

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 February 26, 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 6:34 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
- Guest Speakers – Flock Safety and Captain Lee
- Meeting Minute Approval
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- Community Manager Report
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- Tree Trimming Proposals
- Irrigation Inspection
- Loon Park Tree Removal
- Tunnel Rock Replacement
- Fence Re-Stain
- Splash Pad Repaint
- Pressure Washing Pool/Rec Center
- New Business
- Open Homeowner Forum
- Executive Session

GUEST SPEAKER – FLOCK SAFETY AND CAPTAIN LEE

The Board of Directors welcomed Lupe Wood (Flock Safety) and Captain Harold Lee (LCPD) to discuss the recently approved Flock Safety cameras around Brittany Lakes HOA.

MEETING MINUTE APPROVAL

The open meeting minutes from January 2024 were reviewed and approved with two edits.

Motion – Richard, 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:

- Executive Session
 - 1 fee waiver request was reviewed and partially approved.
 - No accounts were approved to be sent to the attorney for further assessment collection efforts.
 - No accounts were approved to be sent to the attorney for further Deed Restriction enforcement efforts.

FINANCIAL REPORT

The Board and Membership were presented with the January 2024 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 presented a recommended proposal from Kiki Landscaping for enhancements at the pool area, Rec Center and front monuments. The Board of Directors conditionally approved the proposal not to exceed \$5,500.00 and agreed to remove the drift roses (not discussed with Committee) and the annual color (included in contract) from the proposal.

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

Dinah Sylvester also provided an update on the irrigation pump installation. There has been a delay with the electrical installation with Texas New Mexico Power and are pending the remaining the electrical installation to be completed prior to the skids being installed.

Social Events Committee: The Social Committee discussed the upcoming events to include the Spring Fling / Egg Hunt (March 23, (9:30a – 1p) and the Spring Garage Sale (April 13, 8a-4p).

Architectural Review Committee: CM Hannah provided an update of the ARC requests that have been submitted in 2024.

BUSINESS

- The Board of Directors reviewed 4 proposals to complete tree trimming throughout the community and approved the proposal from Urban Foresters in the amount of \$37,800.00.
Motion – Todd, second – James; all in favor 3-0
- 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 approved both proposals from Horticare in the amount of \$3,247.00 and The Grounds Guys in the amount of \$2,937.43 to complete two additional irrigation inspections for further review.
Motion – Todd, second – Richard; all in favor 3-0
- Due to time constraints, the discussion on the tunnel rock repairs was tabled.
- Due to time constraints, the discussion on the fence re-stain was tabled.
- The Board of Directors reviewed proposal from Aquatic Advisors to treat the rust on the bucket feature, as well as repaint the buckets and the mushroom feature. The Board unanimously agreed to move forward with Aquatic Advisors to complete the job but requested to get the price difference in just replacing the hinges/arms with stainless steel for a longer-lasting solution.
- The Board of Directors reviewed three proposals from CertaPro, Houston Squeaky Clean and My Neighborhood Contracting to complete the spring pressure washing of the pool and Rec Center areas and unanimously approved the proposal from Houston Squeaky Clean in the amount of \$2,917.06.

NEW BUSINESS

- The Board requested to get pricing to remove the chain-link fence around the pump equipment near the pool area and install/stain new wooden fencing to match the remainder of the community.
- The Board also requested to get pricing to repaint/stain the wooden pergola above the entryway to the pool area and the pergola near the wader pool from brown to black.
- The Board also requested to get pricing for one additional round table for underneath the pavilion near the pool.

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 8:50 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 the fee waiver request from one homeowner and approved the request as a one-time courtesy.

Variance Request: The Board of Directors reviewed the variance request from one homeowner and unanimously approved the request as presented.

Executive Meeting Minutes: The Executive meeting minutes from January 2024 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 unanimously approved to send 10 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 9:02 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for March 28, 2024.

Minutes were approved on March 28, 2024 and attested to by:

Todd Edwards

Hannah Maskevich

Brittany Lakes Homeowners Association

Spectrum Association Management

04.02.2024

04.01.2024

Date

Date

Signature Certificate

Reference number: QUNRJ-UFNBH-SIPRZ-VPUBX

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

01 Apr 2024 14:08:56 UTC

Signed:

01 Apr 2024 14:08:56 UTC

Hannah Maskevich

IP address: 50.206.108.98

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

01 Apr 2024 14:08:56 UTC

Viewed:

02 Apr 2024 20:07:41 UTC

Signed:

02 Apr 2024 20:10:20 UTC

Todd Edwards

IP address: 73.6.100.4

Location: League City, United States

Recipient Verification:

✓ Email verified

02 Apr 2024 20:07:41 UTC

Document completed by all parties on:

02 Apr 2024 20:10:20 UTC

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