

# **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 March 23, 2023, via Zoom.

### **IN ATTENDANCE**

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

- Todd Edwards (President) – dismissed self at 7:47 p.m.
- James Charo (Vice-President)
- Mark Buehler (Secretary)
- Jeramy Roesler (Member at Large) – joined for Executive Session at 7:32 p.m.

**The following Board Members were absent with apologies:**

- 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 6:34 p.m. by CM Hannah.

### **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 – February 2, 2023
- Announcement of Decisions Made Outside of a Meeting
- Financial Overview
- Administrative Calendar Review
- Initial Inspection Approval for Transfer Pump
- Formation of Committees
- Sidewalk Repairs
- Deck-o-Seal
- Reserve Study
- Mosquito Spray Contract Renewal
- Pool/Rec Center Pressure Washing
- Pool: Sand and Filter Change
- New Business
- 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 February 2, 2023 were approved, contingent on the addition of dates to the Announcement of Decisions Made Outside of a Meeting.

Motion – Director Edwards, second – Director Buehler; all in favor 3-0.

### **ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING**

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

- February 3: 4 tennis court lights replaced under warranty (labor costs only) for \$750.00; CM Hannah authorized.
- February 6: Wind nets reattached at tennis court for \$270.64; requested by Director Edwards.

- February 13: Electrical box cover installed near Lake 2 for \$460.07; requested by Director Buehler.
- March 5: Letter sent to one homeowner via Association’s attorney; Directors Edwards, Buehler and Charo approved with Directors Roesler and Widener abstaining.
- March 6: 2 payment plans set up per homeowner request; Directors Edwards, Buehler and Charo approved with Directors Roesler and Widener abstaining.
- March 13: Trash service set up for the pool season as GCA will no longer provide this service, not to exceed \$350.00 annually; CM Hannah authorized.
- March 16: Playground drain cleaned out at Rec Center Park for \$450.00; requested by Director Edwards.
- March 19: Timer replaced for the splash pad with the true cost pending not to exceed \$500.00 and diagnosis of activator button/Programmer; CM Hannah authorized.

**FINANCIAL REPORT**

The Board was presented with the February 2023 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.

**BUSINESS**

- The Board of Directors reviewed the proposal from Lake Management to perform an initial inspection of the transfer pump and equalizer line. Director Buehler motioned to approve the proposal as presented, not to exceed \$2,600.00. Director Edward seconded the motion and the motion passed 3-0.
- The Board of Directors reviewed the candidates for the Committees and Directors Buehler and Charo gave an update on the recent meetings held or scheduled for each committee. Director Edwards suggested to simplify the names of the committees to ‘Social Committee’ and ‘Landscape Committee’ for simplification, as well as suggested that a member of the Board act as liaison for the Social Committee. Director Buehler commented that the intent is to have a Board Member liaison, based on the upcoming meeting scheduled. The committees were formed with the following homeowners:

**Social Events Committee**

- Jackie Callahan
- Dinah Sylvester
- Melissa Rekoff
- Tricia Delgado
- Debbie Newton
- Brenda Smith
- Mark Moss
- James Charo\*
- Mark Buehler\*

**Landscape Committee**

- Matt Abernathy
- Esstell Botha
- Brenda Smith
- James Charo\*
- Mark Buehler\*

\*Board Member

- The Board of Directors reviewed three proposals from Concrete Raising Corp. (CRC), Tilted Concrete and Leveled Concrete to address several trip hazards and drainage concerns throughout the Rec Center. Director Buehler motioned to approve the proposal from CRC, not to exceed \$8,500.00. Director Edwards seconded the motion and the motion passed 3-0.
- The Board of Directors reviewed three proposals from Gulf Coast Aquatics, B. Cole & Associates and Advanced Aquatics to replace the Deck-o-Seal on the pool deck, not including the recently replaced deck-o-seal around the coping tiles. Director Buehler motioned to approve the proposal from Gulf Coast Aquatics not to exceed \$3,100.00. Director Edwards seconded the motion and the motion passed 3-0.
- The Board of Directors reviewed four proposals from Reserve Advisors, Global Reserves, Building Reserves and Community Association Reserves to renew the Reserve Study for the Association. Director Edwards motioned to approve the proposal from Building Reserves, to include the Preventative Maintenance Plan and Insurance Advisory Report, not to exceed \$5,800.00. Director Charo seconded the motion and the motion passed 3-0.
- The Board of Directors reviewed the contract renewal with Cypress Creek Pest Control for the 2023 season. Director Buehler motioned to approve the renewal to begin April 1, 2023 and ending October 31, 2023, not to exceed \$6,000.00. Director Edwards seconded the motion and the motion passed 3-0.
- The Board of Directors reviewed three proposals from Blue Wave, Houston Squeaky Clean and JAK Companies to pressure wash the Rec Center and pool area, prior to pool season. Director Buehler motioned to

approve the proposal from Houston Squeaky Clean not to exceed \$1,700.00. Director Edwards seconded the motion and the motion passed 3-0.

- The Board of Directors reviewed a proposal from Gulf Coast Aquatics to replace the sand in the filters prior to pool season. The Board requested to table this topic pending a meeting between Gulf Coast Aquatics and Director Buehler for additional information and explanation of the scope of work.

### **HOMEOWNER FORUM**

Homeowner's present were given the opportunity to present discussion items with the Board but no comments were made by homeowners.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 7:32 pm.

### **EXECUTIVE SESSION**

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

**Executive Session Meeting Minutes:** The executive meeting minutes from February 2, 2023 were approved as presented.

Motion – Director Buehler, second – Director Charo; all in favor 3-0.

**Variance Request(s):** The Board reviewed two variance requests and conditionally approved both requests.

**Legal Status Report:** The Board reviewed the recent Legal Status Report provided by the Association's attorney.

**Aging Report:** The Board approved to escalate 6 accounts to the attorney for further collection.

The Board reviewed the 145 accounts that are delinquent on their assessments for 2023 and approved to proceed with deactivation of amenity access for those accounts.

Motion – Director Charo, second – Director Roesler; all in favor 3-0

### **ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:25 p.m.

### **NEXT MEETING DATE**

The next Board Meeting is scheduled for April 27, 2023.

Minutes were approved on April 27, 2023 and attested to by:

*Todd Edwards*

\_\_\_\_\_  
Brittany Lakes Homeowners Association

05.26.2023

\_\_\_\_\_  
Date

*Hannah Maskevich*

\_\_\_\_\_  
Spectrum Association Management

05.26.2023

\_\_\_\_\_  
Date

# Signature Certificate

Reference number: MNNMZ-QU8ZF-NFZWQ-QEYR5

## Signer

## Timestamp

## Signature

### Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

26 May 2023 12:39:44 UTC

Signed:

26 May 2023 12:39:45 UTC

*Hannah Maskevich*

IP address: 73.77.71.194

Location: League City, United States

### Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

26 May 2023 12:39:44 UTC

Viewed:

26 May 2023 12:44:25 UTC

Signed:

26 May 2023 12:50:07 UTC

*Todd Edwards*

IP address: 73.6.100.4

Location: League City, United States

### Recipient Verification:

✓ Email verified

26 May 2023 12:44:25 UTC

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