

# Brittany Lakes Homeowners' Association, Inc.

## Reconvened Annual Meeting 2022

December 15, 2022



# Annual Meeting Agenda

- I. Call to Order: 6:30 PM
  - A. Proof of Notice
  - B. Determination of Quorum
  - C. Introductions
    - Board
    - Management
- II. Approval of 2021 Annual Minutes
- III. Financial Report
- IV. 2022 Overview
- V. Announce the Election of Board Members
- VI. Questions & Answers Session
- VII. Adjournment



# Proof of Notice

November 18, 2022

Brittany Lakes Homeowners Association, Inc.

Dear Homeowners:

Due to lack of quorum, and as required by the governing documents of Brittany Lakes Homeowners Association, Inc., a Reconvened Annual Meeting of the Members will be held on Thursday, December 15, 2022, at 6:30 p.m. via Zoom.

You can join the meeting from PC, Mac, or Apple/Android at:  
<https://spectrumam.zoom.us/j/98304139868?pwd=VGg4ZTh4VjhrUEhDeWpHSHZQb180QT09>  
Password: 808602

To join via phone only, use one of the numbers below:  
US: +1 309 205 3325 or +1 312 626 6799 or +1 646 876 9923 or +1 646 931 3860 or +1 301 715 8592 or +1 564 217 2000  
or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053  
or +1 408 638 0968  
Meeting ID: 983 0413 9868  
International numbers available: <https://spectrumam.zoom.us/j/98304139868>

The meeting will be held for the following purposes:

1. To elect two (2) Board Member(s).
2. To transact any other properly presented business.

2022 Reconvened Annual Meeting Agenda  
Thursday, December 15, 2022

- a. Call to Order – 6:30 p.m.
- b. Approval of Minutes for Last Annual Meeting
- c. Financial Report
- d. 2021-2022 Overview
- e. Announce the Election Results
- f. Question & Answer Period
- g. Adjournment

The meeting will begin promptly at 6:30 p.m. Due to the meeting being held virtually, voting during the meeting will not be possible. Please complete ONE of the voting options on the included form and return it to Spectrum Association Management following the instructions. The deadline to return this form is Thursday, December 15, 2022, no later than 5:00 p.m. If you have already submitted a ballot or proxy for the 2022 Annual Election, you will not need to submit another, as your previous submission will carry over to the Reconvened Meeting.

The Board of Directors may host a Regular Board Meeting immediately after the Annual Meeting. We look forward to seeing you. If you have any questions, please do not hesitate to email [contact@spectrumam.com](mailto:contact@spectrumam.com).

Regards,  
Hannah Maskevich – Community Manager

Spectrum Association Management, 2600 South Shore Blvd., Ste. 359, League City, TX 77573  
Email: [Contact@SpectrumAM.com](mailto:Contact@SpectrumAM.com)



RECEIVED  
NOV 28 2022  
Spectrum Association  
Management 16

Brittany Lakes Homeowners Association, Inc.  
2022 Reconvened Annual Meeting

Please mail or email your completed form to Spectrum Association Management.  
The deadline is Thursday, December 15, 2022 at 5:00 p.m.

To vote by Proxy, complete this top portion only.

KNOW ALL MEN BY THESE PRESENT, the undersigned Homeowner in Brittany Lakes Homeowners Association, Inc. does hereby constitute, authorize, and appoint: (please check one of the options below)

**Option #1** – \_\_\_\_\_ (name) (someone who will attend the meeting on your behalf) to attend and represent me with the full power to vote and act for me in the same manner, to the extent and with the same effect as if I were personally present.

**Option #2** – This proxy is to be used for quorum purposes only. Unless terminated sooner, this voting instrument shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

Owner's Name (Printed) \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Owner's Property Address \_\_\_\_\_ Date \_\_\_\_\_

**Option #3 – vote by Absentee Ballot.** Please complete this bottom portion only. By casting your vote via absentee ballot, you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail. At that time, any ballot received in-person shall prevail. To elect a board member not listed below, please use the write in box by checking the box and writing in the name of the candidate you would like to elect.

Please vote for two (2) Board Member(s) by selecting the boxes below:

Mark Buehler  Write in: \_\_\_\_\_  
 Jim Pearson  Write in: \_\_\_\_\_  
 Kimberly Widener

**DELIVERY INSTRUCTIONS FOR ABSENTEE BALLOT:**

The completed Absentee Ballot must be delivered via email to [Contact@SpectrumAM.com](mailto:Contact@SpectrumAM.com) or via mail or hand delivery to 2600 South Shore Blvd., Ste. 359, League City, TX 77573. All Absentee Ballots must be received by the Association before 5:00 p.m. on December 15, 2022. Unless terminated sooner, this Absentee Ballot shall terminate automatically upon the final adjournment of the Annual Meeting for which it is given.

Owner's Name (Printed) \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Owner's Property Address \_\_\_\_\_ Date \_\_\_\_\_

Spectrum Association Management, 2600 South Shore Blvd., Ste. 359, League City, TX 77573  
Email: [Contact@SpectrumAM.com](mailto:Contact@SpectrumAM.com)

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NOV 28 2022  
Spectrum Association  
Management 16



# Determination of Quorum

Quorum needed: 32 members – 2.5% of members

64 ballots received – Quorum has been met





# Introductions

## Board of Directors

**President:** Todd Edwards

**Vice President:** James Charo

**Treasurer:** Kimberly Widener

**Director:** Jeramy Roesler

**Director:** Diana Lawless

## Spectrum Association Management

Hannah Maskevich

832.500.2301

[contact@spectrumam.com](mailto:contact@spectrumam.com)



# Spectrum Office

2600 South Shore Blvd Suite 359, League City, TX 77573



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

**<https://www.spectrumam.com>**

**Payment Center** – Make payments via credit card, e-check or automatic ACH withdrawal directly from Spectrum’s website.

**Account Overview** – View all charges and payments posted to an account for the past year. Plus, owners can update mailing addresses, phone numbers and e-mail addresses.

**Compliance Center** – View a comprehensive list of all compliance letters sent for the past year.

**Improvement Center** – Submit ACC/ARC improvement requests online and upload all required documents.

**Message Center/Live Chat** – Ask questions, report violations, request items (such as a pool key card, gate remote, etc.).

Responses are sent by a Spectrum representative and posted to the homeowners' account.



# www.spectrumam.com

- Review governing documents/policies
- View community information
  - Homeowner/resident directory
  - View community map
  - View meeting minutes
  - View notices/newsletters
  - Development/construction information
- Pay your assessments online
- View your account/violation history
- Print/fill out forms (ACC)
- Use online chat feature

A screenshot of the Spectrum HOA website. The top navigation bar is blue with the Spectrum logo on the left and a search bar on the right. Below the search bar is a menu with options like 'MY ACCOUNT', 'PAY YOUR BILL', 'VIOLATIONS', etc. On the right side, there are buttons for 'Account Login' and 'Create Account', and a 'Chat Now' button. The page is titled 'Homeowners' and includes a navigation breadcrumb 'Home / Homeowners'.

Download the Spectrum HOA App for the best service experience and to keep in touch with your association. [Download the App](#)

**SPECTRUM**  
association management

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MY ACCOUNT

PAY YOUR BILL

VIOLATIONS

ACCESS & AMENITIES

PROPERTY IMPROVEMENT

BUYING / SELLING HOME

REPORT COMMON AREA ISSUE

Homeowners  
[Home](#) / Homeowners

How can we help you today?

[Update Account Information](#) | [Add / Remove Authorized Users](#) | [Pay My Bill](#)

[Account Login](#)

[Create Account](#)

Are you new to HOAs?  
This website is our home base for homeowners. Here, you can do everything from pay your bill, to report violations, to request a gate code or pool key. This is a great place to get started if you want to request approval for a new home. Click below to learn more.

[Chat Now](#)



# Living In **YOUR HOA**

**JUST GOT  
EASIER!**



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**Spectrum HOA App**



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**Community News**



**Make Payments**



**and More!**

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To install, go to App Store Search  
"Spectrum HOA" Install and Register/Sign-In



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**Google Play**



Available on the  
**App Store**



# 2021 Annual Meeting Minutes Approval

**Brittany Lakes Homeowner Association, Inc.**  
**Annual Meeting of the Members Minutes**  
October 28, 2021

Pursuant to the Bylaws of the Brittany Lakes Homeowners Association, Inc. an Annual Meeting of the Members was duly called and held on October 28, 2021, via Zoom meeting. The meeting was called to order at 6:36 p.m.

## **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 (Secretary)
- Kimberly Widener (Treasurer)

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

Community Manager - Hannah Maskevich  
Client Relations Manager – Tiffany Sanford

## **DETERMINATION OF QUORUM**

Representing the Members of the community were 39 homeowners present in person and via proxy. The Governing Documents state that quorum is met at 10% of the membership (128 members). At this time, quorum has not been met.

## **ADJOURNMENT**

Due to quorum not met, the meeting was adjourned at 6:37 p.m.

## **NEXT MEETING DATE**

The reconvened Annual Meeting is scheduled for 11.18.2021.





# 2021 Reconvened Annual Meeting Minutes Approval

**Brittany Lakes Homeowners Association, Inc.**  
**Reconvened 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.





# 2021 Reconvened Annual Meeting Minutes Approval

## **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: Year-to-date 2021:

Operating account(s): \$307,306.98 Operating account(s): \$232,048.45

Reserve account(s): \$403,688.74 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



# 2021 Reconvened Annual Meeting Minutes Approval

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 Longspur
- 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.

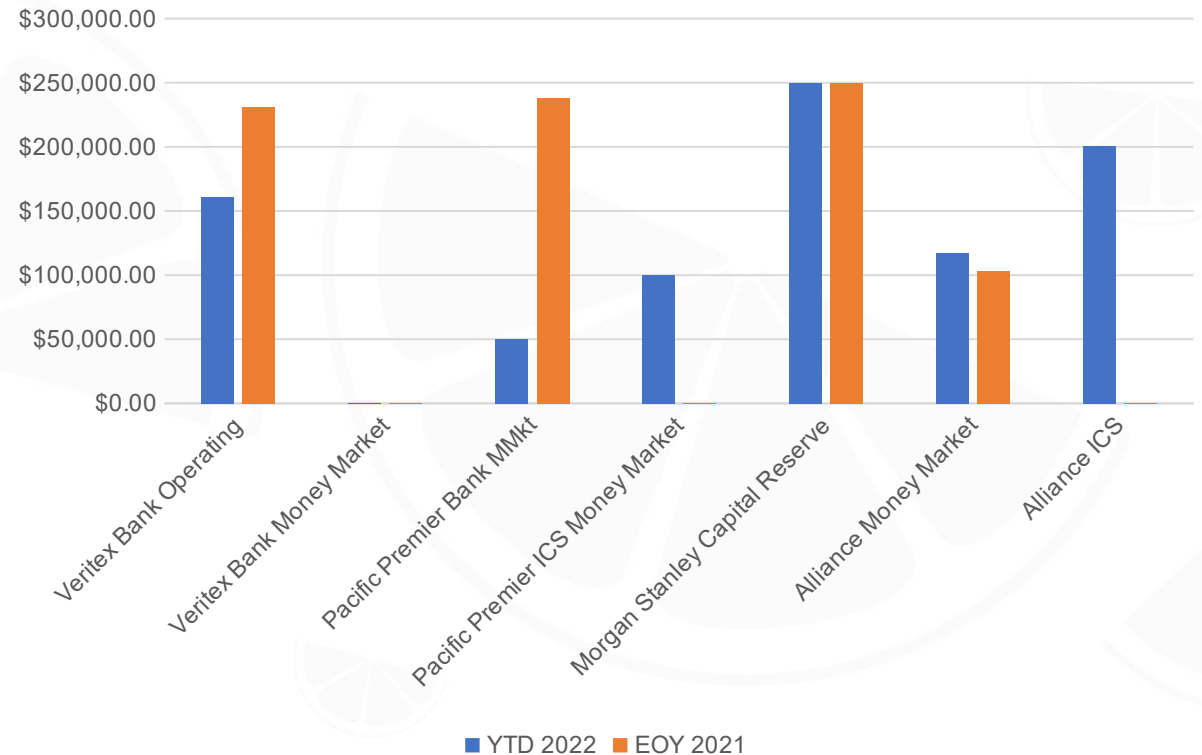


# Brittany Lakes

## Bank Balances: Year-End 2021 and YTD 11/30/2022

Account	YTD 2022	EOY 2021
Veritex Bank Operating	\$160,730.91	\$230,817.89
Veritex Bank Money Market	\$0.00	\$27.93
Pacific Premier Bank MMkt	\$50,040.70	\$237,809.49
Pacific Premier ICS Money Market	\$100,038.10	\$0.00
Morgan Stanley Capital Reserve	\$249,642.77	\$249,719.12
Alliance Money Market	\$117,412.52	\$103,025.52
Alliance ICS	\$200,382.66	\$29.37

Financial Standings

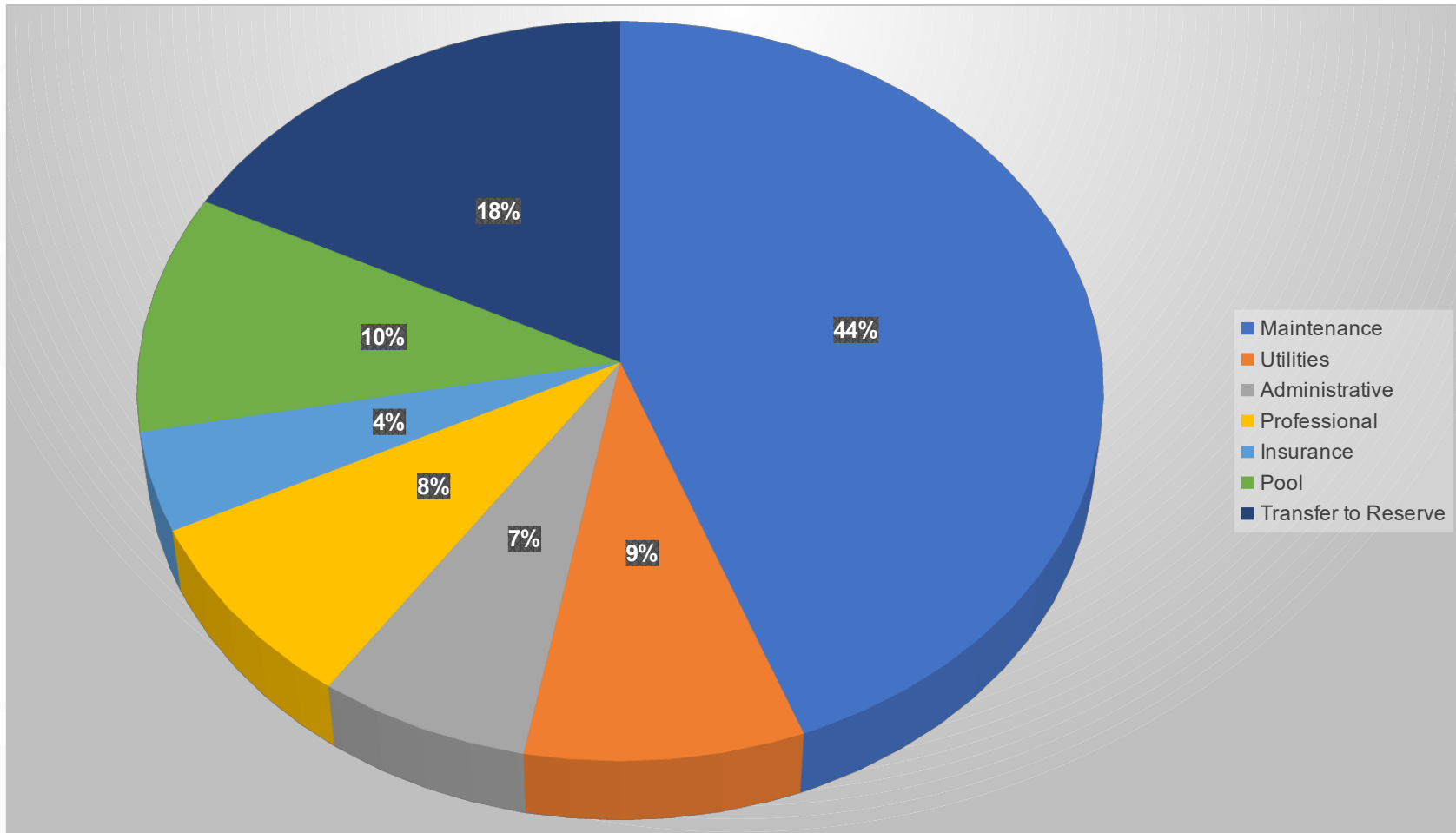




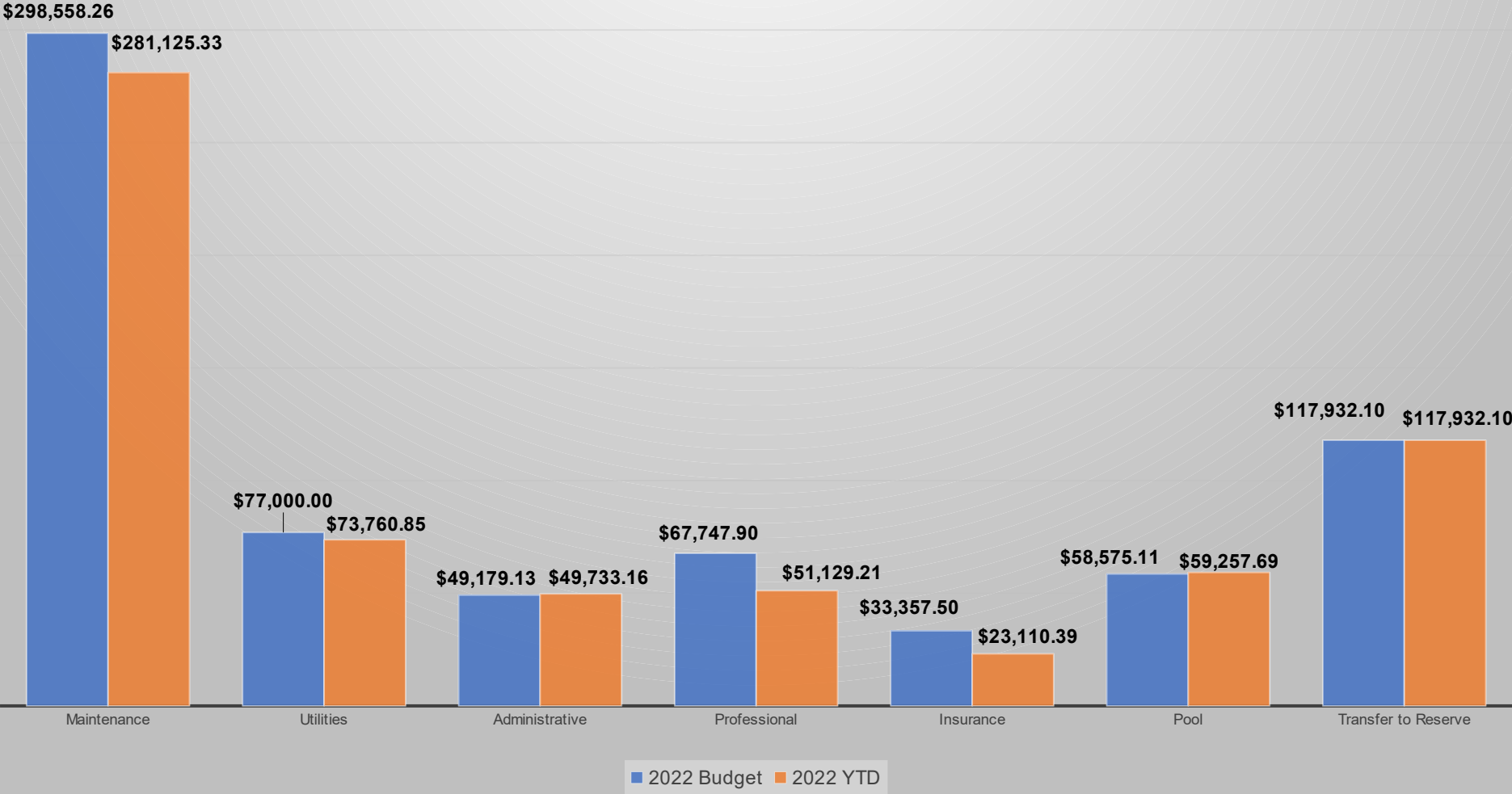
## 2021 Year Ending Budget v. Actual



# 2021 Year-End Expenses

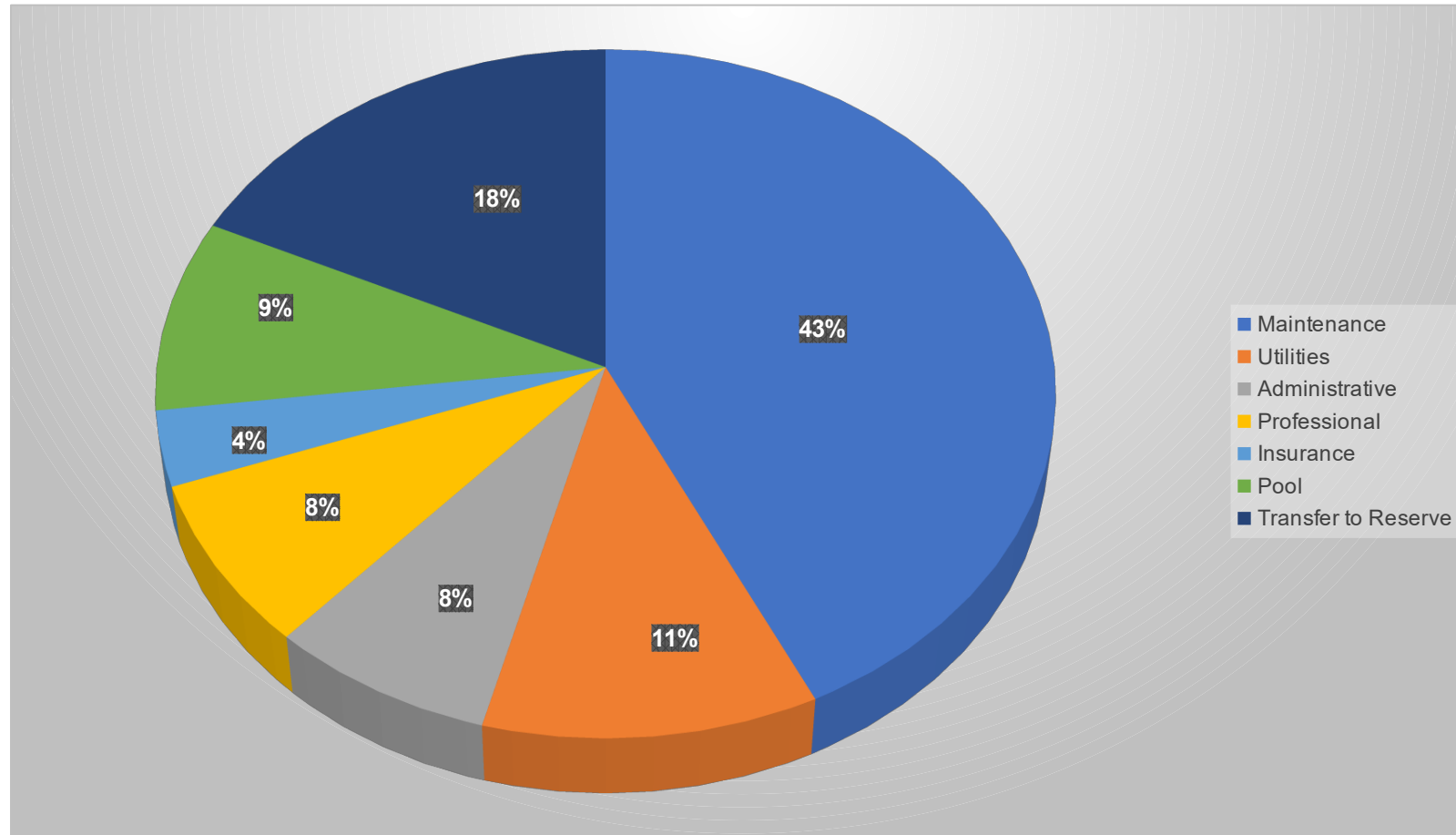


# 2022 YTD Budget v. Actual





# 2022 YTD Expenses



# Approved 2023 Budget

Assessments = \$600.00 per lot



Account	Total
<b>INCOME</b>	
<b>Income</b>	
4110-00 Homeowner Assessment	\$ 766,800.00
<b>Total Income</b>	<b>\$766,800.00</b>
<b>Total OPERATING INCOME</b>	<b>\$766,800.00</b>
<b>EXPENSES</b>	
<b>Maintenance</b>	
5110-00 General Mat./Repairs	\$ 25,000.00
5140-00 Landscape Maintenance	\$ 176,000.00
5145-00 Lake Maintenance Contract	\$ 21,000.00
5150-00 Irrigation Maint/ Repairs	\$ 15,000.00
5155-00 Tennis Court Maintenance	\$ 1,000.00
5156-00 Fence/ Wall Maintenance	\$ 10,000.00
5160-00 Tree Maintenance	\$ 10,000.00
5166-00 Playground Maintenance	\$ 30,000.00
5185-00 Holiday Decorating	\$ 7,000.00
5510-00 Pest Control	\$ 6,000.00
5530-00 Signs	\$ 1,000.00
5910-00 Landscape Improvements	\$ 40,000.00
<b>Total Maintenance</b>	<b>\$342,000.00</b>
<b>Utilities</b>	
5210-00 Electric	\$ 21,000.00
5220-00 Water	\$ 55,000.00
<b>Total Utilities</b>	<b>\$76,000.00</b>
<b>Administrative</b>	
5310-00 General Administrative	\$ 37,000.00
5370-00 Dues and Permits	\$ 350.00
5560-00 Taxes	\$ 400.00
5580-00 Bad Debts	\$ 4,500.00
5810-00 Community Events/Annual Meeting	\$ 5,000.00
<b>Total Administrative</b>	<b>\$47,250.00</b>
<b>Professional</b>	
5410-00 Management Fee	\$ 49,500.00
5420-00 Accounting	\$ 2,500.00
5430-00 Legal	\$ 3,000.00
5530-00 Camera Maintenance	\$ 2,500.00
<b>Total Professional</b>	<b>\$57,500.00</b>
<b>Insurance</b>	
5540-00 Insurance Expense	\$ 27,000.00
5547-00 Insurance- Wind Damage	\$ 15,000.00
<b>Total Insurance</b>	<b>\$42,000.00</b>
<b>Pool</b>	
6125-00 Pool Maint/ Repair	\$ 2,000.00
6126-00 Pool Furniture	\$ 500.00
6130-00 Pool Supplies	\$ 800.00
6131-00 Pool Improvements	\$ 12,000.00
6135-00 Pool Management	\$ 49,000.00
6140-00 Pool Phone	\$ 1,000.00
<b>Total Pool</b>	<b>\$65,300.00</b>
<b>Other Expense</b>	
6300-00 Transfer to Reserve	\$ 136,750.00
<b>Total Other Expense</b>	<b>\$136,750.00</b>
<b>Total OPERATING EXPENSE</b>	<b>\$766,800.00</b>
<b>Net - Operating Totals</b>	<b>\$0.00</b>
<b>INCOME</b>	
<b>Total RESERVE INCOME</b>	<b>\$0.00</b>
<b>EXPENSES</b>	
<b>Total RESERVE EXPENSE</b>	<b>\$0.00</b>
<b>Net - Reserve Totals</b>	<b>\$0.00</b>

# 2021-2022 Overview

- Shower replaced at the pool
- Pool replaster mostly completed; vendor will return for warranty work in the Fall
- Canopy replaced at Longspur Park
- Tree trimming at the Rec Center
- Mailboxes pressure-washed and repainted throughout neighborhood
- Security cameras replaced throughout the neighborhood
- Sidewalk repairs and pavers replaced at Longspur Park
- Benches replaced at the Rec Center
- Free Little Library installed at the Rec Center – Emma Downs (Brittany Lakes resident Community Project)



# 2021-2022 Overview

- Grill replaced at Rec Center and brick repairs
- Picnic tables replaced at the pavilion
- Splash pad repainted (surface and features)
- Parking lot pressure washed and restriped
- Tennis court resurfaced
- New pool rules and tennis court rules filed with the County
- Landscaping replaced at the pool area





# Mailbox Repaint





# Pavers Replaced



# Free Little Library



Courtesy of Emma Downs – Brittany Lakes  
Resident





# Splash Pad Repainted





# Parking Lot





# Bench Replacement





# Canopy Replacement





# Canopy Replacement



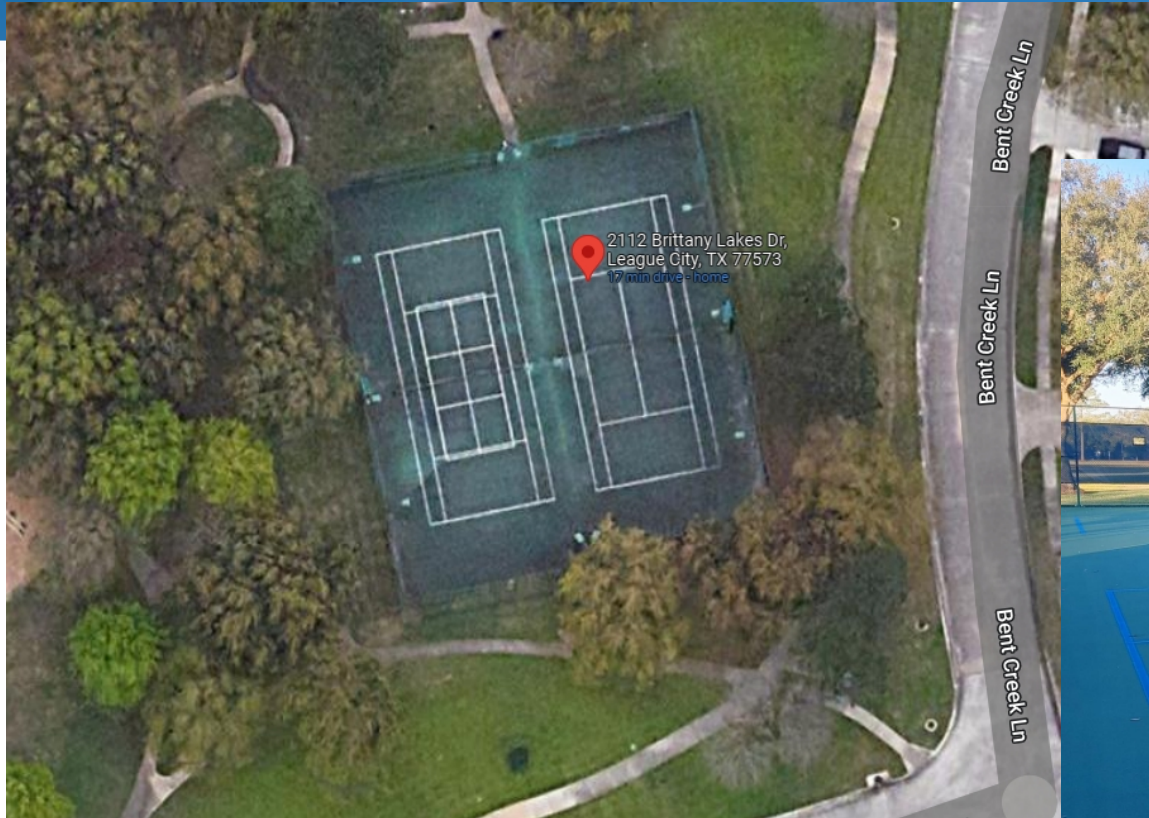


# Landscaping Replacements – Pool Area





# Tennis Court Resurface



# Upcoming Community Projects

- Repairs to the transfer pump that connects to the irrigation system
- Continued emphasis on landscaping enhancements throughout the community (tree trimming, planting new trees, landscaping bed change-outs)
- Fence repairs throughout the community
- Sidewalk repairs throughout the Rec Center
- Additional parking at the Rec Center
- New Deck-o-Seal on pool deck
- Shade structure refurbishment in the pool



# Upcoming Community Projects

- Mister replacement at the Rec Center
- Pool light replacement
- Kiddie mulch dig out and replacement





# Board of Directors Candidates

- Mark Buehler
- Jim Pearson
- Kimberly Widener



# Board Election Results

**Congratulations and welcome to the  
Board of Directors & Committee  
Members:**



# Questions & Answers

?????





[SpectrumAM.com](http://SpectrumAM.com)