

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

July 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 July 27, 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)
- Jeremy Roesler (Member-at-Large)

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

(Client Relations Manager) Jennifer Roberson 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**

Homeowners present questioned the status of the lighting project at the entrance of Brittany Lakes and noted concerns with fence pickets along Salt Marsh Landing to League City Parkway.

Other matters discussed included a fallen directional sign on Landing and concerns with information being provided by Spectrum's Concierge.

**MINUTES APPROVAL**

The Board unanimously approved the June 22, 2017 minutes with noted revision previously made by President Edwards.

**FINANCIAL REPORT**

- The Board requested a review of duplicate and old invoices being uploaded to CINC.
- The Board requested confirmation of recoded line items to "*Capital Improvement – Landscape*". Spectrum advised that the re-code had been submitted and would show on the July 2017 financial report.

## **OLD BUSINESS**

- LED lights: Treasurer Armstrong is continuing to purchase the lights online for the electrician to subsequently install. The monument lighting at Altamire has been completed. The next installation is intended to be 20W lights on small monuments and 30W lights on the medium-sized monuments. Additionally, the plan is for 50W lights to be installed the large monuments along League City Parkway.

The “*Cove*” monument still has no power. The Board requested a quote on obtaining power at the “*Cove*” monument.

- Landscaping Contract Bids: The Gruene Landscape contract expires in October 2017. The Board has solicited competitive bids from other contractors.
- Recreation Center Beautification Project: The Board requested that Lynn’s Landscaping next complete the peripheral area along the outside fence along the splash pad. Vice President Charo will do the walk-through with Lynn’s Landscaping within the next two (2) weeks to ensure that the scope of work is completely and accurately described.
- Gruene Landscaping: Gruene Landscaping was present at the meeting. The Board informed Gruene of the area behind Sandvalley Way that needs attention. Gruene will provide a quotation to add maintenance of this area to the current landscaping contract.

Gruene also informed the Board that one additional lake controller should be considered near Willow Pond to reduce watering times in that area. Gruene agreed to provide pricing as soon as possible.

Gruene will also notify the Board a week ahead of the seasonal plant change out.

## **OTHER BUSINESS**

The Board discussed the following general items:

- Holiday Decor: The Board requested that Spectrum retrieve a discounted quote from the 2016 vendor for the 2017 holiday décor installation.
- Spectrum Contract Discussion: The Board decided to table for a later date.
- 2018 Budget: Spectrum advised that a draft of the 2018 budget would be sent to the Board by early next week. The Board stated that the Association should consider including shade covers for the pool area in the 2018 budget (as a part of the Recreation Center Beautification project).
- National Night Out: The Board requested that the Spring Fling DJ, Chick-fil-A, balloons, face painters, and bounce houses to match previous year’s festivities for 2017.

**EXECUTIVE SESSION**

With no further business to discuss in open session, the Board adjourned the open session and entered executive session at the call to order at 7:47pm.

**ADJOURNMENT**

The Board reviewed and approved escalation of legal level 12's. Other matters related to staffing through Spectrum were discussed. The Board adjourned from executive session at 9:02pm.

**NEXT MEETING DATE**

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

---

Brittany Lakes Board Signature

---

Spectrum Association Management