

Brittany Lakes Homeowner Association, Inc.

Board Meeting Minutes

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 February 2, 2023, via Zoom.

IN ATTENDANCE

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

- Todd Edwards (President)
- James Charo (Vice-President)
- Jeramy Roesler (Member at Large)
- Mark Buehler (Member at Large)

Absent with apologies were the following Board Members:

- Kimberly Widener (Treasurer)

Representing Spectrum Association Management, LP was:

- Hannah Maskevich (Community Manager – CM)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:30 p.m. by Director Edwards.

AGENDA REVIEW AND APPROVAL

CM Hannah presented the proposed agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval – October 27, 2022
- Announcement of Decisions Made Outside of a Meeting
- Financial Overview
- Administrative Calendar Review
- ARC Report
- Transfer Pump Update – Guest Speaker: Alan Bartling; Lake Management
- Officer Appointments
- Formation of Committees
- 2021 Tax Audit Approval
- Mister Replacement
- Pool Season Prep Discussion
- Reserve Study
- Open Homeowner Forum
- Executive Session

Director Edwards motioned to approve as presented, Director Buehler seconded; all were in favor 4-0.

MEETING MINUTE APPROVAL

The meeting minutes from October 27, 2022 were approved as presented.

Motion – Todd, second – Mark; all in favor 3-0; Director Buehler abstained from the vote.

ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING

CM Hannah announced the decisions made by the Board outside of a meeting:

- November 16, 2023: Termination of the contract with Lake Pro and approved a new contract with Lake Management to perform services twice a month, starting January 1, 2023, not to exceed \$21,000.00.
Approved 3-2, with Directors Edwards, Charo and Roesler approving and Directors Widener and Lawless abstaining.

- January 9, 2023: Insurance policy renewed with previous provider (Philadelphia), effective January 14, 2023 to January 13, 2024.

FINANCIAL REPORT

The Board was presented with the December 2022 Financials and year-end recap.

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items to be discussed. The Board requested to put a hold on the upcoming Spring Fling/Egg Hunt event, contingent on the Social Committee being officially formed.

ARC REPORT

Richard de Vries from the Architectural Review Committee joined the meeting to discuss a 2022 year-end recap of the ACC requests submitted, approved and denied.

BUSINESS

- The Board of Directors reviewed a proposal from Lake Management to perform an initial inspection on the transfer pump, not to exceed \$2,522.51. The Board agreed that this would be the first step, but requested that the proposal be updated by Lake Management to include deliverables, including but not limited to:
 - Remove the silt from the wet well
 - Diagnose the current status of the wet well
 - Diagnose the current status of the equalizer well
 CM Hannah to partner with Director Buehler to define the scope and changes to submit to Lake Management
- CM Hannah presented the cost to pull back all documents dating pre-2012 that are currently being stored at Iron Mountain, to review the documents and digitize some or all of those documents. Director Buehler motioned for the delivery of all documents from Iron Mountain, to review the documents and allow the Board to decide which documents to purge/digitize, and digitize the documents requested, in an amount not to exceed \$3,600.00. Director Edwards seconded; all directors in favor 4-0.
- The Board of Directors reviewed the officer positions after the Annual Election results were announced and the following positions were motioned by Director Charo:
 - President – Todd Edwards
 - Vice President – James Charo
 - Secretary – Mark Buehler
 - Treasurer – Kimberly Widener
 - Director at Large – Jeramy Roesler
 Director Edwards seconded the motion; all directors in favor 4-0.
- The Board of Directors discussed the possibility of forming multiple new committees presented by Director Buehler, to include Common Areas, Events & Social, Communication & Website, General Maintenance & Repairs, and Lawn & Landscape Maintenance Committees. Director Buehler motioned to form each committee and discussion ensued. Director Buehler withdrew his motion after an agreement to meet with the members of the community who had expressed interest in the Beautification & Landscaping Committee to obtain their feedback and the topic was tabled for discussion at the February meeting.
 - The Board of Directors also requested to ask the Association’s attorney about the roles and responsibilities of the General Maintenance & Repairs Committee, should it be formed. The General Maintenance & Repairs Committee was tabled indefinitely, pending establishment of the Events & Social and Beautification & Landscaping Committees.
- The Board of Directors reviewed the proposed 2021 Audit prepared by Gregory & Crutchfield, LLC. Director Charo motioned to accept the audit as presented. Director Buehler seconded the motion; all directors in favor 3-0. Director Buehler abstained from the vote.
- The Board of Directors reviewed three proposals presented by CM Hannah for the replacement of the mister, as well as one proposal to remove the mister. The discussion was tabled allow time to cap off the existing plumbing to see if there is a “simpler fix”, rather than full replacement. Director Buehler to review with the vendor.
- The Board of Directors reviewed the 2023 pool season information presented by CM Hannah for any possible changes to the pool season process this year. The Board opted not to host distribution events this year, due to lack of participation in the past. The following edit was requested by Director Buehler with no objections:

- Change the verbiage of “[t]he first two cards are free for any new registrant” to “[t]he first two cards are free for any new homeowner.

CM Hannah will purchase the wristbands and begin working on distributing the communication to homeowners. The Board also requested to create a GL on the Financials to show the cost associated with wristband distribution.

- The Board of Directors reviewed four proposals presented by CM Hannah to update the Reserve Study that was completed in 2021. Due to time constraints, the discussion was tabled for the next meeting and CM Hannah will resend the information separately to the Board Members for review.

HOMEOWNER FORUM

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

- Brenda Smith reported various landscaping concerns throughout the community including downed trees and branches from the recent storm, flower bed maintenance throughout the community and more. CM Hannah to follow up with Kiki Landscaping to address the outstanding issues.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:28 pm.

EXECUTIVE SESSION

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

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:50 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for February 23, 2023.

Minutes were approved on March 23, 2023 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

03.24.2023

Date

Hannah Maskevich



Spectrum Association Management

03.24.2023

Date

Signature Certificate

Reference number: OWDKW-MA3CA-Z4CGU-YJ888

Signer	Timestamp	Signature
Hannah Maskevich Email: hmaskevich@spectrumam.com Sent: 24 Mar 2023 12:47:59 UTC Signed: 24 Mar 2023 12:47:59 UTC		 IP address: 73.77.71.194 Location: League City, United States
Todd Edwards Email: toddsedwards1@gmail.com Sent: 24 Mar 2023 12:47:59 UTC Viewed: 24 Mar 2023 13:22:35 UTC Signed: 24 Mar 2023 13:23:05 UTC		 IP address: 73.6.100.4 Location: League City, United States
Recipient Verification: ✓ Email verified	24 Mar 2023 13:22:35 UTC	

Document completed by all parties on:
24 Mar 2023 13:23:05 UTC

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