

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC. - August 15, 2023

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, August 15, 2023, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

- Board Members present were Heather Colkos, Dave Ellis, Sachie Etherington, James Kelley, Chuck O'Connor, and Bill Petry. Lance Gordon was absent.
- Also, in attendance was Cindy B., CMCA, AMS, representing Crest Management.
- With a quorum being established, the meeting was called to order at 6:00 P.M.

SECRETARY REPORT - APPROVAL OF MINUTES

The minutes from the July 18, 2023, Board meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

There were 6 homeowners in attendance at this month's meeting who were there to observe, and to discuss the license plate camera vote.

COMMITTEE REPORTS

Welcoming of New Residents – Sachie Etherington reported that since the report presented at the July meeting, one new resident had been added to the welcoming list. A copy of the report was provided in the board packets.

FINANCIAL REVIEW

Dave Ellis presented a report of the July 31, 2023, financials. As of this date, the money in the bank totaled \$1,092,758.38. This figure includes checking and Account Registry CDs (CDAR)s which together constitute the funds required to cover both operating expenses and the necessary reserve to fund maintenance and replacement of the Association's capital assets. The delinquency total as of July 31, 2023, was \$40,050.39.

OLD BUSINESS

License Plate Reading Cameras (LPC)s at Entrances – Bill Petry stated that a letter with a ballot had been mailed out to the residents to solicit their interest. Per the letter, an informational meeting was scheduled for Tuesday, August 22nd at 6:30P.M. It was stated that based on the response from the community, the Board will have a better understanding of whether or not to move forward with this project.

Status of Projects Approved at June Meeting

Concrete Repairs and Restroom Repainting – Bill Petry stated that he is continuing to solicit proposals from at least three contractors. Bill stated that the restroom repainting would not take place until after the pool season has ended.

Tennis Court Lighting Upgrade – Dave Ellis stated that he has reached out to five contractors but is not getting much interest so far. He will continue to pursue this.

NEW BUSINESS

2024 Budget Planning – A copy of Dave Ellis's forecast planning email was provided in the board packets. Dave requested that each Board member who has responsibility for a cost area plan to have their forecasts for the budget to him no later than September 8th. A discussion of replacing two lifeguard stands took place. The Board agreed that they needed to be replaced but were still reviewing various designs.

Approval of Revision to Clubhouse Rental Policy – A copy of the revised policy was provided in the board packets. Specifically, section 12 was added to state the clubhouse and recreation area is being monitored by a camera surveillance system and anyone entering the premises acknowledges and agrees that they are subject to observation at all times. After review, a motion was made, seconded, and carried to approve the revised policy. The policy will be sent to the Association attorney for filing with Harris County.

2023 Community Events – Heather Colkos stated the Car Show had a great turnout and it was well received by residents. Next year, the Committee will consider a later date when the weather will be cooler. Future events will include National Night Out on Tuesday, October 3, 2023, and Cookies with Santa on December 2, 2023. Heather requested Board approval to create an official Association managed Facebook page strictly for announcing community events and seeking volunteers. The Community Events Committee would be administrators of the page, allowing screening of the content. After a brief discussion, a motion was made, seconded, and carried to approve the creation of the Facebook page.

Continuation of Clubhouse Cleaning – Bill Petry discussed whether the Board wanted to continue with the once per month cleaning of the clubhouse and restroom area by Westside Maids at a cost of \$160 per visit. After a discussion, it was decided that the monthly services would be terminated and a janitorial service would be called as needed.

Maintenance of Perimeter Fencing Maintained by the Association – Bill Petry discussed with the Board the amount of work and time it takes to inspect the perimeter fencing to ensure maintenance and upkeep. Bill suggested instead of allowing the vegetation to grow, while notifying homeowners to rectify, he requested that he be authorized to allow Juan Garcia to maintain the fence with a flat approval rate not to exceed \$3,000. After a discussion, this topic was tabled, and the Board will review via email.

ADJOURNMENT TO EXECUTIVE SESSION

With no further business to come before the Board, the meeting was adjourned into executive session at 6:56 P.M.

Delinquencies – Eight accounts remain on the trash suspension list.

A copy of an email outlining three residents who had defaulted on their payment agreements with Crest Management was provided in the board packets. These homes have been re-added to the trash suspension list, but the Board needed to consider them for referral to the attorney for collections. After a brief discussion, a motion was made, seconded, and carried to send accounts 2530213025, 2530206015, and 2530317033 to the Association attorney for collections.

Deed Restriction Enforcement – Cindy B. reviewed the Enforcement Action Report with the Board. After review, a motion was made, seconded, and carried to approve sending accounts 2530315015, 2530316015, 2530207010, and 2530207019 to the attorney for enforcement.

Attorney Action Report – Cindy B. reviewed the Attorney Action Report with the Board. There was no action to be taken this month.

Architectural Review Committee – A copy of the Exterior Modification Report provided in the Board packets was reviewed.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The next meeting will be held at Crest Management on September 19, 2023.

With no further business to come before the Board, the meeting was adjourned at 7:30 P.M.