

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

April 27, 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 April 27, 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)

Representing Gulf Coast Aquatics Inc., were:

Krista Majeska (owner)

Joey Ibarra (owner)

Spectrum Association Management, LP was:

(Community Manager) Adrienne Victorian

Absent with apologies: Director-at-Large Blake Nichols and Director-at-Large Jeramy Roesler.

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 three (3) homeowners present. A homeowner had a question concerning the violation letter process and the status of the perimeter fence of the neighborhood.

MINUTE APPROVAL

The Board unanimously approved the March 23, 2017 minutes.

FINANCIAL REPORT

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

OLD BUSINESS

Decision Items:

- Spring Fling Planning Project

- The Board unanimously agreed to have Spectrum (via Adrienne Victorian) add three (3) additional bounce houses for the Spring Fling event. Ms. Victorian confirmed that a sundae bar, bounce houses, and snow cones machine would be present at the Spring Fling event.
- LED Project
 - Vice President Charo provided an update of the LED light project (for the Association monuments). Mr. Charo informed the Board that the light originally chosen is relatively uncommon and it will be a delay before it arrives (due to backorder). In the meantime, Mr. Charo instructed Norris Electric to install a similar type of LED light at the Reserve monument to serve as a demonstration/pilot.
- Administrative Calendar
 - The Board unanimously agreed to have Spectrum add “Reserve Study” to the administrative calendar as an agenda discussion item in January 2018.

OTHER BUSINESS

The Board discussed the following general items:

- Representatives from Gulf Coast Aquatics were present Krista Majeska and Joey Ibarra.
- Specific contract execution items and expectations for the year were discussed and confirmed.
 - The Board discussed the pool and splash pad policy for the 2017 pool year. The Board requested that Spectrum get a new *pool rules* sign installed and a new *pool hours* sign installed. In addition, the Board requested that four (4) camera surveillance signs for the tennis court area be installed.
 - The Board unanimously agreed that the 2017 pool letter to the Association members would be contain the following key points:
 - June 3, 2017 will be the deactivation deadline for all electronic access cards that have not been registered with Spectrum.
 - After June 3, 2017, an electronic access card AND a 2017 pool wrist band will be required to access the Association pool.
 - Four (4) pool wrist bands per home. Additional pool wrist bands will be \$5 each.
 - Any lost or first time purchase of electronic access cards will be \$30 each.
 - The Board unanimously agreed to have Lynn’s Landscaping move forward with Phase 3 of the Recreational Center Beautification Project. Vice President Charo volunteered to contact Lynn’s Landscaping to confirm the Phase 3 project start date.
 - President Edwards and Vice President Charo gave Adrienne Victorian copies of Association plot maps with marked areas that need a fence boundary survey. Adrienne Victorian will get a price quotation from a qualified surveyor based upon these marked up plot drawings.

- The Board discussed the state of the wooden benches placed in common areas and their varying state of disrepair. Treasurer Lori Armstrong agreed to provide a survey of benches in the neighborhood that need to be repaired.
- The Board unanimously agreed to have Hunters Pressure Washing Services pressure wash all the monuments (including the small monuments along Hobbs Road).
- The Board requested that Spectrum send an email blast to the Association advertising the Community Garage Sale to be held on May 20, 2017.

EXECUTIVE SESSION

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

- Legal
 - The Board reviewed the April 2017 legal status report from Hoover Slovacek.
 - The Board discussed account status with two (2) homeowners.

ADJOURNMENT

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:45pm.

NEXT MEETING DATE

May 25, 2017 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management