

Brittany Lakes Homeowners Association, Inc. Board Meeting Minutes

January 24, 2019

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 January 24, 2019 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)- not present
- Jeramy Roesler (Director)- present via phone conference

Representing Spectrum Association Management, LP was:

Community Manager- Tiffany Sanford

DETERMINATION OF QUORUM

A quorum of Board members was announced, and the general session meeting was called to order at 6:34 P.M.

HOMEOWNER FORUM

Homeowners present were given the opportunity to present discussion items with the Board. Homeowners present were interested in hearing an update on the fence project. Also present at the meeting was Greg Gripon from Lynn's Landscaping. Homeowners present let Greg know that they thought the community looked great and were appreciative of his work. Greg also advised the Board that the drainage at the park by the pool was now working and drained properly after the most recent rain.

MINUTES APPROVAL

The Board was provided with the minutes from the December 13, 2018 meeting. The Board requested more time to review the minutes.

FINANCIAL REPORT

The Board was presented the December 2018 financial report. Director Edwards questioned the variance of the General Administrative line for 2018. Tiffany will research and provide an update to the Board. Director Edwards also questioned the variance of the Total Operating Expense line and it was noted that there is a large variance because the first half of the fence project was budgeted in 2018 but had not started yet.

NEW BUSINESS

- The Board was presented with proposals for the Mulch project at all three parks in the community. The Board approved the Kiddie Cushion proposal from Lynn's Landscaping.
- Umbrella proposals were provided for the Board to review. They would like to find out where they can see the umbrellas (Funbrella- Classic and Palm and the 18' X 18') in person. Tiffany will advise.
- Proposals were also reviewed for the concrete extension at the swimming pool. The Board requested to resend the scope to the vendors to attain comparative pricing for the project.
- The Board was presented with Landscaping proposals to update both the pool house and the monuments throughout the community. The Board approved Lynn's proposals for both the pool house and the monument update.
- Drainage at Loon Park was also discussed, and the board was presented with options to fix. The Board voted to approve the proposal from Lynn's Landscaping.
- Tiffany presented the Board with a proposal to move their reserve accounts to Alliance Association Bank. The proposed account is a Money Market account for associations that have funds larger than the FDIC limit to insure

coverage and will pay a higher interest rate for the funds. The Board approved to move the Midkiff and Stone Money Market, Morgan Stanley Capital Reserve and Texstar Bank Accounts to Alliance Association Bank.

- The Board also reviewed the updated fence proposals. The Board would like to set up a meeting with Elite Fencing to discuss their proposal.
- Lake Pro sent a proposal to fix the power unit for the south fountain at Willow Pond. The proposal was approved by the Board.
- Tiffany proposed the ACC One Touch program to the Board. This is a program that will automatically approve or deny improvements in specific areas that meet the outlined criteria proposed by the ACC Coordinator. The Board approved to start the program to help speed up the process of ARC approvals for homeowners and to cut down on the number of ACC requests needing to be reviewed by the ARC Committee.
- Tiffany presented the RFP for painting of the pool area roofs and bridge and will submit to vendors for proposals.

OLD/ONGOING BUSINESS

- 2019 ADMIN CALENDAR –
 - The Gulf Coast Aquatics contract is up for renewal on April 1, 2019. Tiffany advised that Gulf Coast will be sending a proposed contract for 2019-2020 by the end of the week.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:37 P.M.

EXECUTIVE SESSION

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

The Board met with a homeowner about a requested shed variance due to location. The board approved the variance for the location with the condition that the homeowner plants some sort of tree in front of the area to block it from view of the street.

The Board met with a homeowner regarding questions concerning the balance on the account and a payment plan.

The Board was presented with the violation report for their review.

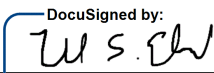
The Board was provided with the legal status report and the aging report and no action was noted as being necessary for any of the files at this time.

ADJOURNMENT

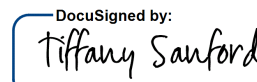
With no other business to discuss, the Board adjourned from executive session at 9:07 P.M.

NEXT MEETING DATE

February 28, 2019 at 6:30 P.M. at the Perry Family YMCA.

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Brittany Lakes Board Signature

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Spectrum Association Management