

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

December 14th, 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 December 14th, 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:

- James Charo (Vice President)
- Todd Edwards (President)
- Kimberley Widener (Member-at-Large)

Absent with apologies:

- Jeremy Roesler (Member-at-Large) – absent w/apologies
- Lori Armstrong (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. An announcement was also made at the call of the meeting regarding the presence of the City of League City representatives and Brittany Bay residents being present to discuss the intersection improvement project being presented by the City. It was confirmed that the first portion of the meeting would be turned over to the City to discuss the project with residents from both communities.

CITY OF LEAGUE CITY PRESENTATION

Representatives from the City discussed the traffic study research project they have been working on and plans to improve the traffic control along League City Parkway and noted that no final plans/decisions had yet been made.

Spectrum announced that that Brittany Lakes HOA open session would break away from the City to allow them to continue discussions and any residents who wished to participate in the open session or address the Board could meet in the smaller conference room. The open session to discuss the Brittany Lakes business was recalled to the small conference room at the Perry Family YMCA at 7:07pm.

HOMEOWNER FORUM

A majority of Owners present were in attendance to discuss a private matter with the Board in executive session. The Board agreed to adjourn into executive session to meet with the parties in private. Executive session was called to order at 7:10pm

The Board also met with an Owner in regard to a deed restriction enforcement matter in addition to a group of Owners regarding a matter of common area damages and reparations.

The Board adjourned the executive session and entered into open session again at 7:39 pm. Two (2) Owners were in attendance for the open session but only to observe and had no specific items to present to the Board.

MINUTES APPROVAL

The Board was provided with the November 2017 Board meeting notes and edits were suggested.

FINANCIAL REPORT

The Board was presented the November 2017 financial report and discussion was had on YTD figures and any significant variances.

NEW BUSINESS

- Landscape Maintenance Proposals – The Board was advised of the red-lined edits provided by HooverSlovacek and the changes submitted by Lynn’s Landscaping. The Board noted they would review the comparison and Spectrum confirmed the agreed upon changes (from the Board) would be sent to Lynn’s Landscaping for approval.
- 2018 Reserve Study Draft Report – Spectrum confirmed draft report link had been sent to Board to access and review the report. President Edwards noted he would also review offline and provide feedback. Spectrum confirmed no changes/revisions would be sent to Global Solutions Partner until Board feedback had also been received as one draft revision is included in the cost however, multiple revisions would be at cost.
- 2017 Annual Meeting Topics – The Board was presented with topics discussed at the 2017 annual meeting for consideration related to supplemental security patrol and a pool/pavers project at the pool. The Board agreed to obtain bids for a concrete vs. pavers slab area at the pool to address drainage/mud area in pool. The discussion on security was tabled for further/future discussion.

OLD BUSINESS

- LED lights: Completed. President Edwards noted that a light in the pool area parking lot was out. Spectrum will issue a work order.
- HOA Project List - The Board discussed minor projects which needed bids/completion.
 - Trash can lid at Loon Park – Vice President Charo will replace from inventory.
 - Gravel in Recreation Center fountains – Vice President Charo noted Lynn’s Landscaping had suggested installing gravel in the small Recreation Center fountain to assist with drainage and maintaining cleanliness.
 - Shrub install – Lynn’s Landscaping had presented a proposal for shrub install which needed to be reviewed with the intention to approve early 2018. President Edwards suggested consideration be given to installation of additional shrubs around the small pump station at the pool area (along with the other shrub installation around the splash pad).
 - The Board discussed a potential kiddie cushion install and requested additional bids to compare the costs received by Lynn’s Landscaping.
- Admin Calendar – Spectrum confirmed all upcoming community events/items including:
 - 2018 Admin Calendar Items – January 2018 – Pool management and lake management contracts renew. The Board requested the attendance of both vendors at their January board meeting. Spectrum will confirm.
 - 2018 Pool Projects – shade cover at splash pad. Vice President Charo noted he would host the Board at his home to review the shade cover options so a style and color can be decided. Wristbands for the 2018 swim season would include distribution of a notice advising that all cards need to be registered for the 2018 swim season, deactivation would likely begin around April 1, 2018 for all amenities if the cards are not re-registered.

- Fence Project
 - Willow Pond Wrought Iron Survey – the Board was presented with the quote by South Texas Surveying and was approved to complete a survey for 72 lots with wrought iron fencing at a cost of \$4,300.

ADJOURNMENT

With no other business to discuss, the Board adjourned executive session at 8:45pm.

NEXT MEETING DATE

February 1, 2018 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management