

**Brittany Lakes Homeowner Association, Inc.**  
**Board Meeting Minutes**  
**September 3, 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 September 3, 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)
- Todd Edwards (President)

**Absent with apologies.**

- 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 7:38p.m. by CM Jessica.

**EXECUTIVE SESSION**

The Board reviewed items in the executive session related to escalated collection. The Board also met a potential new ARC committee member to discuss duties.

**Homeowner Request:** The Board of Directors reviewed two property improvement requests. One request was approved and one required further discussion. The Board if Directors also approved to waive all soft costs for 2 fee waiver requests.

**Executive Meeting Minutes:** The Executive meeting minutes from June 2025 were reviewed and approved with two minor changes.

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

**CLOSE OF EXECUTIVE SESSION**

The Board closed the Executive Session at 7:37 p.m.

**AGENDA REVIEW AND APPROVAL**

CM Jessica presented the agenda for the meeting as below:

- |                                 |                             |
|---------------------------------|-----------------------------|
| • Executive Session             | • Miscellaneous Proposals   |
| • Call to Order                 | • New Legislative Approvals |
| • Agenda Review and Approval    | • 2026 Budget               |
| • Meeting Minute Approval       | • Committee Updates         |
| • Financials                    | • New Business              |
| • Fence Re-Staining Project     | • Homeowner Forum           |
| • Irrigation Restoration Update | • Adjournment               |
| • Landscaping Proposals         |                             |

**MEETING MINUTE APPROVAL**

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

- Fix minor spelling and grammar mistakes
- Motion – Todd, Second- Dinah.; all in favor 4-0

## **FINANCIAL REPORT**

The Board and Membership were presented with the June 2025 financials. The Board requested proof and further details pertaining to the water bill discrepancy from 2023.

## **BUSINESS**

- The Board of Directors were presented three proposals for tree replanting from IMS, The Urban Foresters and Bay Area Design and Landscape. The Board approved the estimate from Bay Area Design & Landscape totaling \$30,657.48 to be planted pending a landscape map to be provided by the landscaping committee.  
Motion – Todd, Second- Dinah.; all in favor 4-0
- The Board of Directors were presented 3 estimates for tree trimming in the community.
- The Board of Directors were presented proposals for landscape enhancements throughout the community provided by IMS. They requested additional proposals.
- The Board of Directors were presented estimate #1434-0224 from CertaPro in the amount of \$4,289.95 to repaint the bathroom floors at the pool. They deferred addressing the floors to a later date.
- The Board of Directors were presented with estimate #13033 from Lone Star Recreation to repair the stair stepper at the recreation center park totaling \$3,295.35. The Board requested an option for a static piece of equipment instead.
- The Board of Directors reviewed an estimate to inspect Brittany Lakes' 3 playgrounds. The Board approved the estimate from Safety First Playgrounds totaling \$1,125.  
Motion – James C., Second- Todd.; all in favor 4-0
- The Board of Directors reviewed and approved an estimate from Klenk's Landscaping totaling \$3,603.85 to add Christmas Wreaths to this year's holiday décor.  
Motion – Dinah., Second- Todd.; all in favor 4-0

**Legislative Resolutions:** The Board of Directors reviewed the policies related to solar energy devices and landscape maintenance during temporary water restrictions as well as the 2<sup>nd</sup> amendment related to voting. They have deferred approving these policies until further review. They also reviewed the amended guidelines for installation and use of certain residence security measures and requested more specific guidelines on the type of material and height of perimeter fencing.

**2026 Budget:** The Board of Directors discussed the 2026 budget and deferred approval until new landscaping estimates have been received.

## **SOCIAL COMMITTEE**

- Mrs. Smith discussed the successes and difficulties from the Back-to-School event and inquired about the refund from Platinum Foam Parties.
- Mrs. Newton discussed the upcoming National Night Out Event with plans to have pizza, pumpkins, and possibly a bounce house depending on budget. A request was made to discuss a higher amperage outlet with electrician.

## **LANDSCAPING COMMITTEE**

- James C. discussed plans for the landscaping committee to meet the week of 9/8/2025 to map out locations for the replacement trees that were approved.

## **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 9:00 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for September 24, 2025.

Minutes were approved on September 23, 2025, and attested to by:

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

\_\_\_\_\_  
Date

9/23/25

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

\_\_\_\_\_  
Date

10/1/25