

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

March 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 March 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)
- Jeramy Roesler (President)
- Kimberley Widener (Member-at-Large)
- Lori Armstrong (Treasurer)

Absent with apologies:

- Todd Edwards (President) – 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 6:35pm.

HOMEOWNER FORUM

Owners present discussed general matters of the Association including discussion on revisions suggested for the ARC guidelines as it relates to the definition of earth tones which the Board unanimously approved holding enforcement on any other painting matters until a consensus can be achieved on the definition of approvable colors. Other Owners present were in attendance to discuss the use of the Association recreation spaces for an elementary school party. The Board agreed to send an opinion request to their attorney to confirm appropriateness of special events insurance, current waiver use and COI requirements for the school. An Owner present presented a list of maintenance items observed and questions on function of the Association and Board.

MINUTES APPROVAL

The Board was provided with the minutes from the February meeting. With no changes to be made the Board unanimously approved to adopt the minutes as an official record of the Association.

FINANCIAL REPORT

The Board was presented the February 2018 financial report and an overview of the balances and all income statement reports was provided. Director Armstrong requested review of the recent bills paid to ensure none were applied to the FCB Operating account in error since the Greenbank transition is in progress.

NEW BUSINESS

- Pool Season
 - 2018 Renewal – Gulfcoast Aquatics was present to meet with the Board and discuss the incoming pool season. The new contract was presented and it was noted no changes in pricing or service was proposed. The Board was also advised of the repair work for the pool leak and a recommendation for the pool to be re-plastered in the next 1-2 years. The Board discussed the possibility of holding movie nights and the licensing requirement which significantly increases the cost for each event. The Board noted they would discuss their plans for hosting any future events given the new rates.

OLD BUSINESS

- **Landscape Maintenance Contract** – the Board discussed maintenance items related to their current provider and requested attendance of Gruene at the next Board meeting
- **HOA Project List** - The Board discussed minor projects which needed bids/completion:
 - Gravel in rec. center fountains – in progress, the Board would like Lynn’s Landscape to provide a quote for their suggested improvement to the fountain
 - Shrub install – The Board was presented with quotes and voted to approve the quote as presented by Gruene Landscape.
 - Shade Cover @ splashpad – the Board discussed the shade cover options and determined that based on projected expenses, a smaller option would be ideal. Director Charo proposed some in ground options which could be removed during off seasons. Spectrum will discuss alternative options with GCA to see what is recommended.
- **Admin Calendar** – Spectrum confirmed all upcoming community events/items including:
 - Spectrum Management Contract Renewal – the Board advised that Director Edwards was the lead on discussions and were not aware of current status in his absence. Further discussions are pending.
 - Cypress Creek Pest Control Contract Renewal – the Board was presented with the contract renewal with no change in costs and the Board unanimously approved the new contract to begin April-October.
 - May Garage Sale – the Board discussed and approved the Spring garage sale to be held on May 19th. Director Charo will confirm any needed signage aside from what is currently onsite.
- **Fence Project**
 - Perimeter Fence Replacement – The Board discussed the perimeter fence scope and timeline and agreed, that in addition to the current scope being worked on, vendors should also make a recommendation on best material/project specs.

EXECUTIVE SESSION

The Board reviewed items in executive session related to an Owners request to meet with the Board in regard to a variance request denial. The Board agreed to meet with the Owner at the next Board meeting.

ADJOURNMENT

With no other business to discuss, the Board adjourned from executive session at 8:04pm.

NEXT MEETING DATE

Board meeting on April 26th, 2018 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management