

# **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 October 24, 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)

CM Hannah introduced Jessica Jacobs to the Board of Directors and Membership as the new Community Manager for Brittany Lakes!

### **DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 6:38 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
- Ratification of Decisions
- Financial Overview
- Administrative Calendar Review
- Community Manager Report
- Landscape Contract Proposals
- Electrical Proposals
- Bridge Board Replacement
- Longspur Park Canopy Replacement
- New Business
- Executive Session

### **MEETING MINUTE APPROVAL**

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

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

### **ANNOUNCEMENT OF DECISIONS MADE OUTSIDE OF A MEETING**

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

- Continuing to work through fence repairs from storm damage – one section remaining.

### **FINANCIAL REPORT**

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

### **ADMINISTRATIVE CALENDAR OVERVIEW**

The Board of Directors reviewed the upcoming events throughout the community and maintenance items for 2024 and 2025.

### **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 five proposals received from Kiki, Horticare, IMS Landscape, Texan Landscaping and TLS Outdoor for the 2025 contract renewal. Director James C. requested that the contracts be redacted from pricing and sent over to the Landscape Committee for their review and input. After their review, the Board would like to schedule interviews with each to ask questions and align on expectations.
- CM Hannah presented two proposals to repair the bridge near the pool. The Board requested to install a temporary replacement board and also requested to get a price difference in replacing the bridge with Trex decking instead of wood. CMs Hannah and Jessica will work on pricing.

**NEW BUSINESS**

There was no new business to discuss.

With no further business to discuss, the open session adjourned at 7:20 p.m. and entered into Executive Session.

**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 recent Deed Restriction and ARC variance requests. One request was approved conditionally, and one variance was approved.

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

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

**Violation Report:** The Board of Directors reviewed the current Violation Report and did not approve to send any accounts to the attorney for further enforcement efforts.

**Agging Report:** The Board of Directors reviewed the current Agging Report and approved to send 2 accounts to the Association’s attorney for further collection efforts.

**ADJOURNMENT**

With no other business to discuss, the Board adjourned the meeting at 8:21 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for November 20, 2024.

Minutes were approved on November 20, 2024 and attested to by:

  
Todd Edwards (Jul 7, 2025 11:45 CDT)

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Brittany Lakes Homeowners Association

**November 20, 2024**

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Date



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Spectrum Association Management

**11/20/2024**

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Date