

# **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 20, 2024, at the League City Community Center located at 400 S. Kansas Ave., 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)
- Dinah Carpenter (Member at Large)
- James Temple (Member at Large)

**There were no Board members absent with apologies.**

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

- Hannah Maskevich (Client Relations Manager)
- Jessica Jacobs (Community Manager)

### **DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 7:32 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
- Meeting Minute Approval
- Appointment of Officers
- Holiday Decorating Contest
- Landscape Contract Proposals
- Electrical Proposals
- Bridge Board Replacement
- Pool Furniture Refurbishment
- New Business
- Executive Session

### **MEETING MINUTE APPROVAL**

The open meeting minutes from October 2024 were reviewed and approved as presented.

Motion – Todd, second – James C.; all in favor 5-0

### **FINANCIAL REPORT**

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

### **APPOINTMENT OF OFFICERS**

Director James C. made a motion to appoint Director Dinah as Treasurer and Director James T. as Member at Large.

After discussion the Board of Directors unanimously approved the motion.

### **HOLIDAY DECORATING CONTEST**

The Board of Directors approved the gift cards for the holiday decorating contest in the amounts of \$100.00, \$75.00, and \$50.00.

Motion – Todd, second – James C.; all in favor 5-0

### **BUSINESS**

- The Board of Directors reviewed proposals for landscaping and requested a meeting with IMS to tour and discuss the community.

- The Board of Directors is planning a workshop in December to finalize decisions regarding electrical proposals, bridge replacement proposals, and proposals to refinish pool furniture.

**NEW BUSINESS**

There was no new business to discuss.

With no further business to discuss, the open session adjourned at 8:09 p.m.

**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 welcomed two homeowners to discuss their recent ARC variance requests. Both variances were approved.

CRM Hannah presented The Board of Directors with two waiver requests for their review and consideration. The Board unanimously made their decision regarding these requests. CM Jessica will communicate their decision to the homeowner.

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

Motion – Todd, second – James C.; all in favor 5-0

**Violation Report:** The Board of Directors reviewed the current Violation Report and approved to send one account to the attorney for further enforcement efforts.

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

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:47 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for December 19, 2024.

Minutes were approved on January 30, 2025 and attested to by:

*James Charo*

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

\_\_\_\_\_  
Date

*Jessica Jacobs*

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

02 / 03 / 2025

\_\_\_\_\_  
Date

# CERTIFICATE *of* SIGNATURE

REF. NUMBER  
NCTS6-RNDHQ-W7LW4-FQM4H

DOCUMENT COMPLETED BY ALL PARTIES ON  
06 MAR 2025 20:28:23 UTC

## SIGNER

**JESSICA JACOBS**

EMAIL  
JJACOBS@SPECTRUMAM.COM

## TIMESTAMP

SENT  
03 FEB 2025 20:36:13 UTC  
VIEWED  
03 FEB 2025 20:40:39 UTC  
SIGNED  
03 FEB 2025 20:40:51 UTC

## SIGNATURE



IP ADDRESS  
66.202.135.70

## RECIPIENT VERIFICATION

EMAIL VERIFIED  
03 FEB 2025 20:40:39 UTC

**JAMES CHARO**

EMAIL  
JAMESCHARO@BRITTANYLAKES.ORG

SHARED VIA  
LINK

SENT  
03 FEB 2025 20:36:13 UTC  
VIEWED  
06 MAR 2025 20:28:12 UTC  
SIGNED  
06 MAR 2025 20:28:23 UTC



IP ADDRESS  
174.226.4.179

LOCATION  
HOUSTON, UNITED STATES

