

# **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 November 29, 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)
- Richard Roderman (Member at Large)

**The following Board Members were absent with apologies:**

- Kimberly Widener (Treasurer)

**Representing Spectrum Association Management, LP was:**

- Hannah Maskevich (Senior Community Manager – CM)

### **DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 6:29 p.m. by Director Charo.

### **AGENDA REVIEW AND APPROVAL**

CM Hannah presented the agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- CM Site Inspection and Projects Update
- Committee Reports
  - Landscaping Committee
  - Social Events Committee
  - Architectural Control Committee
- Appointment of Officers
- Fence Re-stain RFP
- Attorney Engagement
- Pool light/Step Tile Replacement
- Flock Safety
- New Business
- Open Homeowner Forum
- Executive Session

### **MEETING MINUTE APPROVAL**

The open meeting minutes from October 26, 2023 were reviewed and approved as presented.

Motion – Todd, second – Richard; 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:

- The replacement of the fountain power cord (Willow Pond) was approved for replacement in the amount of \$1,391.11 (separate from the previously approved light cord).  
*Approved by Directors Edwards, Widener and Roderman*
- TWIA Wind Coverage premium increased to \$4,583.00 due to reclassification of structures and increase in values based on Insurance Advisory Report.
- The monuments were approved to be pressure washed and the letters painted, along with the brick columns throughout the wood fencing pressure washed, in the amount of \$13,136.14.  
*Approved by Directors Roderman, Charo and Widener; Directors Edwards voted for Houston Squeaky Clean*

## **FINANCIAL REPORT**

The Board and Membership were presented with the October 2023 Financials.

The Board also discussed CD options and requested additional information including the budgeted reserve expenditures for 2024. CM Hannah to follow up via email for approval.

## **ADMINISTRATIVE CALENDAR OVERVIEW**

The Board of Directors reviewed the upcoming events throughout the community and maintenance items for the remainder of 2023, as well as 2024.

## **CM SITE INSPECTION**

CM Hannah announced the items noticed on the recent CM site inspection as well as provided an update to current projects.

## **COMMITTEE REPORTS**

**Landscaping Committee:** The Landscaping Committee informed the Board and Membership of a recent meeting the Kiki Landscaping and the plan through Spring 2024 to address the monument planting, after the irrigation system is fully operational.

The Board of Directors reviewed the proposed Landscape Committee Charter and approved with one edit.

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

**Social Events Committee:** The Social Committee informed the Board and Membership of the plans for the proposed golf cart parade and movie night. It was also advised that the Committee would like to pursue this event for Fourth of July, Halloween and Christmas.

**Architectural Review Committee:** No current updates were announced.

## **BUSINESS**

- The Board of Directors appointed the following officers:

President: Todd Edwards

Vice President: James Charo

Secretary: Richard Roderman

Treasurer: Kimberly Widener

Director at Large: *vacant*

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

- The Board of Directors reviewed the proposed fence re-stain RFP and requested to include the spray application method to the RFP. It was also requested to do a separate ‘pilot’ section, to test different stain color options and the method of application prior to completing the full project. CM Hannah to make the adjustments to the scope and send out for pricing.
- The Board of Directors reviewed four attorney engagement letters from Lambright, Daughtry & Farine, Porter Law and Treece Law for possible new legal counsel. CM Hannah will follow up via email for date/time availability to set up interviews with each attorney prior to approving new counsel.
- The Board of Directors approved a proposal from Gulf Coast Aquatics to replace the pool lights with new LED lights in the amount of \$9,818.57.  
Motion – Richard, second – James; all in favor 3-0
- The Board of Directors approved a proposal from Gulf Coast Aquatics to replace the toe tiles and replaster each set of stairs in the pool and the wader pool in the amount of \$9,506.25.  
Motion – Todd, second – Richard; all in favor 3-0
- The Board of Directors approved a proposal from Gulf Coast Aquatics to replaster around the niches for the new LED pool lights in the amount of \$6,953.13.  
Motion – Todd, second – Richard; all in favor 3-0
- The Board of Directors reviewed additional information from Flock and the City of League City regarding the grant program, but requested to table the conversation indefinitely until the program has been 100% finalized and additional discussions with the City have been had regarding the cost.

**NEW BUSINESS**

- Director Roderman requested to get proposals for replacing the monument lights with new LED bar lights.
- Director Roderman requested to get proposals to install a flagpole, possibly at the Rec Center or at the front of the community.
- Director Charo requested to get new meeting signs made, to include a QR code for homeowners to be able to scan that directs them to the Brittany Lakes website(s).
- Marlene Roderman inquired about installing permanent flag holders for the Boy Scout flag placements to help with the leaning.

**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 8:19 pm.

**EXECUTIVE SESSION**

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

**Executive Meeting Minutes:** The Executive meeting minutes from October 26, 2023 were reviewed and approved as presented.

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

**Aging Report:** The Board of Directors reviewed the current Aging Report and approved to send 1 account to the Association’s attorney for further collection efforts.

**Violation Report:** The Board of Directors reviewed the current Violation Report and approved to send 3 accounts to the Association’s attorney for further enforcement efforts. The Board also approved the force maintenance of 2 accounts.

**Legal Status Report:** The Board of Directors discussed the recent Legal Status Report provided by Hoover Slovacek. The Board also discussed ongoing litigation matters.

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:58 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for December 14, 2023.

Minutes were approved on December 14, 2023 and attested to by:

*Todd Edwards*

\_\_\_\_\_  
Brittany Lakes Homeowners Association

12.15.2023

\_\_\_\_\_  
Date

*Hannah Maskevich*

\_\_\_\_\_  
Spectrum Association Management

12.15.2023

\_\_\_\_\_  
Date

# Signature Certificate

Reference number: SAFOP-CFY2K-QBMRA-QPXVL

## Signer

## Timestamp

## Signature

### Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

15 Dec 2023 15:45:07 UTC

Signed:

15 Dec 2023 15:45:07 UTC



IP address: 73.77.71.194

Location: Dickinson, United States

### Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

15 Dec 2023 15:45:07 UTC

Viewed:

15 Dec 2023 22:22:27 UTC

Signed:

15 Dec 2023 22:24:14 UTC



IP address: 73.6.100.4

Location: League City, United States

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