

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

November 16, 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 November 16, 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)
- Jeramy Roesler (Member-at-Large)

Absent with apologies:

- Kimberly Widener (Member-at-Large) – absent w/apologies

Representing Spectrum Association Management, LP was:

(Client Relations Manager) Jennifer Roberson and observing Community Manager, Mary Ware.

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 present were given the opportunity to discuss general matters of the Association before the Board and Management.

MINUTES APPROVAL

The Board was provided with the September 2017 Board meeting notes and President Edwards requested to review via email to provide feedback.

FINANCIAL REPORT

The Board was presented the October 2017 financial report and discussion was had on YTD figures and any significant variances. The Board requested a breakdown of General Admin charges for 2017 due to large variance in actual versus budget costs. Spectrum will provide a G/L report for all 2017 charges.

NEW BUSINESS

- Landscape Maintenance Proposals – The Board reviewed the bid comparison sheet for 5 vendors previously obtained and it was noted an additional bid had been received from Lynn's Landscaping for Board consideration. The Board reviewed and deliberated on the contracts provided and requested further review of language included in the Lynn's Landscape contract by the Association's attorney.
- Landscape Maintenance Proposals – The Board was presented with various landscape maintenance proposals as presented by Lynn's Landscaping. Vice President Charo noted he had requested several proposal improvements to complete the recreation beautification project. The Board reviewed and discussed tabling the installation of any additional tree plantings. For the proposals for a kiddie cushion install and the addition of 134 ligustrums, Spectrum will send to obtain additional bids for review for competitive pricing.

- 2018 Reserve Study Quote Comparison – The Board was presented with a quote comparison sheet for all bidding vendors in addition to their complete bids. After review, the Board selected Global Reserve Studies and went with Option #2 for a 3- year option to deliver a full report in year 1, an updated report year 2 and a final update with common element inspection in year 3. President Edwards motioned and was seconded by Vice President Charo to approve Option #2. The motion unanimously carried.

OLD BUSINESS

- LED lights: Treasurer Armstrong confirmed she had ordered additional bulbs that could be added to The Cove monument. The receipts for reimbursement would be provided to Spectrum.
- Financial Audit update: Spectrum confirmed the final steps required signature by President Edwards on the final draft and representation letters. Spectrum will reissue via DocuSign.
- Recreation Center Beautification Project: Vice President Charo reviewed the Lynn’s Landscaping bids with the rest of the Board and confirmed the only work being done is the removal of 19 trees in conjunction with the removal of the previously planted pine trees which were planted without the Board’s approval (circa 2016). All other items were tabled pending alternate bids for review.
- HOA Project List - no new items to be discussed/added
- Admin Calendar – Spectrum confirmed all upcoming community events/items including:
 - November – Holiday décor install confirmed for over the upcoming weekend.
 - December – proposed movie night. Vice President Charo is discussing the possibility of holding a movie night in December 2017. Further discussions to come.
 - 2018 Admin Calendar Items – January 2018 – Pool management and lake management contracts renew. The Board requested the attendance of both vendors at their December board meeting. Spectrum will confirm.
- Fence Project
 - Willow Pond Wrought Iron Survey – the Board requested that Spectrum obtain a quote from Texas Survey for the wrought iron around the lake to include the wrought iron fencing around the front of the small amenity lake.
 - Monument Fencing – Lonestar – the Board reviewed the monument quote from Lonestar and Spectrum provided an explanation for the difference in charges for this project versus the previous years’ project and requested the pricing be revisited

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 8:05pm.

ADJOURNMENT

With no other business to discuss, the Board adjourned from executive session at 8:20pm.

NEXT MEETING DATE

The next scheduled meeting will be held December 14th, 2017 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management