

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

September 28, 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 September 28, 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)
- Kimberley Widener (newly appointed Member)

**Absent with apologies:**

- Jeramy Roesler (Member-at-Large) – absent w/apologies

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

(Client Relations Manager) Jennifer Roberson

**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**

Homeowner presented an issue with vehicles/trailers/box trucks, etc. as it relates to deed restriction enforcement and timeline for enforcement. An owner present also presented an inquiry with the perimeter fencing and the Board discussed the path forward following the completion of the HOA fence survey project.

**MINUTES APPROVAL**

Spectrum presented an amendment to the agenda which included the ratification of the Board vote to appoint Kimberley Widener to fill the vacant position on the Board. The Board unanimously confirmed the appointment. The Board was presented with the July 2017 minutes and it was confirmed that there had been no August 2017 board meeting due to Harvey. The minutes were unanimously approved with all previously submitted changes having been made.

**FINANCIAL REPORT**

The Board was presented the August 2017 financial report and discussion was had on YTD figures and any significant variances. The Board reviewed the 2018 budget draft. Final edits were made including:

- an approximate 9% increase to the annual HOA assessment to \$520/year
- revision to the Bad Debt column for foreclosure/write-off's etc. per a 5-year average to \$8,000
- addition of a Transfer from Reserve line item with budgeted amount of \$150,000
- addition of \$150,000 to Capital Improvement expense for the planned Phase 1 portion of the fence project
- addition of \$8,000 for updating the HOA reserve study and repair work to the monument wrought iron fencing

With all changes confirmed, President Edwards motioned and was seconded by Treasurer Armstrong to approve the 2018 budget. The vote carried unanimously.

## **NEW BUSINESS**

- Landscape Maintenance Proposals – The Board reviewed the bid comparison sheet for 5 vendors. Spectrum confirmed the current contractor providers contract renews in October 2017 however, allows for 30-day written notice for termination. The Board requested Spectrum follow-up with Armadillo Landscape on assorted items and discussed deciding by late 4<sup>th</sup> quarter 2017.
- Landscape Maintenance Proposals – The Board was presented various maintenance proposals from Gruene and voted to approve the one-time clean-up of the easement behind Sandvalley Way as well as the installation of an additional irrigation controller to help cut down watering times.
- American Outdoor Holiday Décor – The Board reviewed the decorating options as presented by American Outdoor and approved the install to begin mid-November.

## **OLD BUSINESS**

- LED lights: Treasurer Armstrong confirmed she would reach out to a vendor to coordinate install. It was decided all fixtures would be left for the vendor to retrieve from the pool house.
- Financial Audit update: Spectrum confirmed the final steps required the review of all recently made changes as requested by President Edwards and signature on the Representation letter. President Edwards will review and complete.
- Recreation Center Beautification Project: Vice President Charo advised the last phase would be planned for early Spring 2018 and would include the shrub replacement along the front of the recreation center.
- HOA Project List - Treasurer Armstrong confirmed all items were updated on the website and nothing new would be added so more items could be completed.
- Administrative Calendar – Spectrum confirmed all upcoming community events/items including:
  - NNO on October 3<sup>rd</sup> from 6-9PM
  - Fall Garage Sale November 4<sup>th</sup> – Vice President Charo will review current signage and confirm if any replacements/additions are needed.
  - Electric Contract Renewal – completed as of September 2017 with new kWh rate of \$0.003946 with an annual savings of ~\$1,500.year.
  - 2017 Annual Meeting to be held on October 26<sup>th</sup> at the YMCA. Spectrum confirmed a draft PowerPoint file would be provided so the Board could add/edit as needed. Meeting notices were proposed as being drafted by October 6<sup>th</sup>.

## **OTHER BUSINESS**

The Board discussed the following general items:

- Fence Survey Project – The Board discussed and requested to begin receiving bids with the initial scope to include a 12” rot board and 5’ fence pickets. This design is for budgetary purposes only.

## **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 8:26pm.

## **ADJOURNMENT**

With no other business to discuss, the Board adjourned from executive session at 8:46pm.

**NEXT MEETING DATE**

Annual membership meeting on October 26, 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