

Brittany Lakes Homeowner Association, Inc.
Reconvened Annual Meeting of the Members
Minutes

December 15, 2022

Pursuant to the Bylaws of the Brittany Lakes Homeowners Association, Inc. a Reconvened Annual Meeting of the Members was duly called and held on December 15, 2022, via Zoom meeting. The meeting was called to order at 6:32 p.m.

IN ATTENDANCE

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

- Todd Edwards (President)
- James Charo (Vice-President)

The following Board Members were absent with apologies:

- Kimberly Widener (Treasurer)
- Jeramy Roesler (Secretary)
- Diana Lawless (Member at Large)

Representing Spectrum Association Management, LP was:

Community Manager - Hannah Maskevich

PROOF OF NOTICE

The membership was presented with a copy of a meeting notice which was mailed and emailed out to the membership announcing the meeting.

DETERMINATION OF QUORUM

Representing the Members of the community were 67 homeowners present in person and via proxy. The Governing Documents state that the reconvened quorum is met at 2.5% of the membership (32 members). Quorum has been met.

INTRODUCTIONS

The membership present was introduced to the current sitting Board of Directors and the Community Manager from Spectrum Association Management.

2021 ANNUAL MEETING MINUTE APPROVAL

The Board and membership were provided a copy of the 2021 Annual Meeting Minutes for review and were approved as presented:

Motion – Todd, second – James; all in favor, no oppositions

FINANCIAL REPORT

The financial report was provided to the Membership showing the financial overview of 2021, as well as the year-to-date financial overview of 2022.

Year-end 2021:

Operating account(s) - \$468,655.31
Reserve account(s) - \$352,786.39

Year-end 2022:

Operating account(s) – \$310,809.71
Reserve account(s) – \$567,437.95

The fiscal year for 2021 ended \$77,226.00 under budget. 2022 is projects to end approximately \$46,301.27 under budget. The Association is currently 98% collected for 2022 Assessments.

2021-2022 PROJECT OVERVIEW

The following projects were completed during 2021-2022:

- Shower replaced at the pool
- Pool re-plaster mostly completed; vendor will return for warranty work in the Fall
- Canopy replaced at Longspur Park
- Tree trimming at the Rec Center

- Mailboxes pressure-washed and repainted throughout neighborhood
- Security cameras replaced throughout the neighborhood
- Sidewalk repairs and pavers replaced at Longspur Park
- Benches replaced at the Rec Center
- Free Little Library installed at the Rec Center – Emma Downs (Brittany Lakes resident Community Project)
- Grill replaced at Rec Center and brick repairs
- Picnic tables replaced at the pavilion
- Splash pad repainted (surface and features)
- Parking lot pressure washed and restriped
- Tennis court resurfaced
- New pool rules and tennis court rules filed with the County
- Landscaping replaced at the pool area

The following projects are anticipated for discussion/completion in 2022:

- Repairs to the transfer pump that connects to the irrigation system
- Continued emphasis on landscaping enhancements throughout the community (tree trimming, planting new trees, landscaping bed change-outs)
- Fence repairs throughout the community
- Sidewalk repairs throughout the Rec Center
- Additional parking at the Rec Center
- New Deck-o-Seal on pool deck
- Shade structure refurbishment in the pool
- Mister replacement at the Rec Center
- Pool light replacement
- Kiddie mulch dig out and replacement

ANNOUNCEMENT OF ELECTION RESULTS

Spectrum announced the Board Election session and noted there were two open seats and three candidate solicitations had been received. Spectrum announced that the winners of the election were Mark Buehler and Kimberly Widener. Congratulations!

OPEN HOMEOWNER FORUM

The Board of Directors opened the meeting for any homeowners in attendance that may have questions or concerns. The following items were discussed:

- Greg Ellis inquired if the City would allow for City Water to fill Willow Pond, if reconnecting the transfer pump for irrigation purposes. It was communicated that there is currently discussion as to if replacing the transfer pump is the most economical decision for the community, or just utilizing City water instead. The Board is hoping to discuss this project in depth during the January meeting.
- Mark Buehler inquired about funds that were not utilized in last year’s budget and where those funds went. It was announced that those funds were maintained in the Operating account(s) in anticipation of additional projects anticipated in 2022.
- Brenda Smith reported that the holiday lights at the Brittany Lakes monument were 1/3 lit. CM Hannah will coordinate with American Outdoor to ensure they are fixed and let homeowners know to continue reporting any issues for quick resolution.
- Mark Buehler inquired about the January meeting date.
- Brenda Smith gave positive feedback regarding the tree trimming project that is wrapping up throughout the streets in the neighborhood and asked about the plans to fix fences throughout the community. It was announced that there is ongoing Board discussion regarding the fences needing to be maintained for early 2023 completion.

ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 7:09 p.m.

Todd Edwards

Brittany Lakes Homeowners Association

10.30.2023

Hannah Maskovich

Spectrum Association Management

10.30.2023

Signature Certificate

Reference number: SHNW4-D8RUI-JVAMN-9DFMR

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

30 Oct 2023 14:58:44 UTC

Signed:

30 Oct 2023 14:58:45 UTC

Hannah Maskevich

IP address: 73.77.71.194

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

30 Oct 2023 14:58:44 UTC

Viewed:

30 Oct 2023 21:56:35 UTC

Signed:

30 Oct 2023 21:58:56 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

30 Oct 2023 21:56:35 UTC

IP address: 107.77.236.169

Document completed by all parties on:

30 Oct 2023 21:58:56 UTC

Page 1 of 1



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