

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 July 27, 2023, at the Perry Family YMCA located at 1700 League City Pkwy, 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)

The following Board Members were absent with apologies:

- Kimberly Widener (Treasurer)
- Jeramy Roesler (Member at Large)

Representing Spectrum Association Management, LP was:

- Hannah Maskevich (Community Manager – CM)
- Mallory Partin (Community Manager – CM)
- Tiffany Sanford (Client Relations Manager – CRM)

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 – 05.25.2023
- Announcement of Decisions Made Outside of a Meeting
- Financial Overview
- Administrative Calendar Review
- CM Site Inspection + Pending Projects Update
- Administrative Calendar Overview
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- ARC Vacancy
- Transfer Pump Discussion
- Fence Walkthrough
- Mister Replacement
- Notes Payable to Developer
- Newsletter
- Initial Budget Conversation
- New Business
- Open Homeowner Forum
- Executive Session

MEETING MINUTE APPROVAL

The open meeting minutes from May 25, 2023 were reviewed and approved as presented.

Motion – Todd, second – James; 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:

- Wind/hail insurance policy bound not to exceed the amount of \$1,520.00.
 - Approved by Directors Buehler, Widener, Edwards and Charo
- Pond pressure washing approved to be completed in the amount of \$500.00, to include the park rules sign.
 - Approved by Directors Buehler, Charo, Widener and Edwards
- The Board of Directors denied the homeowner request to remove 4 trees on HOA property.
 - Denied by Directors Buehler, Edwards and Widener
- Fence repairs approved to be completed due to vehicle accident on HOA fence in the amount of \$650.00.
 - Approved by Directors Edwards, Buehler and Charo

- Brick column cap approved to be reset in the amount of \$684.00.
 - Authorized by CM Hannah
- Large reported beehive relocated in the amount of \$550.00.
 - Authorized by CM Hannah
- Tree to be removed on Landing in the amount of \$622.44.
 - Authorized by CM Hannah
- Men's restroom toilet to be replaced for the amount of \$830.00.
 - Authorized by CM Hannah

FINANCIAL REPORT

The Board was presented with the June 2023 Financials.

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items. The Board discussed the renewal of the landscaping contract and agreed to continue to renew with Kiki Landscaping for the upcoming year.

CM INSPECTION REPORT

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

DEED RESTRICTIONS REVIEW

The Board of Directors was presented with a Violations Summary from Spectrum regarding the annual violations written and given trends on recent occurrences.

COMMITTEE REPORTS

Landscaping Committee: Director Buehler motioned to adopt the previously proposed Landscape Committee Charter and Vision. The motion failed due to no second. Director Edwards requested to meet offline regarding some recommended changes to the documents. The conversation was tabled for review/decision via email. There was also discussion around continuing the process on replacing plants/trees that were damaged in the 2021 freeze.

Social Events Committee: Director Buehler presented the Events Committee's proposals for Back-to-School Movie Night and National Night Out. Director Buehler motioned to release \$4,500.00 from the Community Events budget item for both these events. The motion was seconded by Director Edwards, and all were in favor (3-0). Director Buehler also motioned to send out a survey to homeowners via eBlast to solicit feedback on potential upcoming events for the community. The motion was seconded by Directors Edwards and the motion pass unanimously.

Architectural Review Committee: There were no representatives from the ARC to report. CM Hannah presented a brief overview of the ACC requests from Quarter 2 (April – June).

BUSINESS

- The Board of Directors discussed the current vacancy on the ARC, left by Michael Stirrat, who moved out of the community. The Board reviewed a proposed eBlast drafted by CM Hannah and agreed to send out the eBlast with a couple minor edits. CM Hannah to make those edits for final approval via email.
- The Board of Directors discussed the meeting with Directors Edwards, Buehler, and Charo, along with PMC, Inc. and Kiki Landscaping. The Board is currently waiting for the cost to replace both pump systems from PMC, the original manufacturer/installer of the pump system. The Board also reviewed a proposed timeline for project completion and agreed on approximately April 2023, barring any delays. CM Hannah also presented an irrigation analysis on the system, if fully functional, to the Board of Directors.
- The Board of Directors reviewed and approved a Time & Materials quote from BlueWave Contracting to complete the necessary fence repairs throughout the community, not to exceed \$5,000.00.
Motion – Mark, second – Todd; all in favor 3-0
- CM Hannah presented three proposals to replace the mister at the Rec Center, as well as one proposal to remove the mister fully. Director Buehler requested on additional time to locate parts to repair the current mister. Directors Charo and Edwards agreed to one additional month but requested new proposals for an upgraded mister for review in August, if Director Buehler is unable to locate those parts.
- The Board of Directors approved to remove the amount of \$173,722.08 currently allocated on the Association's

Financial Packet to ‘Notes Payable to Developer,’ pursuant to the Association’s CPA’s recommendation. This recommendation was based on the alleged amount owed to the Developer being outside of the Statue of Limitations for Debt Collection, as well as previous payment attempts made by the Association, which were returned.

Motion – Mark, second – James; all in favor 3-0

- CM Hannah presented a proposal from Prepared Publishing to develop and distribute a newsletter periodically to homeowners. The Board requested to investigate possible companies that may offer advertising to help offset the cost. Director Buehler also revisited forming a Communications Committee as another option.
- CM Hannah presented the first draft of the 2024 budget for Board Review. The Board is currently waiting for the updated Reserve Study to be completed and returned, however CM Hannah requested that the Board review the budget offline and be prepared for further discussion in the August meeting.

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:

- Moria Alva requested information on the fence line that backs up to her home and who’s responsible for the replacement of the fence. CM Hannah to follow-up with the homeowner individually after review.
- Moria Alva also provided a few pieces of feedback to Kiki Landscaping regarding crape myrtles.
- Michael Kessar also provided feedback for Kiki Landscaping, regarding the recently replaced seasonal flowers. The Board advised that unfortunately, due to the ongoing transfer pump issues, most of the landscaping beds are not currently being watered, but the Kiki contract included 3 seasonal color change-outs.
- Victor Nelson provided positive feedback regarding the in-person meetings.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:22 pm.

EXECUTIVE SESSION

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

Legal Counsel Meeting: The Board of Directors met with the Association’s attorney(s) regarding ongoing Association legal matters.

Aging Report: The Board of Directors reviewed the current Aging Report and approved to send 22 accounts to the Association’s attorney for further collections.

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 August 24, 2023.

Minutes were approved on August 24, 2023 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

08.25.2023

Date

Hannah Maskevich

Spectrum Association Management

08.25.2023

Date

Signature Certificate

Reference number: SRTPP-DICQU-CSUZ3-NCBYE

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

25 Aug 2023 13:49:40 UTC

Signed:

25 Aug 2023 13:49:40 UTC

Hannah Maskevich

IP address: 50.206.108.98

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

25 Aug 2023 13:49:40 UTC

Viewed:

25 Aug 2023 14:03:31 UTC

Signed:

25 Aug 2023 14:11:16 UTC

Todd Edwards

IP address: 73.6.100.4

Location: League City, United States

Recipient Verification:

✓ Email verified

25 Aug 2023 14:03:31 UTC

Document completed by all parties on:

25 Aug 2023 14:11:16 UTC

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