

**Brittany Lakes Homeowner Association, Inc.**  
**Board Meeting Minutes**  
**June 26, 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 June 26, 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 Temple (Member at Large)
- Todd Edwards (President)

**Absent with apologies.**

- James Charo (Vice President)

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

- Jessica Jacobs (Community Manager)
- Tiffany Nelson (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.

**Homeowner Request:** The Board of Directors reviewed a property improvement request. The request was denied.

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

Motion – Todd, second – Dinah.; all in favor 4-0

**Legal Status Report:** The Board of Directors reviewed the current Legal Status Report. No action was needed.

**Aging Report:** The Board of Directors reviewed the current Aging Report. 3 accounts were approved to be sent to the attorney for further collection efforts.

**Violation Report:** The Board of Directors reviewed the current Violation Report and approved sending 3 accounts to the attorney for further enforcement efforts and 3 accounts were approved to be force maintained.

**CLOSE OF EXECUTIVE SESSION**

The Board closed the Executive Session at 7:36 p.m.

**AGENDA REVIEW AND APPROVAL**

CM Jessica presented the agenda for the meeting as below:

- Executive Session
- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval
- Financials
- Fence Re-Staining Project
- Irrigation Restoration Update
- Tree Trimming Proposals
- Miscellaneous Proposals
- Committee Updates
- New Business
- Homeowner Forum

- Adjournment

### **MEETING MINUTE APPROVAL**

The open meeting minutes from May 2025 were reviewed and approved with the following changes:

- Add the number of tables to the table addition proposal approval.
  - Add the scope of the railing addition to the approval.
- Motion – Todd, Second- Dinah.; all in favor 4-0

### **FINANCIAL REPORT**

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

- The Board of Directors voted to move the Due from Reserves balance in the amount totaling \$84,944.15 from reserves to operating.
- Motion- Todd, Second- Dinah; all in favor 4/0

### **BUSINESS**

- The Board of Directors were presented two proposals for tree trimming from IMS and Monster Tree. The Board requested additional estimates to go over during the August meeting.
  - The Board of Directors were presented Estimate 1349 from HSR, totaling \$2,975.00 to place concrete around the water fountain and in the tunnel at the recreation center to combat draining issues. They requested to know the slope of the concrete before approval.
  - The Board of Directors were presented with Estimate #1348 from HSR, totaling \$1,650.00 to repair the gate at the tennis court and approved to move forward with repairs.
- Motion- Todd, Second- Dinah; all in favor 4-0.
- The Board of Directors were presented with an estimate from IMS totaling \$2,825.33 to repair the drainage pipe in front of the tennis courts. They requested an additional estimate for price comparison.

### **SOCIAL COMMITTEE**

- Mrs. Smith discussed upcoming events and reported on how the planning was going. She also presented photos from a foam party in another community they were to observe prior to their Back to School on August 9<sup>th</sup>.
- Richard made an announcement that Klenk’s needed any additional requests by the committees very soon.

### **NEW BUSINESS**

- There was no new business to discuss.

### **HOMEOWNER FORUM**

- There were no concerns presented by homeowners.

### **OPEN SESSION ADJOURNMENT**

With no further business to discuss, the open session adjourned at 8:49 p.m.

### **NEXT MEETING DATE**

The next Board Meeting is scheduled for August 28, 2025.

Minutes were approved on August 28, 2025 and attested to by:

  
Todd Edwards (Sep 25, 2025 09:36:25 CDT)

Brittany Lakes Homeowners Association

25 September 2025

Date



Jessica Jacobs (Oct 1, 2025 07:35:17 PDT)  
Spectrum Association Management

10/1/2025

Date