

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

December 13, 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 December 13, 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)- not present
- Lori Armstrong (Treasurer)
- Jeramy Roesler (Director)- not present

**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 6:36 P.M.

### **HOMEOWNER FORUM**

Homeowners present were given the opportunity to present discussion items with the Board. Homeowners presented discussion on drainage along the streets through the community as well as flood control gates at Willow Pond. Also discussed was the fence and the homeowner wanted to know about the design of the fence and possibly getting a sound barrier.

### **MINUTES APPROVAL**

The Board was provided with the minutes from the September 27, 2018 meeting. Director Edwards presented revisions to the minutes regarding the specifics of the fence project, since the Board is still negotiating a contract. 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 November 2018 financial report. No questions were submitted. The Board also approved a transfer from the operating account to the reserve account.

### **NEW BUSINESS**

- The Board was presented with RFP's for Rubber Mulch, Funbrellas and an extension to the deck area at the pool.
- The Board was also presented with the proposals sent over from Lynn's Landscaping for drainage, landscaping at the monuments and the pool. The Board approved the drainage request and asked for more bids for the landscaping projects.

### **OLD BUSINESS**

- 2019 ADMIN CALENDAR –
  - Cypress Creek Pest Control Contract renews for another year on 1/31/2019, the Board approved to let it renew.

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

### **EXECUTIVE SESSION**

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

The Board approved to send two accounts to the attorney for violations.

The Board approved to send one account to the attorney for collections.

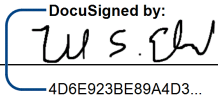
The Board was provided with the legal status report and no action was noted as being necessary for any of the files at this time.

**ADJOURNMENT**

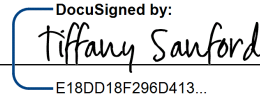
With no other business to discuss, the Board adjourned from executive session at 8:27 P.M.

**NEXT MEETING DATE**

January 24, 2019 at 6:30 PM at the Perry Family YMCA.

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Brittany Lakes Board Signature

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Spectrum Association Management