

Brittany Lakes Homeowner Association, Inc.
Board Meeting Minutes
June 22, 2026

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 22, 2026, at the Perry Family YMCA located at 1700 W 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)
- James Charo (Vice President)
- Dinah Carpenter (Treasurer)
- Todd Edwards (President)
- James Temple (Member at Large)

Absent with Apologies

- None

Representing Spectrum Association Management, LP was:

- Jessica Jacobs (Sr. Community Manager)

DETERMINATION OF QUORUM

A quorum of Board Members was announced, and the general session meeting was called to order at 6:32p.m. by Todd.

AGENDA REVIEW AND APPROVAL

CM Jessica presented the agenda for the meeting as below:

- | | |
|-----------------------------------|------------------------|
| • Call to Order | |
| • Agenda Review and Approval | |
| • Meeting Minute Approval | • Updates |
| • Financials | • Committee Reports |
| • Pump Station Maintenance | • New Business |
| • Miscellaneous Maintenance Items | • Open Homeowner Forum |
| • Amenity Deactivation Resolution | • Adjournment |

MEETING MINUTE APPROVAL

The open meeting minutes from May 18, 2026, were reviewed and approved.

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

FINANCIAL REPORT

The Board and Membership were presented with the April 2026 financials.

ACTIONS TAKEN BETWEEN MEETINGS

There were no actions taken outside of the meeting.

BUSINESS

Pump Station Maintenance

The Board discussed the pump maintenance agreement. CM Jessica confirmed she was waiting for the updated contract to be sent over for signature.

Miscellaneous Maintenance Items

Ducks

The Board of Directors discussed the actions taken with the ducks in the community. CM Jessica confirmed she has been in contact with AAAC Wildlife Removal and they would be out this week.

Recreation Center Tables

The Board of Directors discussed the tables at the recreation center pavilion and requested photos for all tables. They would like this sent over this week.

Exposed Electrical Conduit

The Board of Directors reviewed estimate #332 from McWilliams Electric and estimate 142283473 from Mr. Electric to conceal the conduit at the bottom of the light poles at the recreation center. They requested additional clarification including how McWilliams Electric cut and cap when the wires are live, what is the material of the top of the box, and whether they will be breaking through the current concrete.

Playground Maintenance and Repairs

The Board of Directors reviewed an estimate from McKenna and requested additional information including whether the torn canopy was under warranty, whether they dug down in the mulch before adding new mulch, and what are the most safety sensitive things on the list that cannot wait for replacement.

Storage Unit for Events Supplies

The Board of Directors reviewed and discussed options for storage nearby. They approved to move forward with the large, 10x15 unit that was climate controlled and near the door for easy access.

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

Tennis Screening

The Board of Directors reviewed and approved Estimate #1575 from HSR Services LLC to replace two torn screens at the tennis courts.

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

Miscellaneous Electrical Proposal

The Board of Directors reviewed Quote# 366 from McWilliams Electric to install a window unit in the pool storage room, replace the existing exhaust fan, and repairs needed resulting from the performed night audit. The Board agreed to move forward with replacing the photocell at the recreation center but required additional information on the other items.

Fence Repair at Midway Park

The Board of Directors reviewed 3 estimates for the fence repair and deferred deciding until a more in depth inspection could be completed and the estimates were “apples to apples”.

Amenity Deactivation Resolution

The Board of Directors reviewed and approved the Brittany Lakes Homeowners Association, Inc Policy Regarding Denial of Access to Amenities for Delinquent Assessments.

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

COMMITTEE REPORTS

The Landscaping Committee discussed moving the lorepedelums from the front monument to a different location due to the wrong size variety being planted for that location. They also reported on the new sod plantings, commenting the rain has helped them establish.

The Events Committee reported that their next event will take place on August 8th and will be the Back to School Party. They were considering a food truck and possibly snow cones. They also requested some additional meeting signs for posting throughout the community.

CM Jessica provided a report on the different Architectural Review Committee requests that have come in from January to June. The report also covered the different approvals, denials, and resubmissions.

NEW BUSINESS

There was no new business to discuss.

HOMEOWNER FORUM

The homeowners that were present thanked the Board for all of their hard work. Another homeowner commented on the progress on the meetings and the need to stay more on topic.

OPEN SESSION ADJOURMENT

With no further business to discuss, the open session adjourned at 8:14 p.m.

NEXT MEETING DATE

The next Board Meeting is scheduled for August 24, 2026.

Minutes were approved on August 24, 2026, and attested to by:


Todd Edwards (Sep 10, 2026 08:51:11 CDT)

Brittany Lakes Homeowners Association

09/10/2026

Date


Jessica Jacobson (Sep 10, 2026 08:29:18 PDT)

Spectrum Association Management

9/10/2026

Date