

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

July 20, 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 July 20, 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)
- James Charo (Vice President)
- Melissa Kirkland (Secretary)
- Lori Armstrong (Director-at-Large)

Absent with apologies:

- Kimberly Widener (Treasurer)

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

- Adrienne Victorian (Community Manager)

**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 inquired information on the pool parking lot expansion, landscaping in the pool decking area. Another homeowner asked about the wristbands being distributed next year and rules pertaining to cars parked on the street.

**MINUTE APPROVAL**

The Board unanimously approved the June 23, 2016 Board meeting minutes.

**FINANCIAL REPORT**

The Board reviewed the June 2016 financial report. The Board will meet outside the normal board meeting to review the draft budget for consideration at the August 25<sup>th</sup> Board meeting.

**NEW BUSINESS**

- The Board approved mailings of the notification of the Brittany Lakes HOA annual meeting in October 2016. This information will be mailed in mid-August 2016.

- A notification for Board elections at the 2016 annual meeting will be made by early August 2016. The deadline for submission for candidacy for open Board positions was set for 31 August 2016.
- The Board requested two additional bids for the painting of the Recreation Center Footbridge bridge handrails.
- The Board directed three (3) additional bids for holiday décor. Décor is to be approved at the next (August 25<sup>th</sup>) Board meeting.

## **OLD BUSINESS**

- The common area wrought iron fence project has been approved by the Board. The selected vendor, Lonestar Fence, will remove and replace the current wrought iron fences with galvanized and powder coated material, per the approved scope of work.
- The Board approved Joseph H. Stoller, CPA, to execute a financial audit of the HOA.
- The Recreation Center Beautification project was discussed and tabled for a meeting outside of the normal board meeting.
- National Night Out (October 2016) will be led by Secretary Melissa Kirkland with assistance from a resident (Janine Fehsenfeld). The Board set the budget for this event at \$3500.
- The oleanders along the League City Parkway median will be kept. The Board requested bids from vendors Monarch and Gruene for the addition of oleanders and the shaping of the present ones.
- President Todd Edwards motioned for adjournment at 8:07pm. Director Lori Armstrong seconded the motion. The Board unanimously agreed to adjourn.

## **EXECUTIVE SESSION**

The Board entered into executive session at the call to order at 8:08 pm. Issues regarding Legal accounts, Willow Pond and various ARC violations were discussed.

**ADJOURNMENT**

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:36 pm.

**NEXT MEETING DATE**

August 25, 2016 at 6:30 pm at the Perry Family YMCA.