

# **Brittany Lakes Homeowner Association, Inc.**

## **Board Meeting Minutes**

July 22, 2021

Pursuant to Article VI, Section 1 of the Bylaws of the Brittany Lakes Homeowners Association, Inc. a meeting of the Directors was duly called and held on July 22, 2021, via Zoom meeting.

### **IN ATTENDANCE**

**Representing the Members of Brittany Lakes Homeowners Association were the following Board members:**

- Todd Edwards (President)
- James Charo (Vice-President)
- Diana Lawless (Member at Large)
- Jeramy Roesler (Member at Large)

**Absent with apologies were the following Board members:**

- Kimberly Widener (Treasurer)

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

Community Manager - Hannah Maskevich  
Client Relations 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**

Homeowner's present were given the opportunity to present discussion items with the Board and the following was discussed:

- Brenda Smith discussed the ongoing landscaping clean-up from the freeze, and inquired about the dead plants along Hobbs Rd.

### **MINUTES APPROVAL**

The meeting minutes from July 1, 2021 were presented for approval and approved pending edits.

Motion – Diana, Second – James; All in favor 4-0

### **FINANCIAL REPORT**

The Board was presented with the June 2021 Financials.

### **BUSINESS**

- The Board discussed a proposal from the City of League City to purchase 2,468 square feet of property off Landing Blvd., to create a right-turn lane onto W. League City Parkway.
- The Board discussed the renewal of the Brittany Lakes website domain and approved a renewal of up to \$650; motion – Todd, second – James, all in favor 4-0
- The Board discussed the Annual Meeting scheduled for October 28, 2021. The Board Members that are up for re-election are Todd, James and Jeramy. Solicitations will be sent out in August and annual meeting notices will be sent out in September. The Board discussed online and mail-in voting, as well as requested information from venues to host an in-person Annual Meeting.
- The Board discussed paint colors for the pool house and requested to table the conversation in order to include Kimberly in the decision.
- The Board approved the updated proposal from Kiki's Landscaping to remove 8 dead bottlebrush trees and grind the stumps throughout the neighborhood for \$1,374.78; motion – Jeramy; second – Diana, all in favor 4-0
- The Board discussed 4 proposals to replace/repair the shower located at the pool. More information was requested regarding the general upkeep after installation.
- The Board discussed the camera replacement, and the discussion was tabled for the next meeting to allow James time to meet with the vendor for a product demonstration.
- The Board discussed National Night Out plans, including the budget of \$8,000 for community events. The Board requested that the committee assisting with the planning attend the next Board Meeting to help discuss

the plans.

- The Board discussed the proposed budget for 2022 and requested the following edits:
  - Maintain Community Events/Annual Meeting at \$8,000
  - Budget for tree trimming
  - Budget for the camera replacement to occur
  - Requested to see possible assessment increases allowed per governing documents
- The Board discussed scheduling a playground inspection in the fall and requested additional information regarding the specifics of what is included in the inspection

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:31 pm.

### **EXECUTIVE SESSION**

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

**Aging Report:** The Board approved to escalate 3 accounts to the attorney for further collections.

**Violation Report:** The Board requested that Spectrum attempt to reach out 3 accounts via phone to rectify outstanding violations. The accounts were approved to go to Legal for Deed Restriction violations if no communication was made.

**Variiances:** The Board approved 1 variance request.

### **ADJOURNMENT**

Prior to adjournment, the Board preemptively approved a budget of up to \$1,000 for a Back-to-School event.

With no other business to discuss, the Board adjourned the meeting at 9:17 p.m.

### **NEXT MEETING DATE**

8.26.2021

*Todd Edwards*

\_\_\_\_\_  
Brittany Lakes Homeowners Association

*Hannah Maskovich*


\_\_\_\_\_  
Spectrum Association Management





# Signature Certificate

Document Ref.: TQRH5-KU2IC-TCGNE-QC98J

Document signed by:

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Document completed by all parties on:  
28 Sep 2021 23:26:07 UTC

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