

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

August 25, 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 August 25, 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)
- Melissa Kirkland (Secretary)
- Lori Armstrong (Director-at-Large)

Absent with apologies:

- James Charo (Vice President)

**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**

There were two homeowner's present. Neither homeowner had any comments or questions.

**MINUTE APPROVAL**

The Board unanimously approved the July 20, 2016 Board meeting minutes.

**FINANCIAL REPORT**

The Board reviewed the July 2016 financial report. The Board will meet outside the normal board meeting to review the provisional budget for Board consideration at the September 22, 2016 Board meeting.

**NEW BUSINESS**

- The Board approved J&J bid #4635 to paint the rusted hand rails at the footbridge.
- The Board reviewed the three holiday décor proposals and requested that Spectrum ask two of them to be revised. Once revisions are received, the Board will make an offline

decision. Secretary Melissa Kirkland will request a bid from the company that was used last year.

- The Board decided to review the LED proposals offline and make a decision before the next 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 requested additional information on the Civil Concepts Engineering proposal for the Loon Park Drainage.
- The Recreation Center Beautification project was discussed and tabled for a meeting outside of the normal Board meeting.
- The oleanders along the League City Parkway median proposals were requested to be revised and sent via email for review and approval.
- President Todd Edwards motioned for adjournment at 7:24pm. 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 7:25 pm. Issues regarding Legal accounts, homeowner account petitions 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**

September 22, 2016 at 6:30 pm at the Perry Family YMCA.