

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 October 26, 2023, at the Perry Family YMCA located at 1700 League City Pkwy, League City, TX 77573. The meeting was also available for virtual attendance via Zoom.

IN ATTENDANCE

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

- Todd Edwards (President) – joined virtually.
- James Charo (Vice-President)
- Kimberly Widener (Treasurer)
- Richard Roderman (Member at Large)

There were no Board Members absent with apologies.

Representing Spectrum Association Management, LP was:

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

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 7:46 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
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- Flock Safety – Guest Speaker, Lupe Wood
- Fining Policy Update
- Holiday Decorating Contest
- Initial 2024 Pool Season Discussion
- New Business
- Open Homeowner Forum
- Executive Session

ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING

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

- Board approved the replacement of two irrigation transfer pumps, in the amount of \$62,000 each (total of \$124,000 + tax).
Approved by Directors Edwards, Charo and Widener
- Board approved the replacement of three light bulbs at the parking lot and replacement of photocell for the lights at the Rec Center from McWilliams Electric, not to exceed \$1,250.00.
Approved by Directors Edwards, Charo and Widener
- Meeting minutes from September's meeting were approved via email to finalize the Morgan Stanley funds transfer – posted to the Association's website.
- Repairs to Willow Pond fountain #1 was approved to be completed by Lake Management in the amount of \$2,051.35.
Approved by Directors Edwards, Charo and Widener

FINANCIAL REPORT

The Board was presented with the September 2023 Financials.

ADMINISTRATIVE CALENDAR OVERVIEW

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

COMMITTEE REPORTS

Landscaping Committee: No current updates were announced.

Social Events Committee: Brenda, Dinah and Debbie with the Social Events Committee announced that the Fall Festival had a great turnout! There was interest announced in pursuing another movie night around the holiday time with a Polar Express viewing.

Architectural Review Committee: No current updates were announced.

BUSINESS

- The Board of Directors reviewed an updated Fining Policy with new verbiage as required by the 2023 Legislative Session (Property Code 209) and was approved as presented. The Board of Directors requested additional conversation around some possible edits to the policy.
Motion – Richard, second – Kimberly; all in favor 4-0
- The Board of Directors and Social Committee discussed the 2023 Holiday Decorating Contest and approved to host the contest again this year with the same process as 2022. The Board also approved the gift card amounts as follows: 1st place = \$100, 2nd place = \$75, 3rd place = \$50.
Motion – Richard, second – Kimberly; all in favor 4-0
- The Board of Directors briefly discussed the 2024 pool season and agreed to the design presented by CM Hannah.

NEW BUSINESS

- Director Edwards requested to start looking at quotes for the fence staining project. CM Hannah advised that this is on the list of upcoming Requests for Proposals and will send to the Board to approve the scope of work prior to sending out to vendors.

HOMEOWNER FORUM

Homeowner's present were given the opportunity to present discussion items with the Board but no further comments were made.

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.

Homeowner Hearing Request: The Board of Directors reviewed one payment plan request presented by a homeowner and approved with stipulations.

Executive Meeting Minutes: The Executive meeting minutes from September 19, 2023 were reviewed and approved as presented.

Motion – Todd, second – James; all in favor 4-0

Aging Report: The Board of Directors reviewed the current Aging Report and approved to send 2 accounts to the Association's attorney for further enforcement efforts.

Violation Report: The Board of Directors reviewed the current Violation Report and did not send any accounts to the Association's attorney.

Legal Status Report: The Board of Directors discussed the recent Legal Status Report provided by Hoover Slovacek.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 8:52 p.m.

NEXT MEETING DATE

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

Minutes were approved on November 28, 2023 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

12.01.2023

Date

Hannah Maskevich

Spectrum Association Management

12.01.2023

Date

Signature Certificate

Reference number: ZUDDR-Y7BEZ-5AGDJ-QFGUH

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

01 Dec 2023 20:14:34 UTC

Signed:

01 Dec 2023 20:14:34 UTC

Hannah Maskevich

IP address: 73.77.71.194

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

01 Dec 2023 20:14:34 UTC

Viewed:

01 Dec 2023 20:15:17 UTC

Signed:

01 Dec 2023 20:15:46 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

01 Dec 2023 20:15:17 UTC

IP address: 107.77.222.150

Location: San Antonio, United States

Document completed by all parties on:

01 Dec 2023 20:15:46 UTC

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