

Brittany Lakes Homeowner Association, Inc.
Board Meeting Minutes
October 23, 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 October 23, 2025, 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:

- Richard Roderman (Member at Large)
- Dinah Carpenter (Member at Large)
- James Charo (Vice President)
- James Temple (Member at Large)
- Todd Edwards (President)

Representing Spectrum Association Management, LP was:

- Jessica Jacobs (Community Manager)
- Tiffany Sanford (Senior Client Relations Manager)
- Hannah Maskevich (Client Relations Manager)
- Emilie Richardson (Community Manager)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 7:34p.m. by CM Jessica.

AGENDA REVIEW AND APPROVAL

CM Jessica presented the agenda for the meeting as below:

- Call to Order
- Agenda Review and Approval
- Meeting Minute Approval
- Appointment of Officers
- Landscaping Proposals
- Irrigation Restoration Project Update
- Adjournment

MEETING MINUTE APPROVAL

The open meeting minutes from September 24, 2025, were reviewed and approved.

Motion – Dinah, Second- James C.; all in favor 5-0

BUSINESS

Appointment of Officers

Todd Edwards was appointed as President.
James Charo was appointed as Vice President
Richard Roderman was appointed as Secretary
Dinah Carpenter was appointed as Treasurer
James Temple was appointed as Member at Large

Motion – James C., Second- James T.; all in favor 5-0

New Landscaper Proposals

The Board of Directors reviewed the bids for 3 landscaping maintenance proposals for 2026. They selected to move forward with Texan Landscaping Rivera, LLC. There will be some minor adjustments in the contract in the weeks to come.

Motion – Dinah., Second- Todd.; all in favor 5-0

Irrigation Restoration Update

The Board of Directors discussed the status of the irrigation project. All irrigation is functioning as it should at this time. PMC will need to be called back out to complete the sign off on the pump station near the pool and return the tablets.

NEW BUSINESS

There was no new business to discuss.

HOMEOWNER FORUM

There were no concerns presented by homeowners.

OPEN SESSION ADJOURMENT

With no further business to discuss, the open session adjourned at 7:56 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for November 17, 2025.

Minutes were approved on November 17, 2025, and attested to by:



Todd Edwards (Nov 22, 2025 11:56:37 CST)

Brittany Lakes Homeowners Association

11/22/2025

Date



Spectrum Association Management

11/24/2025

Date