

Brittany Lakes Homeowner Association, Inc.

Board Meeting Minutes

September 22, 2022

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 22, 2022, via Zoom.

IN ATTENDANCE

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

- James Charo (Vice-President)
- Kimberly Widener (Treasurer)
- Jeramy Roesler (Member at Large) – excused self at 7:05 p.m.
- Diana Lawless (Member at Large)

Absent with apologies were the following Board Members:

- Todd Edwards (President)

Representing Spectrum Association Management, LP was:

Community Manager - Hannah Maskevich

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:31 p.m.

MINUTES APPROVAL

The meeting minutes from August 25, 2022 were approved as presented.

Motion – Jeramy, second – Kimberly; all in favor 4-0

FINANCIAL REPORT

The Board was presented with the August 2022 Financials.

BUSINESS

- The Board of Directors reviewed the Administrative Calendar for upcoming events in the community, such as National Night Out, Fall garage sale and the holiday decorating contest.
 - The Board approved to send out the proposed eBlast presented for the Garage Sale on October 15.
 - The Board also discussed the location for the Annual Meeting. Due to lack of ability to find a venue that is available, both the Annual Meeting and any reconvened meetings will be held virtually via Zoom.
- The Board reviewed three proposals to replace the pool lights with LED lights during the off-season. The Board requested to table until the fourth proposal is received.
- The Board approved to complete the annual playground inspection through Safety First in the amount of \$1,050.00.

Motion – James, second – Kimberly; all in favor 4-0
- The Board was presented with a small update on the Transfer Pump replacement but requested to table the conversation for further review and to allow Director Edwards to be present for the conversation.
- The Board reviewed three proposals received from Urban Foresters, Monster Tree and Kiki for tree trimming and removal. Director Charo requested to walk through with Urban Foresters and Monster Tree to verify the proposals.
- The Board reviewed the proposals received for the landscaping contract renewal for 2023. After review of the proposals, the Board has approved to stay with Kiki Landscaping for 2023.
- The Board of Directors approved a budget with no increase in annual assessments at an amount of \$600.00 per residential lot, and \$766,800.00 in assessment revenue for 2023.

Motion – James, second – Kimberly; all in favor 4-0
- The Board of Directors approved to renew the Boy Scout Troop Flag placement for 2023 at a donation of \$490.00.

Motion – James, second – Kimberly; all in favor 4-0

HOMEOWNER FORUM

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

- Mark Buehler inquired the Annual Meeting process for Brittany Lakes.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 7:33 pm.

EXECUTIVE SESSION

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

Variance Requests: The Board reviewed the Variance Request for one account. The request was conditionally approved for 30 days.

Fee Waiver Request: The Board reviewed one fee waiver request and approved a waiver of soft costs.

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

The Board reviewed site expectations with Spectrum for the fall season, and approved to send out a fall cleaning eBlast, with one verbiage edit.

The Board of Directors discussed the recent Legal Status Report provided by the attorney.

The Board of Directors approved to request that the attorney draft a demand letter to Texas Pool Group for the required repairs to occur during the off-season.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 8:08 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for 10.27.2022 – Annual Meeting

Todd Edwards



Brittany Lakes Homeowners Association

Hannah Maskevich

Spectrum Association Management

Signature Certificate

Reference number: V7ZH3-DDQQM-XT2W8-WZ76W

Signer	Timestamp	Signature
Hannah Maskevich Email: hmaskevich@spectrumam.com Sent: 28 Oct 2022 13:37:46 UTC Viewed: 28 Oct 2022 13:37:48 UTC Signed: 28 Oct 2022 13:38:00 UTC		 IP address: 73.77.71.111 Location: League City, United States
Todd Edwards Email: toddsedwards1@gmail.com Sent: 28 Oct 2022 13:37:46 UTC Viewed: 29 Oct 2022 14:02:37 UTC Signed: 29 Oct 2022 14:04:18 UTC		 IP address: 4.59.246.213 Location: Baltimore, United States
Recipient Verification: ✓ Email verified	29 Oct 2022 14:02:37 UTC	

Document completed by all parties on:
29 Oct 2022 14:04:18 UTC

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