

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 July 25, 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:

- James Charo (Vice-President)
- Richard Roderman (Member at Large)

The following Board Members were absent with apologies:

- Todd Edwards (President)

Representing Spectrum Association Management, LP was:

- Hannah Maskevich (Client Relations Manager – CM)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:37 p.m. by CM Hannah.

EXECUTIVE SESSION

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

Homeowner Request(s): The Board of Directors reviewed one ARC request for the removal/replacement of two trees and unanimously approved the request.

The Board of Directors also reviewed one request for a property notice sent regarding clutter and unanimously denied the exception request.

CM Hannah presented information regarding the duck concerns at the pool that have been raised by several homeowners and requested to have signs made that state ‘do not feed the ducks.’ It was also requested to have other signs made that say ‘no swimming’ and ‘no fishing’ for the front two lakes in the community.

Executive Meeting Minutes: The Executive meeting minutes from June 2024 were reviewed and approved as presented.

Motion – James, second – Richard; all in favor 2-0

Legal Status Report: The Board of Directors reviewed the recent Legal Status Report as presented by Hoover Slovacek. The Board also approved for Hoover Slovacek to pursue a lawsuit against one Deed Restriction violation.

CM Hannah presented the drafted termination letter to be sent to Hoover Slovacek and the Board unanimously approved with one edit.

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.

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.

Discussion of Agenda Items: The Board of Directors workshopped the following agenda items prior to the Open Session:

Sign Repaint

CLOSE OF EXECUTIVE SESSION

With no other business to discuss, the Board closed the Executive Session at 7:45 p.m. and opened into Open Session.

AGENDA REVIEW AND APPROVAL

CM Hannah presented the agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Executive Session
- Meeting Minute Approval
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- Community Manager Report
- Sign Treat + Repaint
- Holiday Lights
- Electrical Inspection
- Storm Damage: Fence Repairs
- Willow Pond – Fountain Repairs
- Willow Pond – Input Line
- Committee Reports
 - Landscaping Committee
 - Social Events Committee
 - Architectural Control Committee
- New Business
- Open Homeowner Forum

MEETING MINUTE APPROVAL

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

Motion – Richard, second – James; all in favor 2-0

ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING

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

- Executive Session
 - The Board approved one tree removal request
 - The Board denied one property notice exception request.
 - 1 account was approved to be sent to the attorney for further collection efforts.
- Repairs to the common area fencing were approved in the amount of \$1,596.00.
- Landscape clean-up crews were deployed after Hurricane Beryl in the amount of \$10,112.72.

FINANCIAL REPORT

The Board and Membership were presented with the June 2024 financials.

ADMINISTRATIVE CALENDAR OVERVIEW

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

COMMUNITY MANAGER REPORT

CM Hannah presented the most recent CM report from items noticed on a recent community inspection.

BUSINESS

- The Board of Directors reviewed the proposal for the Hobbs signs and the splash pad sign and agreed to order a new splash pad sign with black lettering, remove the posts and have the new sign mounted on the gate. The Board requested to table the Hobbs signs for further discussion.
- CM Hannah presented the two proposals received from American Outdoor and The Perfect Light for the 2024 holiday decorations and requested to add the pricing to outline the metal tower at the front of the community. CM Hannah will follow up and update the Board Portal for voting once received.
- James Charo provided an update on the drive-thru with McWilliams and what the Association can expect for pricing. CM Hannah to follow up with pricing for the following:
 - Light post + fixture installation at Rec Center
 - Hard power at Rec Center for events
 - Uniformity between monument lights throughout the community.
 - Light covers at Willow Pond.
- The Board of Directors reviewed the proposal from Lake Management for the replacement of the fountain and requested to have additional bids solicited for the project based on the cost.
- CM Hannah presented the information regarding the dredging project needed for the input line in Willow Pond. James Charo requested to meet with Lake Management to see if it is possible to also extend out the line.

COMMITTEE REPORTS

Landscaping Committee: The Landscaping Committee presented an update on the irrigation repairs, as well as the plans to pursue the smaller monuments along Brittany Lakes Dr.

Social Events Committee: The Social Committee discussed the upcoming back-to-school event and approved the eBlast with one edit. National Night Out, Fall Festival and future movie nights were also briefly discussed.

Architectural Review Committee: There were no ARC members present to provide a report to the Membership.

NEW BUSINESS

- There was no new business to be discussed.

HOMEOWNER FORUM

Homeowner’s present were given the opportunity to present discussion items with the Board and the following were discussed:

- Brenda Smith presented a few landscaping items needing attention, but Kiki Landscaping was also recognized for a job well-done after Hurricane Beryl.
- Pamela Wright and Michael Schmidt presented their concerns about the duck population near the pool and the possible health hazards that it poses to the community. The Board announced that signs will be installed at the Rec Center in the near future to help deter feeding the ducks.

ADJOURNMENT

With no other business to discuss, the Board adjourned the meeting at 9:00 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for August 29, 2024.

Minutes were approved on August 29, 2024 and attested to by:

Todd Edwards

Brittany Lakes Homeowners Association

10.06.2024

Date

Hannah Maskevich

Spectrum Association Management

08.30.2024

Date

Signature Certificate

Reference number: ZGR5N-YZCQB-2TPMC-MBQXD

Signer

Timestamp

Signature

Hannah Maskevich

Email: hmaskevich@spectrumam.com

Sent:

30 Aug 2024 14:05:40 UTC

Signed:

30 Aug 2024 14:05:40 UTC

Hannah Maskevich

IP address: 73.115.97.178

Location: League City, United States

Todd Edwards

Email: toddsedwards1@gmail.com

Sent:

30 Aug 2024 14:05:40 UTC

Viewed:

06 Oct 2024 14:59:46 UTC

Signed:

06 Oct 2024 15:02:00 UTC

Todd Edwards

IP address: 73.6.205.104

Location: League City, United States

Recipient Verification:

✓ Email verified

06 Oct 2024 14:59:46 UTC

Document completed by all parties on:

06 Oct 2024 15:02:00 UTC

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