

**Brittany Lakes Homeowners Association, Inc.**  
**Board Meeting Minutes**

August 23rd, 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 August 23rd, 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)
- Kimberly Widener (Director)

**Representing Spectrum Association Management, LP was:**

Client Relations Manager- Jennifer Roberson

**Absent with apologies:** Secretary/Treasurer Lori Armstrong and 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**

- Homeowners present were given the opportunity to present discussion items with the Board. Homeowners presented discussion on status of the fence project in addition an Owner following-up with additional information in regard to their ACC submission.

**MINUTES APPROVAL**

The Board was provided with the minutes from the August 2nd meeting. With no further changes recommended, the Board unanimously approved to adopt the minutes as an official record of the Association.

**FINANCIAL REPORT**

The Board was presented the July 2018 financial report and an overview of the balances and all income statement reports was provided. Discussion was had regarding transferring the bank balances to ensure FDIC insured limits. Spectrum advised updated rates would be sent out along with updated signature cards to have the transfers completed.

**OLD BUSINESS**

- **FENCE PROJECT** - The Board informed homeowners that the plan to meet offline to review and follow-up on submitted proposals and the outline for the approval to include awarding the contract in September, contract negotiations and revisions through October and project commencement in November. The Board discussed necessary communication for residents including the opportunity for homeowner pool construction to be done while common area fencing is down.
- **LANDSCAPE MAINTENANCE CONTRACT** – Director Charo advised Lynn’s Landscape contract revisions needed to be re-sent to confirm approval by vendor. Spectrum will redistribute with intent to have in place for October start.

- NO MOTORIZED VEHICLES POLICY – Spectrum presented image of draft sign for Board approval on language, Board discussed additional signs versus updating language on existing signs. Board agreed to add policy reference on new signs. Spectrum will order new signage and have installed around all main lakes.
- 2018 ADMIN CALENDAR –
  - 2019 Budget – Board agrees to review offline with intent to adopt recommendations at the September meeting
  - NNO – October 2<sup>nd</sup>, Director Charo noted he would be working with committee member Murillo in addition to the event coordinator vendor to facilitate the event
  - Fall Garage Sale – Date is selected as October 20<sup>th</sup>
  - 2018 Annual Meeting – timeline on distribution of all notices outlined and confirmed

### **NEW BUSINESS**

- Holiday Décor – Director Edwards requested confirmation from previous vendor on rate and scheduled install for the 2018 season
- Lake Level – Director Edwards inquired on status of the lake fill issue. Spectrum advised Gulfcoast Pumps was troubleshooting this and advising that the current pump will be cleaned out to help possible issues with low fill volume.

### **EXECUTIVE SESSION**

The Board reviewed items in executive session related to escalated collection and deed restriction matters.

### **ADJOURNMENT**

With no other business to discuss, the Board adjourned from executive session at 7:42pm.

### **NEXT MEETING DATE**

September 27<sup>th</sup>, 2018 at 6:30 pm at the Perry Family YMCA.

---

Brittany Lakes Board Signature

---

Spectrum Association Management