

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

February 28, 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 February 28, 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)
- Kimberly Widener (Director)
- Jeramy Roesler (Director)

**Absent with apologies were:**

- James Charo (Vice President) - not present
- Lori Armstrong (Treasurer) - not present

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

Community Manager - Tiffany Sanford

Also in attendance was Greg Gripon from Lynn's Landscaping and Keith Shotwell from Elite Fencing.

**DETERMINATION OF QUORUM**

A quorum of Board members was announced, and the general session meeting was called to order at 6:37 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. Other topics from interested homeowners were ants at the park areas and drainage throughout the community.

**MINUTES APPROVAL**

The Board was provided with the minutes from the December 13, 2018 and January 24, 2019 meetings. The Board requested that the minutes be modified and have account numbers removed.

**FINANCIAL REPORT**

The Board was presented the January 2019 financial report. The transfer of the reserve accounts has been initiated. The Board was advised that Spectrum does not have access to the Morgan Stanley Capital Reserve account. If a Board member is a signer on the account, then they will need to close out the account and have the money transferred to the Green Bank account information that has been provided. If there is not a signer for the account still on the Board then the president will need to take the minutes to have the account closed.

**NEW BUSINESS**

- Umbrella proposals were provided for the Board to review. The Board tabled the decision pending further discussion.
- Proposals were presented for the concrete decking extension. The Board tabled the decision pending further discussion.
- Proposals were presented to the Board for the painting of the roofs at the pool area. The Board voted and unanimously approved the proposal from Statewide.
- The Board was presented the requested bid from Lynn's Landscaping for tree trimming at the pool and park area. The Board tabled the discussion until additional bids could be collected.
- Kiddie Mulch proposals for the parks at Loon and Essex from Lynn's Landscaping was presented to the Board. The vote was called and unanimously approved to proceed with the proposals from Lynn's.

- The Board was presented with pool management proposals from American and Gulf Coast Aquatics for 2019. The vote was called and unanimously approved to proceed with Gulf Coast Aquatics for the 2019 pool season.
- 2019 Pool and Splash Pad proposed rules were presented to the Board. Both sets of rules were approved with requested changes to the wording for “No wheeled devices.” The rules will be sent to the community via email and regular mail.
- Lake Pro sent a proposal to replace the light set on the fountain in Lake 2 (the lake near the recreation Center and Community Pool). The Board would like to see the proposal for the light set with warm lights to maintain consistency throughout the community.
- The 2018 tax return for Brittany Lakes HOA was presented to the Board and signed by Director Edwards.
- The Board voted unanimously to appoint Jamil Changlee to the ARC Committee, contingent on him completing the necessary training.
- The Board would like for Spectrum to get bids for pressure washing the monuments at Altamire and the main monuments at League City Parkway and Landing.
- The Board would like to add the League City Mayor and City Manager to the meeting agenda in March 2019 to talk with the community regarding the prospective League City bond proposal.
- Greg Gripon (representing City Council) will request to have the drainage evaluated in the community.

### **OLD/ONGOING BUSINESS**

- Perimeter Fence Replacement
  - Communication Plan:
    - Spectrum will send out a mailer and email to the community with the proposed March 18, 2019 start date.
    - The Board of Directors will post notification on the HOA Facebook page.
    - Elite Fencing will use door hangers to communicate to homeowners the week before they will begin on their sections of the fence.
  - Fence Inspection Proposal - Lynn’s Landscaping submitted a proposal to inspect the completed sections of the perimeter fence weekly. The vote was called, and the Board approved the proposal unanimously.
  - Survey of additional areas - The Board would like for Spectrum to contact South Texas Surveying Associates and inquire about the price per area being surveyed versus the previous surveys.
- 2019 Administrative Calendar –
  - The date was set for the spring community garage sale on April 6, 2019.
  - The date for the May 2019 Board meeting was set for May 30, 2019 due to the Memorial Day holiday.
  - The date for the November 2019 Board meeting was set for November 21 due to the Thanksgiving holiday.
  - The date for the December 2019 Board meeting was set for December 12 due to the Christmas and New Year’s holidays.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:15 P.M.

### **EXECUTIVE SESSION**

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

The Board was presented with one fully escalated violation and approved unanimously to turn the account over to the attorney.

The Board was provided with the legal status report. The Board voted unanimously to approve a proposed payment plan for one account.

The aging report was presented to the Board and no action was taken.

Waiver requests were presented and approved for one account and denied for one account.

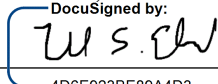
### **ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:45 P.M.

**NEXT MEETING DATE**

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

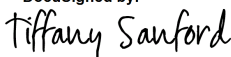
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Brittany Lakes Board Signature

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Spectrum Association Management