

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

May 25, 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 May 25, 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)
- Jeramy Roesler (Member at Large)

**Representing Spectrum Association Management, LP was:**

(Community Manager) Adrienne Victorian and (Client Relations Manager) Sonia LeCompte

**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 was (1) homeowner present. He requested a hearing with the Board concerning a shed he wishes to build in his backyard.

**MINUTE APPROVAL**

The Board unanimously approved the April 27, 2017 minutes.

**FINANCIAL REPORT**

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

**OLD BUSINESS**

Decision Items:

- Pool Splash Pad Access Policy
  - The Board unanimously agreed to have Spectrum (via Adrienne Victorian) send email blasts advertising both the wristband and card requirement in order to enter the pool. The board also requested that Adrienne get eight (8) temporary signs made advertising the policy.

- Fence Survey
  - Adrienne informed the Board that they were awaiting two (2) additional bids that were expected imminently.
- Collection Policy Proposed Revision
  - The Board was presented with a six (6) step collection policy that Spectrum is proposing. President Edwards requested to table this proposal until it can be further considered.
- Faux Rock Cover
  - Faux rock covers are proposed for the pool area electrical boxes. Vice President Charo volunteered to retrieve the dimensions of the electrical boxes in the pool area. Once the dimensions are given, Spectrum will order the faux rock covers for installation.
- IDC Financial Reserve Account
  - The Board unanimously approved for Spectrum to open up an additional IDC account. This account insure beyond the current FDIC limit of \$250,000 (up to \$1,500,000).
- Financial Audit: Status Update
  - Adrienne Victorian informed the Board that she spoke with a representative from Gregory and Crutchfield (the contracted financial auditors). The representative stated the audit will take 3 to 6 weeks to be completed, depending on the needed documents.
- Monument Lighting Project
  - Director Roesler gave an update on the singe pilot LED light that was installed. He reported that the light is unsatisfactory. Director Roesler informed the contractor that the light needs to be replaced, per the specification originally given to Norris Electric by the Board.
- Recreation Center Beautification Project:
  - The Board unanimously agreed to have Spectrum (via Adrienne Victorian) to inform Lynn's Landscaping to start the next approved project phase immediately. The scope of this work is nominally replacing landscaping in the immediate vicinity of the pool.

### **OTHER BUSINESS**

The Board discussed the following general items:

- The Board discussed the pest control (mosquito spraying) of the neighborhood. The Board requested that Spectrum inquire if the HOA needs to execute a contract with Cypress Creek Pest Control or whether the HOA can go month to month instead (preferred).
- The Board discussed National Night Out and requested that Adrienne Victorian ensure that no soliciting vendors are present. The Board affirmed the previous budget of \$2,500 for the NNO event. The Board requested that the same company that was used for Spring Fling (*Jump and Joy Party Rentals*) to solicit a bid for NNO entertainment.

**EXECUTIVE SESSION**

The Board entered executive session at the call to order at 7:51pm.

- Legal
  - The Board reviewed the legal status report from Hoover Slovacek.
  - The Board discussed an account status with one (1) homeowner.

**ADJOURNMENT**

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:14pm.

**NEXT MEETING DATE**

June 22, 2017 at 6:30 pm at the Perry Family YMCA.

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Brittany Lakes Board Signature

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Spectrum Association Management