

**Brittany Lakes Homeowner Association, Inc.**  
**Board Meeting Minutes**  
**May 29, 2025**

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 May 29, 2025, 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:**

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

**Absent with apologies.**

- Todd Edwards (President)
- James Temple (Member at Large)

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

- Jessica Jacobs (Community Manager)

**DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 7:30p.m. by CM Jessica.

**EXECUTIVE SESSION**

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

**Executive Meeting Minutes:** The Executive meeting minutes from April 2025 were reviewed and approved as presented.

Motion – Dinah, second – Richard.; all in favor 3-0

**Violation Report:** The Board of Directors reviewed the current Violation Report and approved sending six accounts to the attorney for further enforcement efforts and 2 accounts were approved to be force maintained.

**Aging Report:** The Board of Directors reviewed the current Aging Report. No accounts were sent to the attorney at this time.

**Homeowner Request:** The Board of Directors reviewed a property improvement request and fee waiver. The property improvement request was approved with stipulations. A partial fee waiver was approved.

**CLOSE OF EXECUTIVE SESSION**

The Board closed the Executive Session at 7:00 p.m.

**AGENDA REVIEW AND APPROVAL**

CM Jessica presented the agenda for the meeting as below:

- |                                 |  |
|---------------------------------|--|
| • Executive Session             | • Outdoor Table Proposals                |
| • Call to Order                 | • Fence Extension at Rec Center Proposal |
| • Agenda Review and Approval    | • Annual Meeting                         |
| • Meeting Minute Approval       | • Tennis Screen Repair Proposal          |
| • Financials                    | • Committee Updates                      |
| • Fence Re-Staining Project     | • New Business                           |
| • Irrigation Restoration Update | • Homeowner Forum                        |
| • Landscaping Proposals         | • Adjournment                            |

## **MEETING MINUTE APPROVAL**

The open meeting minutes from April 2025 were reviewed and approved as is.

Motion – Dinah, Second- James C.; all in favor 3-0

## **FINANCIAL REPORT**

The Board and Membership were presented with the April 2025 financials.

## **BUSINESS**

- The Board of Directors discussed the re-staining project for the fence. The majority choice was option 1. Before deciding to move forward with that option, The Board would like the following questions answered, can they get a refund, if they decided to go with semi-transparent, would that void the workmanship warranty, and is the application method the same for solid and semitransparent?
- The Board of Directors reviewed and discussed two proposals from IMS for landscape enhancements and tree replacements. The tree replacement proposal was deferred to the June meeting. The Board requested updates to the landscape enhancement to remove three areas of the proposed five as well as inquired about adding irrigation to another area.
- The Board of Directors reviewed the proposal from Building Reserves for an Update with Site Inspection and deferred addressing Reserve Studies for the foreseeable future.
- The Board of Directors reviewed three estimates to add more tables to the splashpad and grilling area. They approved to move forward with Estimate #1339 from HSR for 4 tables, 2 6' kids picnic tables and 2 46' round top picnic tables totaling \$5400.00.  
Motion – Dinah, Second- James C.; all in favor 3-0
- The Board of Directors reviewed Estimate #1338 from HSR to extend the railing on the bridge at the recreation center up to the pool house to block the landscaping beds and pond. They approved to move forward with service two, a 3' gate and service three, a steel square tubing fence extending the existing bridge railings, approximately 39'. totaling \$7275.00.  
Motion – James C., Second- Richard.; all in favor 3-0
- The Board of Directors confirmed the pre-planned date of October 23, 2025 and confirmed the planned location of the larger room at the YMCA.
- The Board of Directors reviewed Estimate #4500 from Marquee Property Services for \$1,077.00 to replace the damaged tennis screening and approved to move forward with the repair/replacement.  
Motion – Dinah, Second- James C.; all in favor 3-0

## **SOCIAL COMMITTEE**

- Mrs. Newton discussed the next event, Back to School on August 9<sup>th</sup>. They are planning on having a Foam Party with Platinum Foam Parties, cotton candy, as well as snow cones. The fall National Night Out event was discussed and the plans to request local first responders, have pizza from Crust Pizza and mini pumpkin painting, She requested that CM Jessica reach out to McWilliams Electric and with HEB to request a donation. Additionally, she inquired about extra outlets in the parking lot.

## **HOMEOWNER FORUM**

- Mrs., Newton expressed concerns about the increasing number of rentals in the neighborhood and inquired about community restrictions.

## **NEW BUSINESS**

There was no new business to discuss.

## **OPEN SESSION ADJOURNMENT**

With no further business to discuss, the open session adjourned at 8:40p.m.

**EXECUTIVE SESSION REOPENING**

The Board of Directors reopened the Executive Session at 8:41p.m.

**2023 Audit:** The Board of Directors reviewed and discussed the 2023 audit.

**EXECUTIVE SESSION ADJOURMENT**

With no further business to discuss, the open session adjourned at 8:50p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for June 26, 2025.



Todd Edwards (Jul 7, 2025 13:21 CDT)

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Brittany Lakes Homeowners Association

**July 7, 2025**

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Date

*Jessica Jacobs*

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Spectrum Association Management

07/07/2025

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Date