

**Brittany Lakes Homeowners Association, Inc.**  
**Board Meeting Minutes**

April 28, 2016

Pursuant to Article VI, Section 1 of the Bylaws of the Brittany Homeowners Association, Inc. a meeting of the Directors was duly called and held on April 28, 2016 at the Perry Family YMCA located at 1700 League City Pkwy, League City, TX 77573.

**IN ATTENDANCE**

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

- Todd Edwards (President)
- Greg Ellis (Vice President/Treasurer)
- Melissa Kirkland (Secretary)
- James Charo (Director)
- Kim Widener (Director)

**Representing Spectrum Association Management, LP were the following people:**

- Adrienne Victorian (Community Manager)
- Jennifer Roberson

**DETERMINATION OF QUORUM**

A quorum of Board members was announced and the general session meeting was called to order at 6:30 pm.

**HOMEOWNER FORUM**

A homeowner plead for hardship to assist in resolving a delinquency.

**MINUTE APPROVAL**

The Board unanimously approved the January 28<sup>th</sup>, March 3<sup>rd</sup>, and March 24<sup>th</sup> meeting minutes via email prior to the meeting.

**FINANCIAL REPORT**

The Board was provided with a copy of the April 2016 financials for their review. Secretary Melissa Kirkland motioned for \$25,000 to be added to the capital improvement budget, as well as a transfer from the operating account to satisfy this motion. This motion was seconded by President Todd Edwards. The motion was carried unanimously.

**NEW BUSINESS**

- Adrienne Victorian announced her position as Brittany Lakes' newest community manager, replacing Bart Jones.
- Vice President Greg Ellis announced his resignation as a board member. His resignation was accepted by the Board. President Todd Edwards subsequently motioned to have

Director Kimberly Widener take Greg Ellis' place as Treasurer for the remainder of the year. President Todd Edwards also motioned to add Lori Armstrong as a board member as she had the next highest vote total at the 2015 annual election. Secretary Melissa Kirkland seconded both motions and both motions were carried unanimously.

- President Todd Edwards motioned for Greg Ellis, Michael Stirrat, and Jeff Gomach to comprise the Architectural Review Committee (ARC). Secretary Melissa Kirkland seconded. The motion was carried unanimously.
- The Board prioritized four projects for execution. In order of decreasing priority, these projects are: Loon Park drainage, Recreation Center park area landscape improvement, wrought iron fence replacement, and Willow Pond pump house fence repair.
- The Board unanimously agreed to place the monument LED light project on hold indefinitely (at least until the above four priority projects are completed).
- In case of between meeting Board decisions made via e-mail, President Todd Edwards motioned to have a majority vote of the Board (in lieu of a unanimous vote) via email suffice. Secretary Melissa Kirkland seconded. The Board unanimously approved this motion.

#### **OLD BUSINESS**

- The Board was updated on the two outstanding invoices for the recent pool area renovation project. President Todd Edwards requested that Adrienne Victorian present the proof of approval for the items on outstanding invoices, as well as the original invoice sent via email.
- A Spring Fling event update was presented on behalf of committee member Janine Libretto by Barry Eppley. The committee requested that the Board increase the budget by \$1000 in order to supply attractions for older children. Discussion ensued, then President Todd Edwards motioned to increase the budget by \$1000. This motion was seconded by Secretary Melissa Kirkland and approved unanimously by the Board.
- President Todd Edwards motioned for adjournment at 7:50pm. Secretary Melissa Kirkland seconded the motion. The Board unanimously agreed to adjourn.

#### **EXECUTIVE SESSION**

The Board entered into executive session at the call to order at 7:54 pm. Issues regarding Willow Pond as well as ARC violations were discussed.

Aging reports on financial delinquencies were also discussed and addressed.

**ADJOURNMENT**

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting at 8:32 pm.

**NEXT MEETING DATE**

May 27, 2016 at 6:30 pm at the Perry Family YMCA.