

Brittany Lakes Homeowners Association, Inc. Board Meeting Minutes

September 27th, 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 September 27th 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)
- Lori Armstrong (Treasurer)
- James Roesler (Director)

Representing Spectrum Association Management, LP was:

Client Relations Manager- Jennifer Roberson

Also, in attendance was Adam Desplinter from Rockin' D Fencing.

DETERMINATION OF QUORUM

A quorum of Board members was announced, and the general session meeting was called to order at 6:31pm.

HOMEOWNER FORUM

- Homeowners present were given the opportunity to present discussion items with the Board. Homeowners presented discussion on an easement area on Grey Kirby between the Association and Sedona HOA's. The Board advised they would have the area checked to confirm ownership and maintenance of the area. An Owner also inquired on the policy for golf carts and other motorized type vehicles. The Board advised the policy was in effect however, they did not want to enforce until signs had been posted to ensure homeowners were aware of the policy. Spectrum advised per discussion with the vendor, the signs would be posted by the weekend.
- The Board opened general discussion with Rockin' D Fencing to allow homeowner engagement as well. Discussion was held in regard to coordinating an agreeable payment schedule and process for managing cost fluctuations in materials Rockin' D also said they would provide a quote for staining the association fence.

MINUTES APPROVAL

The Board was provided with the minutes from the August 23rd meeting. Director Edwards presented revisions to the minutes including minor grammatical edits and a redaction in the executive session portion to only include general subjects. With no further 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 August 2018 financial report. No questions were submitted however, Director Edwards suggested further review be made to ensure the reserve fund was appropriate based on planned expenditures in 2018 and 2019.

The Board was presented with the 2019 proposed budget draft including expenditures for August 2018. The Board reviewed, and Director Armstrong noted a revision needed for Insurance – D&O line item which could be removed. All board members approved the budget with noted revision and agreed on use at the 2018 annual meeting.

OLD BUSINESS

- 2018 ADMIN CALENDAR –
 - NNO – Director Charo noted the committee chair needed final details on all vendors and check submission. Spectrum will confirm.

- Fall Garage Sale – Date is selected as October 20th, the Board requested eblast notification be issued in advance of the event so residents have time to prepare. Spectrum will include information in the “community bulletin” eblast.
- 2018 Annual Meeting – Spectrum confirmed official notice would be issued 2nd week of October and 3 candidates for 2 open positions.
- Holiday Décor – Director Edwards inquired on information for holiday decor vendor. Scheduling and rate had been previously confirmed.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered into executive session at 8:01pm.

EXECUTIVE SESSION

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

- 2373302120 -The Board reviewed the existing violation and noted discussion had been had with the Owner earlier in the year in requirement for resolving the matter. No compliance or further contact has been made. The Board voted unanimously to approve escalating the deed restriction enforcement.
- 2374802532 – The Board was presented with the violation history for this residence and voted unanimously to approve escalating to the attorney for non-compliance.

The Board was provided with the legal status report and no action was noted as being necessary for any of the files at this time.

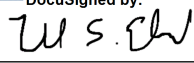
Spectrum advised the Board of the revised management agreement document in their packet and requested update on the attorney discussions. Director Edwards noted he would follow-up with the attorney on final draft submitted. The remainder of the Board indicated agreement on the contract verbiage as presented.

ADJOURNMENT

With no other business to discuss, the Board adjourned from executive session at 8:12pm.

NEXT MEETING DATE

October 25th, 2018 – Annual Meeting at 6:30PM at the Perry Family YMCA.

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Brittany Lakes Board Signature

Spectrum Association Management