

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 December 14, 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)
- 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)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:31 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 | <ul style="list-style-type: none">• Tree Trimming Proposals• Willow Pond – MUD Scope of Work• Winter 2024 Newsletter• End of the Year Financial Discussion• Pool House Window• Attorney Engagement: Interviews• Monument Pressure Washing• New Business• Open Homeowner Forum• Executive Session |
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MEETING MINUTE APPROVAL

The open meeting minutes from November 29, 2023 were reviewed and approved as presented.

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

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 a settlement offer from the City of League City in the amount of \$17,783.00 for the parcel of land acquired for the traffic light construction.
Approved by Todd, James, Kimberly and Richard
- The Board of Directors approved to pursue tax exemption in the amount of \$4,500 + filing fees.
Approved by Todd, James and Richard

FINANCIAL REPORT

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

ADMINISTRATIVE CALENDAR OVERVIEW

The Board of Directors reviewed the upcoming events throughout the community and maintenance items for 2024.

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.

Social Events Committee: The Social Committee discussed the final plans for the Golf Cart/Bike Parade and Movie Night scheduled for December 16th.

Architectural Review Committee: The ARC discussed revisiting updating the Architectural Guidelines to incorporate new resolutions/legislation, as well as remove any guidelines no longer enforceable. The ARC would also like a list of approved/unapproved trees that homeowners can install in their yards.

BUSINESS

- The Board of Directors reviewed several proposals for tree trimming throughout the community. Richard requested to get pricing from Bay Area Trees to include in the proposals. CM Hannah to follow up with Bay Area Trees, as well as the others, to obtain pricing for just the one-time service, both the purple priority parcels, as well as the whole neighborhood.
- The Board of Directors reviewed the proposed scope of work received from MUD 6 for the erosion control project to be completed. The Board requested a copy of the Consent Letter for attorney review, as well as to be included in the next MUD meeting's agenda to discuss the scope of work with the MUD.
- The Board of Directors reviewed the Winter 2024 newsletter and requested to finish reviewing via email. Final comments will be provided to CM Hannah by December 31, 2023 to allow for January distribution.
- The Board of Directors reviewed the current CD and CDAR rates and approved to move \$300,000 into a 12-month CDAR with Alliance Association Bank.
Motion – Todd, second – James; all in favor 4-0
- CM Hannah also discussed the current financial health of the Association and recommended a final reserve transfer of \$59,995.36 to clear the Payable to Reserve line on the balance sheet. The Board unanimously agreed.
- CM Hannah presented the cost provided by CertaPro to install two new window shutters similar to those that are currently on the pool house, to cover the window to the media room. CM Hannah to follow up with CertaPro to see what the wait time would be for the identical window shutters would be.
- The Board of Directors reviewed a proposal from CertaPro for an extra deep-cleaning to remove the white efflorescence on the monuments left after the pressure washing. The Board decided to defer this project to after the spring planting to determine whether it needed to be completed or if the new planting would conceal the spots.

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 8:05 pm.

EXECUTIVE SESSION

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

Homeowner Hearing: The Board of Directors held one homeowner hearing regarding a violation.

Executive Meeting Minutes: The Executive meeting minutes from November 29, 2023 were reviewed and approved as presented.

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

Agging Report: The Board of Directors reviewed the current Agging 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 approved to send 3 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 January 23, 2024.

Minutes were approved on January 23, 2024 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

01.23.2024

Date

Hannah Maskevich

Spectrum Association Management

01.24.2024

Date

Signature Certificate

Reference number: A8YK3-NXGAX-3WWNC-Z33TE

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

24 Jan 2024 19:30:52 UTC

Signed:

24 Jan 2024 19:30:53 UTC

Hannah Maskevich

IP address: 174.213.242.118

Location: Minneapolis, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

24 Jan 2024 19:30:52 UTC

Viewed:

30 Jan 2024 03:04:38 UTC

Signed:

30 Jan 2024 03:06:31 UTC

Todd Edwards

Recipient Verification:

✓ Email verified

30 Jan 2024 03:04:38 UTC

IP address: 73.6.100.4

Location: League City, United States

Document completed by all parties on:

30 Jan 2024 03:06:31 UTC

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