

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

May 24th, 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 May 24th, 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:

- Todd Edwards (President)
- James Charo (Vice President)
- Jeramy Roesler (Member-at-Large)
- Kimberley Widener (Member-at-Large)
- Lori Armstrong (Treasurer)

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 6:30pm.

HOMEOWNER FORUM

Owners present discussed general matters of the Association including matters related to common area motorized vehicle use. The Board discussed their current efforts in working with the City and local law enforcement to develop an enforcement policy. The Board expressed that once a policy was adopted, they would communicate this to the residents.

MINUTES APPROVAL

The Board was provided with the minutes from the March 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 April 2018 financial report and an overview of the balances and all income statement reports was provided. Director Roesler inquired as to the higher General Administrative expense for the month of April and Spectrum confirmed the extra mailing issued for delinquent balances and pool card restriction access.

NEW BUSINESS

- Pool Season
 - Movie Night – The Board discussed plans for summer movie nights and Director Charo noted he had a contact person who he would invite to the next HOA meeting to discuss hosting community events at lower costs.

OLD BUSINESS

- Landscape Maintenance Contract – the Board was presented with bid comparison sheets for all bidding vendors for landscape maintenance services. The Board discussed budgetary limits and requested that Spectrum go back to the vendors to requested adjusted numbers and also provide some references that can be reviewed. Residents present also made recommendation for another local vendor that may be an option for bidding. Spectrum will make contact with the additional vendor as well.

- Fence Project – The Board was presented with a bid comparison sheet for the fence project including all specs and pricing for the wooden perimeter fence and wrought iron fence. The Board requested to invite Rockin’ D Fencing to the June meeting for further discussions. Homeowners present also suggested contacting an additional fence vendor to obtain pricing. Spectrum will make contact with the additional vendor and provide quote for the Board to review.
- HOA Project List - The Board discussed minor projects which needed bids/completion:
 - Wrought iron fence @ monument – Director Charo requested review of the monument fence quote. Spectrum will re-distribute for Board review.
- Admin Calendar – Spectrum confirmed all upcoming community events/items including:
 - Spectrum Management Contract Renewal – pending, Director Edwards will review for status
 - 2019 Budget Draft – July review

EXECUTIVE SESSION

The Board reviewed items in executive session related to an Owners’ variance requests and voted to decline a variance request for a driveway project which extend the slab too near the side property fence line. The Board reviewed 6 Owner transaction history requests for fee waivers/reductions and approved waiver of delinquency fees but declined waiver of any hard costs paid or payable by the Association. Spectrum presented an aging report with fully escalated accounts and the Board voted unanimously to approve sending 13 accounts with balances in excess of \$1000 to the attorney for further collection efforts.

ADJOURNMENT

With no other business to discuss, the Board adjourned from executive session at 8:15pm.

NEXT MEETING DATE

Board meeting on June 28th, 2018 at 6:30 pm at the Perry Family YMCA.

Brittany Lakes Board Signature

Spectrum Association Management