

**Brittany Lakes Homeowner Association, Inc.**  
**Board Meeting Minutes**  
**September 24, 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 24, 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 (Secretary)
- Dinah Carpenter (Treasurer)
- James Charo (Vice President)
- James Temple (Member at Large)

**Absent with apologies.**

- Todd Edwards (President)

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

- Jessica Jacobs (Community Manager)
- Farah Hawes (Community Manager)

**DETERMINATION OF QUORUM**

A quorum of Board Members was announced, and the general session meeting was called to order at 7:37p.m. by CM Jessica.

**EXECUTIVE SESSION**

The Board reviewed items in the executive session related to escalated collections as well as discussed agenda items for the open meeting.

**Homeowner Request:** The Board of Directors approved to waive all soft costs for one fee waiver request.

**Executive Meeting Minutes:** The Executive meeting minutes from September 3, 2025, were reviewed and approved as written.

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

**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           | • Landscaping Proposals   |
| • Call to Order               | • Tree Trimming Proposals |
| • Agenda Review and Approval  | • Committee Updates       |
| • Meeting Minute Approval     | • New Business            |
| • Financials                  | • Homeowner Forum         |
| • 2026 Budget                 | • Adjournment             |
| • New Legislative Resolutions |                           |

**MEETING MINUTE APPROVAL**

The open meeting minutes from September 3, 2025, were reviewed and approved as written.

Motion – Dinah, Second- Richard.; all in favor 4-0

**FINANCIAL REPORT**

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

**BUSINESS**

**2026 Budget**

The Board of Directors were presented the proposed budget for the 2026 fiscal year. The Board approved the presented budget with a \$55.00 increase from \$695.00 to \$750.00 per home and a total assessment income of \$958,500.00  
Motion – James C., Second- Richard.; 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 pending further review.

**New Landscaper Proposals**

The Board of Directors reviewed the bids of 5 landscaping maintenance proposals for 2026. They have requested to have onsite meetings with Klenks, Horticare, and Texan Landscaping. They opted to eliminate IMS and Earthworks from the bidding process due to the cost.

**Tree Trimming Proposals**

The Board of Directors reviewed two trimming proposals. They approved to move forward with Bay Area Design, addressing dead trees, tree stumps, and any trees that are impairing paths of egress up to a total of \$1900.00.  
Motion – Dinah Second- Richard.; all in favor 4-0

**NEW BUSINESS**

There was no new business to discuss.

**LANDSCAPING COMMITTEE**

James C. discussed plans to meet next week with the landscaping committee to work on the tree planting locations. He also confirmed that the committee would like the Landing Blvd monument to match the style and plantings at the Brittany Lakes Dr. monument.

**SOCIAL COMMITTEE**

Mrs. Smith discussed the activities there would be during the National Night Out event to include face painting, a balloon artist, cotton candy, snow cone truck, pizza, and pumpkin painting. It was also confirmed that there will be voting for the annual meeting at this event.

**HOMEOWNER FORUM**

There were no concerns presented by homeowners.

**OPEN SESSION ADJOURNMENT**

With no further business to discuss, the open session adjourned at 8:47 p.m.

**NEXT MEETING DATE**

The next Board Meeting is scheduled for October 23, 2025.

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

T.E.S.  
Todd Edwards (Oct 27, 2025 18:48:08 CDT)  
Brittany Lakes Homeowners Association  
10/27/2025  
Date

  
Spectrum Association Management  
10/28/2025  
Date