

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 January 23, 2024, 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 6:30 p.m. by CM Hannah.

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• Ratification of Decisions• Financial Overview• Administrative Calendar Review• Committee Reports<ul style="list-style-type: none">○ Landscaping Committee○ Social Events Committee○ Architectural Control Committee• Tree Trimming Proposals• Irrigation Inspection• Willow Pond – MUD Scope of Work | <ul style="list-style-type: none">• Kiddie Table – Rec Center• Mosquito Spray Contract Renewal• Pool House Window• Pool Season Planning• Loon Park Pavilion• Restroom Floor Epoxy• Tennis Court Fence Replacement• Rec Center: Root Issues• Flock System• Flag Pole Installation• New Business• Open Homeowner Forum• Executive Session |
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GUEST SPEAKER – GALVESTON CO. MUD 6

The Board of Directors welcomed Wayde Shipman and Mark Domma from Galveston County MUD 6 to discuss the proposed Willow Pond erosion control project that was previously presented to the Board on December 7, 2023.

MEETING MINUTE APPROVAL

The open meeting minutes from December 2023 were reviewed and approved as presented.

Motion – James, second – Todd; 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 Board of Directors approved the electrical installation to continue the irrigation pump installation near Willow Pond and the Rec Center in the amount of \$8,746.06.

Approved by Todd, James and Kimberly

FINANCIAL REPORT

The Board and Membership were presented with the December 2023 and year-end financials.

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items for 2024. CM Hannah also presented the Preventative Maintenance checklist as provided by Building Reserves.

COMMITTEE REPORTS

Landscaping Committee: The Landscaping Committee continues to work through plans for the landscaping planting, scheduled to be completed in Spring 2024 after the irrigation system is fully operational. Dinah Sylvester also provided an update on the irrigation pump installation.

Social Events Committee: The Social Committee discussed the upcoming events to include the Spring Fling / Egg Hunt and the Spring Garage Sale.

Architectural Review Committee: CM Hannah provided a year-end recap of the ARC requests that were submitted in 2023.

BUSINESS

- The Board of Directors reviewed 4 proposals to complete tree trimming throughout the community. James requested to add Monster's proposal to the comparison chart and will get scope clarity from Kiki Landscaping to propose to the Landscape Committee.
- The Board of Directors reviewed the proposals to complete the irrigation inspection throughout the community as well as the completed irrigation inspection provide by Irrigation Concepts. The Board requested to obtain at least one additional proposal from Kiki Landscaping for the repairs needed.
- The Board hosted further discussions on the Willow Pond erosion control project that was previously presented by the MUD and requested to have the Association's attorney draft a new agreement letter to present to the MUD.
- The Board of Directors reviewed several options to replace the kiddie picnic tables throughout the community (3) and approved the cost of \$700/table + installation in the color black. Tables will be ordered through Global Industrial.
Motion – Todd, second – James; all in favor 3-0
- The Board of Directors reviewed and approved a 3-year contract with Cypress Creek Pest Control to continue weekly mosquito spray services from March 1st through November 15th for the years 2024, 2025 and 2026. Services will be charged at \$110.25 per visit, with weekly visits.
Motion – James, second – Richard; all in favor 3-0
- The Board of Directors reviewed and approved the proposal from Cypress Creek Pest Control for rat remediation in the pool pump room in the amount of \$1,510.08.
Motion – Todd, second – Richard; all in favor 3-0
- The Board of Directors reviewed and approved the proposal from CertaPro to install one additional set of shutters to cover the window to the media room on the pool house in the amount of \$703.63.
Motion – James, second – Richard; all in favor 3-0
- CM Hannah presented the proposed 2024 pool season schedule along with the correspondence out to homeowners.
- The Board of Directors reviewed the proposal from Curb Appeal regarding the pavilion at Longspur Park. It was determined to remove the large oak tree to the right of the pavilion rather than do any work to the pavilion itself. There may be additional leveling needed of the sidewalk after the tree/roots have been removed.
- The Board of Directors reviewed 3 proposals to install epoxy on the floors in the pool restrooms and approved the proposal from Aim-Tech Solutions in the amount of \$1,740.00 + tax.
Motion – James, second – Todd; all in favor 3-0
- The Board of Directors reviewed 3 proposals to replace the tennis court fencing and decided to defer the project.
- CM Hannah presented a recap of the on-site meeting with Heather McKnight regarding the roots issue at the Rec Center. It was recommended to install compost/mulch throughout the area, with either landscape border or ground cover to retain the mulch and soil. CM Hannah will follow up with proposals for review.
- The Board of Directors reviewed the final grant proposal from the City of League City and approved to move forward with the number of cameras the City will approve (either inbound-only or inbound and outbound). This approval is contingent upon grant funds being available.
- The Board of Directors reviewed the proposal from G&M Flags and Flagpoles, Inc. to install a new flagpole behind the Rec Center monument. The Board unanimously approved the proposal, but would like to install a 30'

pole to accommodate both the American and Texas Flag, not to exceed \$2,500.00.

NEW BUSINESS

- No new business was discussed during this time.

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 8:52 pm.

EXECUTIVE SESSION

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

Fee Waiver Request: The Board of Directors reviewed one fee waiver request from a homeowner.

Executive Meeting Minutes: The Executive meeting minutes from December 2023 were reviewed and approved with one edit.

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

Aging Report: The Board of Directors reviewed the current Aging Report and did not approve to send any accounts to the Association’s attorney for further collection efforts.

Violation Report: The Board of Directors reviewed the current Violation Report and did not approve to send any accounts to the Association’s attorney for further enforcement efforts.

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 February 22, 2024.

Minutes were approved on February 22, 2024 and attested to by:

Todd Edwards

Hannah Maskevich

Brittany Lakes Homeowners Association

Spectrum Association Management

02.27.2024

02.27.2024

Date

Date

Signature Certificate

Reference number: EWCXX-GDUN6-BZEDE-PR2K2

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

27 Feb 2024 15:38:22 UTC

Signed:

27 Feb 2024 15:38:22 UTC

Hannah Maskevich

IP address: 50.206.108.98

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

27 Feb 2024 15:38:22 UTC

Viewed:

27 Feb 2024 17:51:55 UTC

Signed:

27 Feb 2024 17:52:37 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

27 Feb 2024 17:51:55 UTC

IP address: 73.6.100.4

Location: League City, United States

Document completed by all parties on:

27 Feb 2024 17:52:37 UTC

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