

Brittany Lakes Homeowners Association, Inc.
Board Meeting Minutes

June 28th, 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 June 28th, 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) – via conference call
- James Charo (Vice President)
- Kimberley Widener (Member-at-Large)
- Lori Armstrong (Treasurer)

Representing Spectrum Association Management, LP was:

(Client Relations Manager) Jennifer Roberson and observing Community Manager Tara Soileu

Absent with apologies: Director Jeramy Roesler

DETERMINATION OF QUORUM

A quorum of Board members was announced and the general session meeting was called to order at 6:30pm.

HOMEOWNER FORUM

There was one Owner present to observe the meeting

FENCE PROJECT

The Board met with two vendors to review their fence proposal and go over logistic questions. The Board has agreed to review references and will also compile a brief list of qualifiers for each vendor before making final selections.

MINUTES APPROVAL

The Board was provided with the minutes from the May meeting. One noted change was presented to correct the title of Director Roesler. With no further changes to be made the Board unanimously approved to adopt the minutes as an official record of the Association with the noted revision.

FINANCIAL REPORT

The Board was presented the May 2018 financial report and an overview of the balances and all income statement reports was provided. The Board was advised that the current Association balances including the operating and reserve accounts totaled just under \$1.2 million. The Board was advised that the current Greenbank and IDC accounts were in excess of the FDIC insured amounts and the transfers approved to alternate reserve accounts were pending follow-up to signature card form inquiries recently submitted by Director Edwards. The Board was also advised that the first budget draft would be made available in July for the Board to review and begin discussions on budgeting for projects and other line item adjustments.

NEW BUSINESS

- Pool Season
 - Movie Night – Director Charo noted that the representative invited to discuss coordinating community events had an emergency but that he would invite him again for July’s meeting. The

intent would be to utilize his services on a trial basis with an August event being the first planned event.

OLD BUSINESS

- **Landscape Maintenance Contract** – the Board was presented with all bids including revised bids with reduced contract costs as requested by the Board as well as references for Board to review. The Board is in agreement to review the reference properties and provide feedback on next steps for awarding the maintenance contract.
- **HOA Project List** - The Board discussed minor projects which needed bids/completion:
 - Spectrum confirmed Lynn’s has been approved to proceed with draining, cleaning out and filtering the small amenity pond area near the pool as well as tree trimming for a few locations along League City Parkway
- **No Motorized Vehicles** – The Board discussed next steps for drafting the policy and Spectrum confirmed the Association attorney had been requested to draft a policy that can be distributed to residents. The Board discussed the need to communicate current progress for the community to keep everyone in the loop on progress. Spectrum will generate some verbiage and send to the Board for review/approval before e-blasting out.
- **Admin Calendar** – Spectrum confirmed all upcoming community events/items including:
 - Spectrum Management Contract Renewal – pending, Director Edwards review
 - 2019 Budget Draft – July review

EXECUTIVE SESSION

The Board reviewed items in executive session related to escalated collection matters. The Board discussed a request from the Attorney to permit a \$200/month payment plan agreement and Spectrum presented an aging report with fully escalated accounts and the Board voted unanimously to approve sending 27 accounts at Level 5 of 6 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