

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

January 26, 2017

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 January 26, 2017 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:

- James Charo (Vice President)
- Lori Armstrong (Treasurer)
- Jeramy Roesler (Director-at-Large)
- Todd Edwards (President)

Representing Spectrum Association Management, LP was:

Jennifer Roberson (Client Relations Manager)

Absent with apologies were Blake Weber and Adrienne Victorian, Community Manager with Spectrum.

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 3 households represented from the membership and Owners present were given the opportunity to submit inquires to the Board for discussion. The owners on the sign-in roll noted that their attendance was primarily to observe and learn about current activities in the neighborhood.

An Owner inquired on the ongoing construction at Bauerschlag Elementary and the Board advised that the construction was not an HOA project and status and further development can be checked with the City of League City.

MINUTE APPROVAL

The Board unanimously approved the December 14, 2016 minutes with the revision to Director Charo's attendance being noted as "present" and not via teleconference.

FINANCIAL REPORT

The Board reviewed the December 2016 financial report. Spectrum provided an overview of the balance sheet and noted that for 2017, funds in excess of the \$250,000 FDIC insured limit amount would be moved to the IDC Deposit account and verified with the Board once completed.

The Board was presented the Income Statement report and notable variances were briefly discussed. The Board requested confirmation on prior expenses from August 2016 and October

2016 which were coded as Security Patrol expenses totaling ~\$12,000. Spectrum will research and confirm expenses erroneously coded to this line item.

Director Jeramy Roesler inquired on previous years' transfer to reserve amount for comparison of the 2016 reserve transfer amount of \$269,600. Spectrum will review and send confirmation following the meeting.

OLD BUSINESS

Decision Items:

- Tree/Sod Project
 - The Board was presented with 3 bids for sod installation at the main park/tree area. The Board noted a preference for the local vendor based on past work experience and also pricing. Director Charo will reach out to Lynn's Landscape and confirm recommendation for St. Augustine and request details on warranty before executing a final approval.
- LED Project
 - The Board was presented with 3 bids from different service providers for the installation of LED light fixtures at all monuments in the community. The Board discussed other considerations for selection of fixtures including luminosity (verify lumen rating), ambiance/color of bulb (preference for warm tone) and completion of a pilot project which would include completion of the Altamire monument with their selected vendor.
- Splash Pad
 - The Board reviewed bids from various vendors for a potential splash pad maintenance contract. Director Charo noted he wanted to confirm the American Pools' sub-contractor's information. Spectrum will confirm the sub-contractor's information and also obtain a pool management contract bid from American Pools.
 - The Board requested confirmation on the pool management contract with Gulf Coast Aquatics. Spectrum noted all would be confirmed and sent for the Board to review and recommended all pool related decisions be completed in the February 2017 meeting to ensure completion of all pool/splash pad prep prior to the 2017 season commencement.
- Pool Perimeter Fence Project
 - The Board was presented with bids for fence maintenance surrounding the pool area. It was noted an additional bid from Houston Fence was pending receipt. The Board reviewed all bids and noted they would await the 3rd bid for pricing comparison and anticipated completing an email vote by early next week.

OTHER BUSINESS

The Board discussed other general items including

- Further discussions with MUD6 regarding Willow Pond bulkhead maintenance.
- Selection/installation of a new trashcan for Willow Pond (north side).
- The Board requested that Gruene (landscaper) be in attendance at the February 2017 Board meeting.
- The Board discussed the coming tax season services needed and agreed unanimously to complete a financial audit by their previously selected CPA, Gregory & Crutchfield. Director Edwards confirmed that services should be completed in a rotating annual

schedule with an audit being completed one year and a review the next. This will begin for 2016 tax services with 2017 tax services including tax completion and a review.

- Before adjourning the open session, an Owner inquired on plans for addressing the drainage under the swings at the Loon/Longspur Park. The Board confirmed they were aware of this and did have this as a potential project, pending review of this particular projects' priority and necessity.
- An Owner inquiry was submitted via email for Board discussion as it related to completion of perimeter fence repairs for Owners on Tealbay Bend. The Board noted they needed to complete a site survey to confirm ownership of the perimeter fence.

EXECUTIVE SESSION

The Board entered into executive session at the call to order at 8:11pm.

- Legal
 - The Board reviewed the December legal status report from Hoover Slovacek.
 - The Board was presented the December aged receivables report and requested that future reports be presented in address order rather than balance order.

ADJOURNMENT

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:31pm.

NEXT MEETING DATE

February 23, 2017 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management