:32 pm.

### HOMEOWNER FORUM

There were 4 homeowners present.

### APPROVAL OF MINUTES

Board Meeting Minutes from September 24<sup>th</sup> and December 3<sup>rd</sup>, 2015 were approved.

### FINANCIAL PACKET

The December 2015 financial packet was reviewed and approved. Funds in the operating account have moved above the FDIC insured amount of \$250,000, therefore the board has instructed that funds be moved out of the account to take it back down to the insurable level. Funds were instructed to be moved to the Texstar Savings account.

### GENERAL BUSINESS

- Mosquito Spraying Contract – Cypress Creek - Board approved unanimously.
- Safety Material for Parks – McKenna - Board approved unanimously. Board also requested what has been spent for the last five years on safety material. This will allow the board to compare different permanent surfaces costs against continuing using safety material for the parks.
- Community Association Institute (CAI) Membership Renewal – Board approved unanimously.
- Gulf Coast Contract – No issues with terms but Movie Nights need confirming as they are not specifically mentioned in the contract. Also, the Board requested Spectrum to verify that Gulf Coast is accounting for the splash pad in their contract cost. Also, the Board requested that Spectrum ensure that Gulf Coast will move pool furniture to offsite storage at the end of season to save space in the pool storage room
- Pool Building Refurbishment – J and J Maintenance – Board approved bid unanimously.
- Main Park Area Lighting – general discussion of lights in all the parks. The Board requested bids from Spectrum to add lighting under the canopies at the small parks.
- Main Park Concrete Pathways Bid – The Board discussed at length potential solutions to the sinking walkways in the Main Park full of dirt and mulch. It was decided that focused research into a comprehensive solution for the whole area Main Park area is needed. Director Charo agreed to lead the research effort.
- New Resolutions for 2016 – the Board deferred voting on these until they can review them.
- Signage Review – “No Swimming” signs were discussed for Willow Pond. It was decided to confer with MUD 6 on this issue. There is a faded sign on Altamire that needs replacing (most likely says “No Soliciting”).
- Capital Projects Review – Lengthy discussion of future capital projects and the research involved prior to the Board making commitments. No action at this time.

- Monuments – a pilot project of installing two monuments (medium and small sized) was discussed. The Board requested that Spectrum obtain multiple bids for each monument size. Also, using solar lights was discussed in lieu of conventional electric lights. The Board requested that Spectrum obtain cost comparisons for solar lights as well.
- Staining Fencing – Lengthy discussion on this issue ensued. Much of the fencing that borders common areas needs repairing and replacing (by homeowners) prior to staining by the HOA. A potential path forward is to notify homeowners of the need to repair their fence 90 days (or so) before staining, giving homeowners time to repair. Also discussed was having a fence contractor come out and evaluate the entire fence that borders common areas, noting where needed repairs are and letting this report guide homeowners to fix their fences. The Board requested that Spectrum solicit and arrange for fence contractors to bid on this scoping study.
- Additional Parking for Main Park – this discussion was deferred to a possible committee to help the Board make an informed decision on what is needed, where it is needed, and to acquire bids once a plan is in place.
- Security Cameras – John Dunn, project lead, reported that Phase 1 is just about complete with the new cameras installed at the pool area. Phase 2, installing camera's at the two small parks, is slated to be complete by the end of February 2016.
- Additional park equipment was brought up as a potential capital project for 2017. Examples of what might be included are exercise stations along the walking paths. Additionally, there was a Board request of Spectrum to count all the park benches in the neighborhood and use that inventory count to determine a replacement value for future budgeting purposes.
- The Board requested bids from Spectrum to remove the dwarf Oleanders on League City Parkway and transplant them. Also included in this bid is to be a cost of installing replacement plants to match the ones already there.
- The Board requested a bid from Spectrum to fix the "slanted" plants on Loon.
- The Board requested a bid from Spectrum to paint pickle lines on the tennis courts.
- The Board requested a cost from Spectrum for extra Site Management drives.
- The Board requested that Spectrum obtain a bid for replacing the broken BBQ pit at the Main Park.

**ADJOURNMENT**

The meeting was adjourned at 8:53 pm.

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

\_\_\_\_\_  
 Bart Jones  
 Managing Agent

\_\_\_\_\_  
 Date