

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

## **Board Meeting Minutes**

September 23, 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 September 23, 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)
- Kimberly Widener (Treasurer)

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

- Jeramy Roesler (Secretary)
- Diana Lawless (Member at Large)

**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 6:32 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 reported a flood light out at the right monument on Landing Blvd. and inquired about tree maintenance throughout the neighborhood.

### **MINUTES APPROVAL**

The meeting minutes from July 22, 2021 and approved as presented.

The meeting minutes from August 26, 2021 were presented to the Board and were tabled for approval via email, pending review of edits.

### **FINANCIAL REPORT**

The Board was presented with the August 2021 Financials.

### **BUSINESS**

- The Board was presented with the proposed resolutions regarding Swimming Pool enclosures, Bid Solicitation Process, Religious Displays, and Security Measures. The Board tabled pending further review.
- The Board approved the bid from MplusC for \$3,621.00 + tax to replace the shower at the pool in the color Granite.
  - Motion - Todd; Second – James; all in favor 3-0
- The Board was presented with information regarding National Night Out and approved a bid from PRP Entertainment for \$550.
  - Motion – Todd; Second – James; all in favor 3-0
- The Board of Directors approved a budget with a \$65 increase in annual assessments at an amount of \$600 per residential lot, and \$766,200 in assessment revenue for 2022.
  - Motion – Todd; Second – Kimberly; all in favor 3-0
- The Board conditionally approved the bid from Greater Houston Property Services for \$5,501.96 to replace the 2 standard 6' picnic tables and 1 ADA picnic table at the pool pavilion in the color 'black'.
  - Motion – Todd; Second – James; all in favor 3-0
- The Board approved the bid from American Outdoor Lighting for \$6,156 to install holiday decorations for the

2021 holiday season.

- Motion – Todd; Second – Kimberly; all in favor 3-0
- The Board discussed the Reserve Study for 2021.
- The Board confirmed a community garage sale for October 16, 2021.
- The Board discussed meeting dates for 2022.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:00 pm.

**EXECUTIVE SESSION**

The Board was presented with a violation appeal.

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

**Agging Report:** The Board approved to escalate the 4 accounts to the attorney for further collections.

**Violation Report:** The Board of Directors reviewed the current Violation List and approved 1 account to go to Legal for Deed Restriction Violations.

**Variations:** The Board denied 1 variance request.

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:56 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for 10.28.2021.

*Todd Edwards*

---

Brittany Lakes Homeowners Association

*Hannah Maskevich*

---



Spectrum Association Management

# Signature Certificate

Document Ref.: USTYD-TMPTQ-JUDYZ-IQZCD

Document signed by:

	<b>Hannah Maskevich</b> Verified E-mail: hmaskevich@spectrumam.com	<i>Hannah Maskevich</i>
IP: 73.232.142.95      Date: 29 Oct 2021 15:09:41 UTC		

	<b>Todd Edwards</b> Verified E-mail: toddsedwards1@gmail.com	<i>Todd Edwards</i>
IP: 107.77.220.130      Date: 30 Oct 2021 02:14:32 UTC		

Document completed by all parties on:  
30 Oct 2021 02:14:32 UTC

Page 1 of 1



Signed with PandaDoc.com

PandaDoc is a document workflow and certified eSignature solution trusted by 25,000+ companies worldwide.

