

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

February 22nd, 2018

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 February 22nd, 2018 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)
- Lori Armstrong (Treasurer)

Absent with apologies:

- Jeremy 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 6:31pm.

HOMEOWNER FORUM

Owners present discussed matters related to maintenance around Willow Pond and progress of clean-up. Owners were advised that issues with the work can be reported to the City directly. An owner was in attendance to provide restitution to the Association for a graffiti incident that occurred in December. Other matters discussed during the homeowner forum related to street parking and enforcement through the HOA as well as the City.

MINUTES APPROVAL

The Board was provided with the minutes from the September, November and December meetings and discussed a method to ensure timely review and approval. With no further items to discuss or changes to be made, Director Edwards motioned and was seconded by Director Charo to approve the minutes as presented. The motion passed unanimously adopting the minutes as official records of the Association.

FINANCIAL REPORT

The Board was presented the January 2018 financial report and discussion was had in regard to the transfer of funds to Greenbank as well reserve funding/savings options which can provide the Association greater returns. The Board agreed to transfer \$200,000 from their current FCB Operating fund to the IDC Operating to help keep the balance under the FDIC insured limit. Spectrum will send the reserve account options for the Board to review and discuss amounts to move.

The Board was presented with the 2017 tax returns and Director Edwards signed off on the copy to be mailed to the CPA. The Board discussed the additional tax season items and noted they did not believe they were in need of an audit. Spectrum will confirm per their bylaws.

NEW BUSINESS

- Landscape Maintenance Proposals – The Board was advised that per the latest feedback, Lynn's Landscape had retracted their bid due to time constraints and other commitments. The Board discussed

and agreed to reconsider other bids from the previous vendors and maintain their current vendor on a month to month basis. The Board also requested Gruene's attendance at their April meeting and have them attend on a quarterly basis.

- 2017 Annual Meeting Topics – The Board was presented with topics discussed at the 2017 annual meeting for discussion in regard to the pool/pavers project at the pool. The Board requested additional bids due to the projected cost for the work as presented by Statewide Construction.

OLD BUSINESS

- HOA Project List - The Board discussed minor projects which needed bids/completion:
 - Gravel in rec. center fountains – The Board discussed the installation of gravel in the small fountain area and the potential for cleaning out the fountain. The Board is in agreement to pursue this project and request a bid for completion.
 - Shrub install – Lynn's Landscape had presented a proposal for shrub install which the Board had agreed to review and discuss offline. Based on review, the Board agreed to request additional bids due to the cost. Based on the season and ideal times for planting, supplemental bids would be necessary with a quick turnaround.
 - Playground Kiddie Cushion – Lynn's Landscape had presented a bid for kiddie cushion installation and alternate bids were provided by Spectrum to find a more competitive price. The Board reviewed the alternate pricing and voted to approve a bid from Champion Landscape for one third of the price originally presented by Lynn's.
- Admin Calendar – Spectrum confirmed all upcoming community events/items including:
 - Lake Pro – The Board was presented with the updated 2018 maintenance contract and voted unanimously to approve the renewal contract. In addition, the Board reviewed the Willow Pond fountain repair/replacement quote options and voted unanimously to approve the full replacement with the Pentator option recommended by Lake Pro.

Director Charo also noted that a vendor was needed for a possible maintenance contract for the splashpad as the current pool vendor was managing this process but had limited capacity to do so. Spectrum will research alternate options.

- Spectrum Management Contract Renewal – Director Edwards requested the redlined and Spectrum notated versions be re-sent for review and also presentation to the Association attorney.
 - 2018 Pool Projects – shade cover at splashpad. Director Charo provided discussion on the subject and requested the email with shade cover options be resent to the Board with the intention of reviewing and discussing options offline.
- Fence Project
 - Perimeter Fence Replacement – The Board discussed the perimeter fence scope and Spectrum confirmed all vendors have been provided an RFP including scope and project timelines. Due to the timeline and panned start in the last quarter of the year, vendors have requested holding off on providing pricing based on current availability due to Harvey clean-up work still ongoing and also fluctuations in material pricing due to demand. Pricing has been requested by April for Board discussion in the April and May meetings with a decision anticipated in the June meeting. The Board also requested to put together a plan for developing phases for completion of the perimeter fencing.
 - Willow Pond Wrought Iron Survey – the Board discussed the findings from the survey project around Willow Pond and confirmed that the Association had no ownership of the fencing in that

area but did have a responsibility to maintain the wrought iron fencing at the front amenity lake area due to all fencing being on HOA fencing

- Based on the survey for the front amenity lake the Board requested bids to review

EXECUTIVE SESSION

The Board reviewed items in executive session related to the approval for authorizing legal accounts into the next stage of foreclosure as requested by the attorney's office. Approvals were given for the following accounts:

2373402132

2374802540

2374002224

The Board also reviewed two variance requests and agreed unanimously to hold a hearing for one shed request that had previously been declined and decline a variance for an existing unapproved improvement structure.

ADJOURNMENT

With no other business to discuss, the Board adjourned from executive session at 7:45pm.

NEXT MEETING DATE

Board meeting on March 22nd, 2018 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management