

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
SEPTEMBER 19, 2023**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, September 19, 2023, at 6:00 P.M. at Crest Management, 17171 Park Row, Suite 310, Houston, TX 77084.

**ATTENDANCE**

Board Members present were Dave Ellis, Sachie Etherington, James Kelley, Chuck O'Connor, and Bill Petry. Heather Colkos and Lance Gordon were 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 August 15, 2023, Board meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**HOMEOWNER CONCERNS**

There were no homeowners in attendance at this month's meeting.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – Sachie Etherington reported that since the report presented at the August meeting, three new residents 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 August 31, 2023, financials. As of this date, the money in the bank totaled \$1,067,141.36. 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 August 31, 2023, was \$35,664.96.

**OLD BUSINESS**

**A. Decisions approved by email vote since the last meeting**

- a. Approval of Replacement of Lifeguard Stands by A-Beautiful Pools in the amount of \$11,596.38.
- b. Approval of Pool and Sprinkler System Repairs in the amount of \$922.
- c. Rejection of Texas Pride Disposal Request for a Fuel Surcharge.

**B. Restroom Repainting and Concrete Paving Repairs** – Bill Petry stated that he had contacted six contractors for the concrete paving project. The best proposal was from Pattern Pro Concrete. A motion was made, seconded, and carried to approve the proposal in the amount of \$6,500. Regarding the restroom painting, Bill Petry stated he had reached out to three contractors, with just one response. Bill will continue to solicit proposals.

**C. Status of Recreation Area Lighting Upgrade Bidding** – Dave Ellis stated that he contacted five contractors, and the only response was from J. Nicholas Construction at \$59,140. A copy of the proposal was provided in the Board packets. Dave stated that he and Bill Petry met with another contractor, FSG, and expect to receive its proposal within the next two weeks.

**D. Vote on LPR Cameras at Entrances** – A copy of Dave Ellis' email was provided in the Board packets. The community survey results indicated that the vote to proceed with the project fell short by 20 votes. Although the community vote fell short, the numbers indicated that almost half of the residents would like this extra level of security, and it was believed that many voted against it solely based on cost. Bill Petry called for a vote from the Board members present, but to also give the absent members the opportunity to cast their votes on this important topic that he would obtain the other two votes via email and inform the Board of the final decision. In the meantime, Dave Ellis will begin adding the security reports from MUD 61 and 62 back onto the website each month.

## NEW BUSINESS

### A. Approval of Contract Renewals

- a. **Crest Management** – A copy of the contract renewal was provided in the Board packets. After a review, a motion was made, seconded, and carried to approve the contract extension with an increase of \$75/month for a monthly total of \$2,575.
- b. **A-Beautiful Pools** – Dave Ellis reviewed the contract renewal prior to the meeting and had a few revisions that were sent back to A-Beautiful Pools to incorporate. A motion was made, seconded, and carried to approve the contract renewal in the amount of \$51,384.54.
- c. **TLC Landscaping** – A copy of the frequency schedule was provided in the Board packets. After review, a motion was made, seconded, and carried to approve the contract renewal in the amount of \$37,578.40.

**B. Finalize and Approve 2024 Budget** – Dave Ellis reviewed the proposed 2024 budget with the Board. He explained that to prepare the draft he had sought input from the Board members who have responsibility for each area of our expenditures and from Crest personnel for the administrative costs. He also presented the 2024 update to the reserve fund study which establishes the monthly contribution needed to be transferred to the replacement account to maintain the funds necessary to replace the Associations capital assets when they reach the end of their operational lives. After review and discussion, the 2024 proposed budget and reserve study update were approved.

**C. Establish Assessment for 2024 Maintenance Fee** - After review and discussion the Board approved maintaining the 2024 assessment rate at its current value of \$750.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the Board, the meeting was adjourned into executive session at 7:10 P.M.

**Delinquencies** – Five accounts remain on the trash suspension list.

- a. **Foreclosure Authorization** – A copy of the foreclosure authorization was provided in the Board packet for account 2530207014. After review, a motion was made, seconded, and carried to approve the Association attorney to move forward with filing the lawsuit.

**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 2530207032, 2530317006, 2530318016, 2530107006, 2530210059, and 2530210059 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 October 17, 2023.

With no further business to come before the Board, the meeting was adjourned at 7:28 P.M.