

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

February 23, 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 February 23, 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:

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

Representing Spectrum Association Management, LP was:
(Client Relations Manager) Adrienne Victorian

Absent with apologies: Director-at-Large Blake Nichols

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 no homeowners present.

MINUTE APPROVAL

The Board unanimously approved the January 27, 2017 minutes.

FINANCIAL REPORT

The Board reviewed the January 2017 financial report. There were no questions or revisions requested.

OLD BUSINESS

Decision Items:

- Tree/Sod Project
 - The Board unanimously agreed to have Lynn's Landscaping to imminently proceed with the previously approved "Phase II" of grading and sodding of the park area.
- LED Project
 - The Board met with a representative ("Johnny") from Ace Electrical. The Board requested that Ace Electrical provide a demonstration project on one of the monuments before installing LED lights on the rest of the monuments throughout

the neighborhood. The Board also requested information on the solar warranty option, and how a prospective solar LED would connect/interface with Christmas lights.

- Splash Pad Project
 - The Board reviewed bids from various vendors for a splash pad maintenance contract. The Board requested detailed information from Gulf Coast Aquatics. Once received, Board agreed to make a decision via email.
 - The Board requested that Spectrum, via Adrienne Victorian, retrieve three (3) splash pad/pool maintenance bids for comparison.

OTHER BUSINESS

The Board discussed the following general items:

- The Board discussed the mosquito extermination contract and reiterated the approved 2017 budgeted expenditure for weekly spraying during the mosquito season.
- Community garage sale: Proposed for May 20, 2017.
- Annual Spring Fling: Proposed for April 29, 2017. The Board unanimously approved for Spectrum to coordinate and execute the 2017 Spring Fling event.
- Current Landscaping contract: The Board requested that Community Manager Adrienne obtain three (3) competitive bids for landscaping maintenance contracts to gauge the competitiveness of the current landscape maintenance contract with Gruene. The Board also requested that Community Manager Adrienne have Gruene attend a Board meeting quarterly to discuss landscaping issues.
- The Board motioned and approved a bid for Statewide Construction to:
 - Stain the footbridge near the Recreation Center pond
 - Install a combination lock box for the pool camera room
 - Paint the roof of the northernmost pool house (the existing paint is peeling).
- The Board motioned and approved a bid (\$1589.62) from Iron Shield Security to install cameras in the Recreation Center parking lot.
- The Board motioned and approved an action to order blue wristbands for coming 2017 pool season. Four (4) wristbands will be mailed to each homeowner.
- For the 2017 pool season, for pool access, the Board agreed that homeowners must possess **both** a valid scan card **and** a blue wristband.

EXECUTIVE SESSION

The Board entered into executive session at the call to order at 7:58pm.

- Legal
 - The Board reviewed the December 2016 legal status report from Hoover Slovacsek. Spectrum noted there were no additional action items for the Board at this time.
 - The Board was presented the January 2017 aged receivables report for review.

- The Board discussed an open legal matter and agreed unanimously to approve the current offer with conditions. These conditions would be presented to the attorney for further action.

ADJOURNMENT

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:26pm.

NEXT MEETING DATE

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

Brittany Lakes Board Signature

Spectrum Association Management