

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 May 25, 2023, via Zoom.

IN ATTENDANCE

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

- Todd Edwards (President) – joined at 6:40 p.m.
- James Charo (Vice-President)
- Mark Buehler (Secretary)
- Kimberly Widener (Treasurer) – dismissed self at 9:06 p.m.

The following Board Members were absent with apologies:

- Jeramy Roesler (Member at Large)

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 agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval – 03.23.2023 + 04.28.2023
- Announcement of Decisions Made Outside of a Meeting
- Financial Overview
- Administrative Calendar Review
- CM Site Inspection + Pending Projects Update
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- Transfer Pump Discussion
- Filter Replacement
- Pond Pressure Washing
- Shade Structure – Pool Area
- Pergola – Midway
- Tree Removal per Homeowner Request – 2148 Brittany Colony Dr.
- Kiddie Mulch Installation
- Monuments Pressure Washing + Letter Painting
- Access System Upgrade
- New Business
- Open Homeowner Forum
- Executive Session

MEETING MINUTE APPROVAL

The open meeting minutes from March 23, 2023 were presented and conditionally approved pending the change from “Events Committee” to “Landscape Committee” and “Social Committee” to “Social Events Committee”.

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

The open meeting minutes from April 28, 2023 were reviewed and approved as presented.

Motion: Director Buehler, second – Director Charo; 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:

- Removal and attempted relocation of one Magnolia tree at the Landing Blvd. monument in response to the City’s turn-lane project in the amount of \$300.00.
Requested by Director Buehler
- Latches installed on pool gates in the amount of \$250.00.
Authorized by CM Hannah

FINANCIAL REPORT

The Board was presented with the April 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.

Regarding the fence reattachments and picket replacements that were recommended, Director Buehler requested starting an ongoing list/count of work needing to be done on the fence to determine outstanding life.

COMMITTEE REPORTS

Landscaping Committee: Directors Buehler and Charo provided an update to the Landscaping Committee Charter and Vision. Also, discussed the ongoing discussions involving freeze damage replacements and committee's work on templates and typical type of tree replacements.

Social Events Committee: Directors Buehler and Charo provided an update to the Social Events Committee Charter and Vision, including a survey the committee wants to send out to the homeowners. Also, discussed the ongoing committee work including National Night Out planning and some potential additional events, such as a Back-to-School movie night.

Architectural Review Committee: There were no representatives from the ARC to report. There was brief discussion regarding the ongoing edits to the ACC Guidelines, which are still under review by the ACC and will be sent to the Board of Directors after ACC completes their development.

BUSINESS

- Director Buehler presented his discussion with Alan Bartling, with Lake Management regarding the transfer pump system and presented a proposed Strawman Transfer Pumping System Project Plan including the steps required to get the pump operational, as well as the next proposed step and pricing provided by Lake Management.
- The Board of Directors reviewed and approved the presented proposal from Gulf Coast Aquatics to replace one sand filter in the pool pump room in the amount of \$2,542.47.
Motion – Director Edwards, second – Director Charo; all in favor 4-0
- The Board of Directors was presented with three proposals to pressure wash the small fountain pond near the pool house. The Board requested to ask if Blue Wave can complete the project without chemicals and what the cost would change (if any) and opted to approve via email.
- The Board was presented with three proposals to refurbish the metal structure and replace the canopy of the shade structure at the pool area. The Board approved the proposal from McKenna Contracting in the amount of \$5,737.25, with the metal structure to be in the color 'Black' and the shade structure to be 'Pearl Onyx'. Since the work will take a couple day, CM Hannah will check with McKenna to see if they can perform the work on a couple of Mondays vs. isolating the structure area.
Motion – Director Edwards, second – Director Charo; all in favor 4-0
- The Board of Directors was presented with three proposals to repaint the pergolas at Midway Park and approved the proposal from BlueWave in the amount of \$757.75, with the color to be determined by Director Widener.
Motion – Director Buehler, second – Director Charo; all in favor 4-0
- The Board revisited a tree removal request from a homeowner which was tabled for further review.
- The Board was presented with four proposals to excavate and refill kiddie mulch in various playgrounds throughout the community. Director Buehler had some outstanding questions for McKenna and Aim-Tech, and the Board requested to table for email approval, based on the answers to those questions.
- The Board of Directors reviewed three proposals to pressure wash the monuments and brick columns and repaint the lettering. After discussion and review of the budget, the Board requested to table this project for next year and plan for this in the budget.
- There was brief discussion on the need to replace the access system due to ongoing issues with the controller. The Board discussed wanting to replace with a system similar to what was existing, but are open to other options, depending on the cost associated with them. CM Hannah will start soliciting proposals from various vendors to replace to present options for off-season resolution.

NEW BUSINESS

There were no new business items discussed during New Business.

HOMEOWNER FORUM

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

- Brenda Smith inquired about the warranty work to be completed at the front entrance tower. CM Hannah announced that this is pending a scheduled date from CertaPro and it was unclear if the warranty would renew with the new project, but additional clarification to come.
- Hanan Hussein inquired about a personal account question regarding the time allowed between property notices. CM Hannah will follow up with the homeowner privately.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:25 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 requests to remove the two trees in their yards. One was conditionally approved with the requirement to plant one new tree and the other was approved with no stipulations since their request included installing one tree.

Aging Report: The Board of Directors reviewed the current Aging Report. No accounts were approved for escalation to the Association’s attorney for further collections.

Violation Report: The Board of Directors reviewed the current Violation List and approved 9 accounts to go to Legal for Deed Restriction Violations. The Board of Directors also approved the force maintenance of 1 lot.

There was also brief discussion regarding 1 long-term extension request by a homeowner.

Legal Status Report: The Board of Directors reviewed the most recent Legal Status Report provided by the Association’s attorney.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:32 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for June 22, 2023

Minutes were approved on June 22, 2023 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

07.28.2023

Date

Hannah Maskevich

Spectrum Association Management

07.28.2023

Date

Signature Certificate

Reference number: VTGCQ-TXYQ3-4OGUE-AUJCI

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

28 Jul 2023 14:06:58 UTC

Signed:

28 Jul 2023 14:06:58 UTC

Hannah Maskevich

IP address: 50.206.108.98

Location: League City, United States

Todd Edwards

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Sent:

28 Jul 2023 14:06:58 UTC

Viewed:

28 Jul 2023 15:47:47 UTC

Signed:

28 Jul 2023 15:49:09 UTC

Todd Edwards

IP address: 76.74.90.194

Location: Baytown, United States

Recipient Verification:

✓ Email verified

28 Jul 2023 15:47:47 UTC

Document completed by all parties on:

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