

Brittany Lakes Homeowners Association, Inc.
Annual Meeting Minutes
November 18, 2021

Pursuant to the Bylaws of the Brittany Lakes Homeowners Association, Inc. an annual meeting of the membership was duly re-called and re-convened on November 18, 2021, via Zoom.

IN ATTENDANCE

Representing the Members of Brittany Lakes Homeowners Association, Inc. were the following Board Members:

- Todd Edwards – President
- James Charo – Vice President
- Jeramy Roesler – Director at Large

Absent with apologies were the following Board Members:

- Kimberly Widener – Treasurer
- Diana Lawless – Director at Large

Representing Spectrum Association Management were the following:

- Hannah Maskevich – Community Manager
- Tiffany Sanford – Client Relations Manager

DETERMINATION OF QUORUM

Representing the Members of Brittany Lakes were 65 members present in person and via proxy. A quorum of homeowners was announced by Community Manager Hannah Maskevich and the meeting was called to order at 6:31 pm.

PROOF OF NOTICE

The membership was presented with a copy of a meeting notice which was mailed out to the membership announcing the meeting.

INTRODUCTIONS

The membership present was introduced to the current sitting Board of Directors and the representatives for Spectrum Association Management.

2020 ANNUAL MEETING MINUTE APPROVAL

The Board and membership were provided a copy of the 2020 annual meeting minutes for review and approved.

Motion – Todd; second – James, all in favor, no oppositions

FINANCIALS

The financial report was provided to the membership showing the financial overview of 2020, as well as the year-to-date financial overview of 2021.

Year-end 2020:

Operating account(s): \$307,306.98
Reserve account(s): \$403,688.74

Year-to-date 2021:

Operating account(s): \$232,048.45
Reserve account(s): \$502,750.83

The fiscal year for 2020 ended \$58,376.01 under budget. 2021 is projected to end approximately \$59,705.84 under budget.

2020 OVERVIEW

The following projects were completed during 2020-2021:

- Roof replacement at the front structure and at the pool house
- New wind nets installed at the tennis courts
- Pool house painting update completed
- Landscaping clean-up from the Winter Freeze in 2021
- Pool shower and picnic table replacements approved; pending delivery and installation

The following projects are anticipated to occur during 2022:

- Continuing landscaping clean-up, to include tree trimming
- Repairs to the transfer pump that connects to the irrigation system
- Replace the canopies at the park near Loon and Longpur
- Camera systems updates throughout the community
- Addressing drainage concerns at the Recreation Center
- Pool area updates (replaster the pool surface, painting/updating the splash pad area)

ELECTION OF BOARD MEMBERS

Spectrum announced the Board Election session and noted there were three open seats and three candidate submissions that had been received. Spectrum announced that the winners of the election were Todd Edwards, James Charo and Jeramy Roesler.

QUESTION & ANSWER SESSION

The floor was opened for the question and answer session. Owners present were provided the opportunity to discuss various items related to the Association including:

- Homeowners inquired about the construction project that is moving along West League City Parkway. It was requested to have the Project Manager for League City invited to the next Board Meeting to discuss the project with homeowners.
- The homeowners asked about the flag displays and which holidays were included.
- Homeowners inquired about the assessment increase and the approved budget for 2022.

ADJOURNMENT

With all business discussed and no other or new business presented to be discussed, the meeting was adjourned at 7:17 P.M.

Todd Edwards



Brittany Lakes Homeowner's Association

Hannah Maskevich

Spectrum Association Management

Signature Certificate

Reference number: YK6HY-4UNY6-ECDCH-XAJWN

| Signer | Timestamp | Signature |
|---|--------------------------|---|
| Hannah Maskevich Email: hmaskevich@spectrumam.com Sent: 16 Dec 2022 14:16:02 UTC Signed: 16 Dec 2022 14:16:02 UTC | |  IP address: 73.77.71.111 Location: League City, United States |
| Todd Edwards Email: toddsedwards1@gmail.com Sent: 16 Dec 2022 14:16:02 UTC Viewed: 16 Dec 2022 15:54:17 UTC Signed: 16 Dec 2022 15:54:58 UTC | |  IP address: 73.6.100.4 Location: League City, United States |
| Recipient Verification: ✓ Email verified | 16 Dec 2022 15:54:17 UTC | |

Document completed by all parties on:
16 Dec 2022 15:54:58 UTC

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