

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 August 24, 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)

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:

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| <ul style="list-style-type: none">• Call to Order• Agenda Review and Approval• Meeting Minute Approval – 07.27.2023• Announcement of Decisions Made Outside of a Meeting• Financial Overview• Administrative Calendar Review• CM Site Inspection + Pending Projects Update• Administrative Calendar Overview• Committee Reports<ul style="list-style-type: none">○ Landscaping Committee○ Social Events Committee○ Architectural Control Committee• ARC Vacancy | <ul style="list-style-type: none">• Transfer Pump Discussion• Mister Replacement• Newsletter• Rec Center Pavilion• Landscaping Enhancements• Kiddie Mulch Replacement• Trash Can Replacement• Holiday Decorations• Light Pole Replacement• 2024 Budget + Reserve Study Review• Backflow Replacement• New Business• Open Homeowner Forum• Executive Session |
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MEETING MINUTE APPROVAL

The open meeting minutes from July 27, 2023 were reviewed and approved with one edit.

Motion – Todd, second – Mark; 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:

- Well permit renewed in the amount of \$26.00.
- Reimbursement to Director Buehler for miscellaneous items for landscaping committee in the amount of \$63.88.
- A/C Unit replaced for the media room in the amount of \$893.83.
 - Requested by Director Charo; authorized by CM Hannah.
- Doggie station replaced along Hobbs Rd. No cost associated due to extra in the guard room.

FINANCIAL REPORT

The Board was presented with the July 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

Landscaping Committee: Directors Buehler and Charo provided a brief report on the Landscape Committee and requested to discuss with Kiki Landscaping the option to use the cost associated with the seasonal color change-outs toward either the tree replacement or monument replacement projects. CM Hannah to follow up with Kiki on this possibility.

Social Events Committee: Directors Buehler and Charo provided a brief report on the Social Events Committee and CM Hannah discussed the results of the Events Feedback Survey. Feedback was shared about Movie Night being successful and takeaways were shared for follow-up. National Night Out planning is ongoing and scheduled for October 3, 2023.

Architectural Review Committee: There were no representatives from the ARC to report. The vacancy for the ARC was mentioned to homeowners present and the Board requested to review the ARC Candidates during Executive Session.

BUSINESS

- The Board of Directors discussed the current vacancy on the ARC and CM Hannah presented the candidates that had provided submissions listed below:
 - Richard Roderman
 - Jeff Ryall
 - Jason Shreve
 - Marco Garcia
 - Donna Stockton
 - Imelda Yopez

The Board of Directors will review the candidates receive and appoint member(s) via email and/or announce the appointment at the next Board Meeting.

- The Board of Directors reviewed the two proposals from PMC, Inc. to replace the two stations located at Willow Pond and Lake 2. CM Hannah announced that we are also waiting on at least one other proposal from several requested vendors with a deadline of August 30, 2023. Once received, the additional proposal will be uploaded/sent to the Board for review, questions and possible site visit with each vendor.
- CM Hannah presented several options for the Mister Replacement or Removal at the Rec Center. Director Buehler requested additional time to reach out to the vendors providing a “standard mister” to see if the components could be worked into the current mister. The Board agreed to one additional month, but would like to make a decision by the end of September.
- The Board of Directors discussed the possibility of hosting a newsletter for the community at least twice a year. CM Hannah will email a couple examples of each vendor for Board review and decision via email.
- CM Hannah presented three proposals from Blue Wave, Statewide and CertaPro to complete pressure washing, rust treating, painting and Blok-Lok Sealant application on the pavilion between the pool and the tennis court. The Board conditionally approved the proposal from Blue Wave Contracting in the amount of \$1,700 + tax, so long as the proposal included 2 coats of Blok Lok.
Motion – Mark, second – Todd; all in favor 3-0
- The Board of Directors reviewed the proposal from Kiki to install approximately 56 trees throughout the community. CM Hannah announced that we are waiting on at least one more proposal from several requested vendors to provide competitive pricing. Once received, these will be provided to the Board and the Landscape Committee for review and approval (by the Board). Landscape Committee to assist in the planting planning prior to the installation.
- The Board of Directors reviewed three proposals for the installation of the Kiddie Mulch. After further review, the Board requested that each vendor update the proposal to state that the scope would include “removal of debris to allow for a 9” depth, within 1” of the top of the play area.” CM Hannah to follow up with each vendor.
- CM Hannah presented three proposals to replace the trash cans throughout the community and, after review of the budget and based on the pricing, the Board requested to pursue this project in a phased approach.

- The Board of Directors reviewed multiple proposals for Holiday Decorations to be installed for this year. The Board of Directors approved the proposal from American Outdoor with the same set up as previous years, in the amount of \$6,156.00.
Motion – Mark, second – Todd; all in favor 3-0
- CM Hannah presented a proposal from McWilliams Electric to replace a light pole in the Rec Center that is rusting at the bottom. The Board approved the proposal not to exceed \$3,120.00 to replace the pole and the light fixture.
Motion – Mark, second – Todd; all in favor 3-0
- The Board of Directors briefly reviewed the 2024 budget but requested to host a Reserve Study /Budget Workshop to discuss the results of the Reserve Study prior to finalizing the budget.
- CM Hannah presented a proposal from Kiki Landscaping to replace one backflow at the Rec Center. The proposal was approved in the amount of \$1,870.83.
Motion – Mark, second – James; all in favor 3-0.

NEW BUSINESS

CM Hannah presented a discussion with Director Charo regarding Flock Safety pricing for the community. CM Hannah will follow up with Flock for pricing for the community for presentation.

HOMEOWNER FORUM

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

- Pam Wright and Julie Jedlicka inquired about property notices and the cost associated with the notices sent out.

With no further business to discuss in the open forum, the general membership was dismissed, and the Board entered executive session at 8:34 pm.

EXECUTIVE SESSION

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

Violation Report: The Board of Directors reviewed the current Aging Report and approved to send 4 accounts to the Association’s attorney for further escalation efforts.

Legal Status Report: The Board of Directors discussed upcoming litigation matters.

Deactivation of Accounts: The Board of Directors approved the deactivation/restriction of one account to the common areas for a 12-month period.

Motion – Todd, second – James; the motion passed 2-1, with Director Buehler opposing and requesting the deactivation be through September 30, 2023.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:00 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for September 28, 2023.

Minutes were approved on September 19, 2023 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

09.20.2023

Date

Hannah Maskevich

Spectrum Association Management

09.20.2023

Date

Signature Certificate

Reference number: ZFDBP-DPMPB-YQQKP-SM9PY

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

20 Sep 2023 13:49:56 UTC

Signed:

20 Sep 2023 13:49:57 UTC

Hannah Maskevich

IP address: 50.206.108.98

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

20 Sep 2023 13:49:56 UTC

Viewed:

20 Sep 2023 15:07:42 UTC

Signed:

20 Sep 2023 15:09:48 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

20 Sep 2023 15:07:42 UTC

IP address: 73.6.100.4

Location: League City, United States

Document completed by all parties on:

20 Sep 2023 15:09:48 UTC

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