

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 April 28, 2023, in person, at the Perry Family YMCA located at 1700 League City Parkway, League City, TX 77573.

IN ATTENDANCE

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

- Todd Edwards (President)
- James Charo (Vice-President)
- Mark Buehler (Secretary)
- Kimberly Widener (Treasurer) – via conference call – dismissed self at 7:45 p.m.
- Jeramy Roesler (Member at Large) – dismissed self at 8:27 p.m.

There were no Board Members absent from the meeting.

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 agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval – March 23, 2023
- Announcement of Decisions Made Outside of a Meeting
- Financial Overview
- Administrative Calendar Review
- CM Site Inspection
- Committee Reports
 - Architectural Control Committee
 - Landscaping Committee
- Initial Transfer Pump Findings
- Bench Replacements/Repainting
- Shade Structure – Pool Area (tabled)
- Pergola – Midway (tabled)
- Tree Removal per Homeowner Requests
- WPI-8 Certificate Work
- New Business
- Open Homeowner Forum
- Executive Session

MEETING MINUTE APPROVAL

The open meeting minutes from March 23, 2023 were presented for approval. The matter was tabled until the Board can have further review and discussion.

ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING

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

- Routine maintenance to pool motors approved in the amount of \$1,021.85.
Approved by Directors Edwards, Buehler and Charo.
- Sand and filter change for pool approved in the amount of \$2,910.06.
Approved by Directors Edwards, Buehler and Charo.
- Splash pad activator button replaced, approved in the amount of \$4,750.00.
Approved by Directors Edwards, Buehler and Charo.
- 1 fee waiver per homeowner request was denied by Director Edwards, Buehler and Widener
- Replacement signs ordered for the Rec Center and doggie stations throughout community in the amount of \$230.57.
Requested by Director Edwards
- Small hole and lifts in the tennis court fencing to be repaired the week of 4.24.2023, T&M not to exceed

\$500.00.

Authorized by CM Hannah.

FINANCIAL REPORT

The Board was presented with the March 2023 Financials.

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items.

CM INSPECTION REPORT

CM Hannah presented her findings from the Community Walkthrough and a list of recommended projects.

COMMITTEE REPORTS

The Architectural Review Committee presented the First Quarter ACC statistics of the community, which included 62 total requests, of which 51 were approved, 9 were denied and 2 were closed per homeowner request.

The Landscaping Committee reviewed their recent discussions and planning efforts for work on improving and enhancing landscaping throughout the community. The committee was wondering if some of the 2023 allocated budget for landscape improvements could be used to plant a couple test locations, such as around a couple monuments, in both irrigated and non-irrigated areas, which would assist in gather homeowners' feedback/input. Director Edwards expressed that the \$40,000 in the Landscaping budget line item was developed and allocated for replacing trees and plants that were removed and/or destroyed last year due to storm damage. Kiki would have some details of the locations throughout the community. He also expressed interest in the committee submitting its charter to the Board at the next Board meeting.

BUSINESS

- The Board of Directors welcomed Alan Bartling with Lake Management to discuss the status and findings of the previously approved work to clean out the wet well for the Transfer Pump. Mr. Bartling presented the team's findings and dimensions of the existing physical line and indicated that there's substantial silt at the equalizer inlet that they are still working on plans to clean/flush it out. The next step would entail investigation of the integrity of the discharge piping from Willow Pond to Lake 2. Director Buehler will partner with Mr. Bartling to refine the scope of work in the proposal Mr. Bartling presented, before the Board's takes is under further review/consideration for approval. Director Todd requested to get some idea of the entire work scopes, and Director Buehler indicated would develop an initial high-level strawman.
- The Board of Directors reviewed three proposals provided by McKenna, Aim-Tech and Adventure Playgrounds, and approved the proposal from McKenna to replace 13 benches throughout the community for a total of \$15,339.03, to include the removal of the previous benches. The new black metal mesh benches will address minor needed bench repairs and match prior benches installed for aesthetics.

Motion – Director Edwards, second – Director Roesler; approved 3-1-1 with Director Buehler in opposition and Director Widener abstaining from the vote.

- Due to time constraints, the Board tabled the discussion regarding painting the metal shade structure and replacing the fabric cover on the shade structure at the pool.
- Due to time constraints, the Board tabled the discussion regarding repainting the pergolas at Midway Park.
- The Board of Directors reviewed two homeowner requests to remove several trees throughout the community. The Board unanimously approved the removal of one tree but tabled the decision for remaining trees pending Board inspection.

Motion – Director Roesler, second – Director Buehler; approved 4-0

- The Board of Directors reviewed and approved needed replacement to the metal roof attachment nails/screws installed on the pool houses, pavilion and front tower in the amount of \$4,400 + tax. This was necessary in order to secure the state insurance permit which is necessary before the HOA can purchase Windstorm insurance.

Motion – Director Edwards, second – Director Charo; approved 4-0

HOMEOWNER FORUM

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

- Brenda Smith recommended including Directors Buehler and Charo in the Social Events Committee listed in

the previous meeting's minutes and complimented the recent work completed on the sidewalks in the Rec Center.

- Ahmed El-Rasheedy had a concern regarding a private matter on his account. CM Hannah to follow up individually.

NEW BUSINESS

CM Hannah discussed the ongoing issues with the Access System for the magnetic pool and tennis court locks. Due to the controller not functioning appropriately, the system will remain demagnetized for the season and access will be allowed solely on wristbands. Self-closing latches will be installed on the pool entrance gates to comply with Galveston County Health & Safety Code.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 7:57 pm.

EXECUTIVE SESSION

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

Variance Request(s): The Board reviewed two homeowner's variance requests.

The first related to a homeowner's request regarding a fence that was built with treated wood fence planking. The Board unanimously approved the request.

The second related to a homeowner's request regarding the installation of a metal roof, which the Board conditionally approved.

Legal Status Report: The Board of Directors met with the Association's attorney regarding an ongoing Legal Matter with one homeowner.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 8:59 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for May 25, 2023.

Minutes were approved on May 25, 2023 and attested to by:

Todd Edwards

Hannah Maskevich

Brittany Lakes Homeowners Association

Spectrum Association Management

05.26.2023

05.26.2023

Date

Date

Signature Certificate

Reference number: IKAHS-QG5YE-NNW6J-5JTVT

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

26 May 2023 12:49:25 UTC

Signed:

26 May 2023 12:49:25 UTC

Hannah Maskevich

IP address: 73.77.71.194

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

26 May 2023 12:49:25 UTC

Viewed:

26 May 2023 12:53:01 UTC

Signed:

26 May 2023 12:54:06 UTC

Todd Edwards

IP address: 73.6.100.4

Location: League City, United States

Recipient Verification:

✓ Email verified

26 May 2023 12:53:01 UTC

Document completed by all parties on:

26 May 2023 12:54:06 UTC

Page 1 of 1



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