

Brittany Lakes Homeowner Association, Inc.
Annual Meeting of the Members Minutes

November 20, 2024

Pursuant to the Bylaws of the Brittany Lakes Homeowners Association, Inc. a Reconvened Annual Meeting of the Members 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. The meeting was called to order at 6:31 p.m.

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:

Client Relations Manager - Hannah Maskevich
Community Manager – Jessica Jacobs

PROOF OF NOTICE

The membership was presented with a copy of a meeting notice which was mailed and emailed out to the membership announcing the meeting.

DETERMINATION OF QUORUM

Representing the Members of the community were 90 homeowners present in person and via proxy. The Governing Documents state that quorum is met at 5% of the membership (64 members). Quorum has been met.

INTRODUCTIONS

The membership present was introduced to the current sitting Board of Directors and Spectrum Association Management.

2023 ANNUAL MEETING MINUTE APPROVAL

The Board and membership were provided with a copy of the 2023 Annual Meeting Minutes for review and were approved as presented. The meeting minutes were approved.

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

FINANCIAL REPORT

The financial report was provided to the Membership showing the financial overview of 2023, as well as the year-to-date financial overview of 2024.

Year-end 2024:

Operating account(s) - \$135,908.31
Reserve account(s) - \$722,105.86

2024 is projected to end approximately \$88,372 over budget. The Association has collected 98% of 2024 Assessments to date.

The Association was presented with the approved budget for 2025.

2023-2024 PROJECT OVERVIEW

The following projects were completed during 2023-2024:

- Installation of two transfer pumps at Willow Pond and Lake 2 (near pool)
- Irrigation repairs to the east side of the community (east of Water's Edge)
- Flagpole installation at Rec Center
- Landscape enhancements at main entrance (Brittany Lakes Dr. W, League City Pkwy)
- Waterfall bubbler replaced with RGBW lights
- Social Events and Landscape Committees chartered and active
- Pool restroom floors epoxied + repainted pergolas
- Invested \$300,000 into a 12-month CDAR- accrued approximately \$10,000 in interest in 10 months
- Mister replaced at the playground

The following projects are anticipated for discussion/completion in 2024:

- Re-staining of 1/2 of the community fence: half to be completed late 2024 and half in 2025
- Engage with new landscaping company- tentative
- Mister replacement at Rec Center – approved, pending completion.
- Continue to work through irrigation repairs to the west side of the community
 - Pending Willow Pond erosion project completion (MUD)
- Continue landscape enhancements at monuments along Brittany Lakes Dr., Landing Blvd., and Altamire Dr.
- Replacement of playground equipment at Midway Park
- Replace north Willow Pond fountain and lights
- Refurbish pool furniture

ANNOUNCEMENT OF ELECTION RESULTS

Spectrum announced the Board Election session and noted there were two open seats and two candidate solicitations and 3 write-ins received during voting. Spectrum announced that the winners of the election were Dinah Carpenter and James Temple. Congratulations!

OPEN HOMEOWNER FORUM

The Board of Directors opened the meeting for any homeowners in attendance that may have questions or concerns. The following items were discussed:

- There were no questions or concerns.

ADJOURNMENT

With no other business to discuss, the meeting was adjourned at 7:42 p.m.



Todd Edwards (Oct 27, 2025 18:50:37 CDT)

Brittany Lakes Homeowner's Association, Inc.

10/27/2025

Date



Spectrum Association Management

10/28/2025

Date