

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

June 22, 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 June 22, 2017 at the Perry Family YMCA located at 1700 League City Parkway, League City, Texas 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)

Absent with apologies were:

Jeremy Roesler (Member-at-Large)

Representing Spectrum Association Management, LP was:

(Community Manager) Adrienne Victorian

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 (2) homeowners present. These homeowners presented a budget for a proposed pool teen night event to the Board members. The Board informed the homeowners that they would review the proposed budget and feedback a decision within the next week.

MINUTE APPROVAL

The Board unanimously approved the May 25, 2017 minutes.

FINANCIAL REPORT

The Board reviewed the May 2017 financial report. President Edwards questioned the portion of the \$22,000 paid to Spectrum. Ms. Victorian presented the Board with a list of invoices for each charge totaling \$22,000.

The Board requested for Spectrum to investigate removing the “Capital Improvements- Rec Center GL” accounting code. The Board also requested that Spectrum investigate moving the *Lynn’s Landscaping* invoices to the GL code of “Capital Improvements – Landscaping”.

There were no additional questions or revisions requested to the financial report.

OLD BUSINESS

- Monument LED Project Update: Treasurer Armstrong reported that the second set of monument lights (one 30 watt and one 20 watt) had arrived. These lights will be installed at the *Altamire*, *The Reserve*, and *The Park* monuments. Treasurer Armstrong then requested that Adrienne Victorian contact the contractor (“Ace”) to pick up the newly arrived lights and install them.
- Mosquito Spraying Schedule: Ms. Victorian informed the Board that *Cypress Creek Pest Control* will be spraying on Tuesdays every week. She also informed the Board that they need to sign the agreement form allowing the company on property.
- Landscaping Contract Bids: Ms. Victorian presented two landscape bids that have been received from *Horticare* and *TLS Outdoor Landscaping Services*. She also informed the Board that there is one additional landscaping bid that has not yet been received.

Vice President Charo requested that Ms. Victorian inform *Gruene Landscaping* that they need to be present at the 27 July 2017 Board meeting.

- Financial Audit Status Update: Ms. Victorian informed the Board that *Gregory & Crutchfield* have not yet requested additional documentation pertaining to the financial audit. The financial audit is ongoing.
- Recreation Center Beautification Project: Vice President Charo reported that he will do a final walk through with *Lynn’s Landscaping* and will let Treasurer Armstrong know when to approve the final invoice. The next capital improvement landscape phase will begin in the fall of 2017. This phase will generally consist of adding shrubbery and landscaping in general around the pool area.
- HOA Project List Update: Treasurer Armstrong will add the “Monument Fence Replacement” to the neighborhood projects section on the Brittany Lakes website at brittanylakes.org.
- 2017 Administrative Calendar - Next-up: Vice President Charo informed the Board that he will contact Gulf Coast Aquatics to schedule the upcoming movie night (movie to be shown in July 2017).

OTHER BUSINESS

The Board discussed the following general items:

- Collection Policy: The Board unanimously decided to approve the proposed 6 step collection policy that will replace the current 12 step collection policy.

- Spectrum Contract Discussion: The Board will review the Spectrum proposal. The current contract is renewed monthly.
- Common Area Trash Cans: The Board unanimously agreed to have *Statewide Construction* buy five (5) trash can inserts to insert into the five (5) trash cans holders that were recently repaired in the Association common areas.
- Tennis Court Lights: The Board unanimously agreed to have *Statewide Construction* replace the light that is out in the tennis court area with an LED light.
- Pool/Splash Pad Access Policy: As an improvement, the Board unanimously approved for the 2018 pool waivers, and attendant request for pool access wristbands, to be mailed with the end-of-year statement of accounts. In this way, a significant portion the 2018 pool access wristbands can subsequently be mailed to homeowners well in advance of the beginning of the 2018 pool season.

In 2018, the Board will also continue to schedule two (or three) wristband requests “in person” at the pool and to also permit pool waiver approval/wristband requests online at spectrumam.com.

EXECUTIVE SESSION

The Board entered executive session at the call to order at 8:27pm.

ADJOURNMENT

With all business discussed and new business presented, the Board adjourned from executive session and the general meeting 8:36pm.

NEXT MEETING DATE

July 27, 2017 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management