

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
AUGUST 20, 2024**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, August 20, 2024, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

**ATTENDANCE**

Board Members present were Dave Ellis, James Kelley, Bill Petry, Sachie Etherington, John Martin, Heather Colkos and Chris Schweigert.

Cindy B., CMCA, AMS, the Crest Management representative, was absent.

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 16, 2024, Board meeting was presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**HOMEOWNER CONCERNS**

There were three homeowners in attendance at this month's meeting. The subjects raised were an elderly resident's difficulty in responding to a deed restriction violation letter, a request for an update on enforcement action on a home that is being used as a short-term rental, and some pool issues.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – Sachie Etherington reported that six new residents joined our community during August, and all have now received welcoming visits.

**FINANCIAL REVIEW**

Dave Ellis presented a report of the July 31, 2024, financials. As of this date, the money in the bank totaled \$1,101,204.06. 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, 2024, was \$46,666.27.

**OLD BUSINESS**

- A. Discussion on Possible Expansion of Clubhouse Car Park** – Bill Petry stated that he is continuing to solicit proposals for the Board's review.
- B. Beryl Damage Repair Status** – Dave Ellis reported that all damage has now been repaired or replaced and the insurance adjuster will be submitting his report to the insurance carrier this week. The Association is expecting to receive compensation for roughly 50% of the repair expense incurred.
- C. Preliminary Planning for September Budget Meeting** – The Board confirmed the preliminary assessment it made at the July meeting to delay the replacement of some the items previously earmarked for attention in 2025. Dave Ellis then reviewed, and the Board approved, the perimeter fence replacement strategy described in his email that was included in the Board packets which defined the order in which the sections of fence around our perimeter will be replaced based on a 17-year life expectancy. Dave was also given approval to seek a quotation for the quarterly inspection, overhanging vegetation removal, and minor repairs to the public portions of our perimeter fence.
- D. 2024 Community Events** – Heather Colkos discussed the planning progress being made by her and Sachie Etherington for our October 1 National Night Out event, which is being well supported by law enforcement, EMS and local businesses. She also reported that a Friendsgiving Potluck event will be held at the clubhouse on November 16. This will provide an opportunity for residents to engage with their neighbors while enjoying shared favorite recipes. This event will be similar to the one Heather organized while the power to many homes was lost in the aftermath of hurricane Beryl, for which Heather was sincerely thanked! The date for the Cookies and Cocoa with Santa is still being scheduled.

**NEW BUSINESS**

- A. Review of WSMA Board's Facebook Policy** – The Board has had a long-standing policy of respecting the fact that the Settlement's Facebook Group is a platform for our residents to share information and comments of mutual interest. As the information posted represents the views and opinions of those who make the postings the accuracy of which cannot be guaranteed, the Board refrains from commenting or responding to Facebook posts on the basis that questions, suggestions or complaints for the Board's attention should be addressed at the monthly Board meetings or via its website wsmaonline.org. The Board does recognize however, that many residents do regularly look at Facebook, and as such it can be an additional tool for it to convey legitimate information. Board members were polled on this and Sachie Etherington authored a proposal bringing together the views expressed. This was included in the Board meeting packet. After discussion, a vote was taken to approve the proposal, and Dave Ellis will formalize this as a revision to current Board policy.
- B. Girl Scout Group Request for Use of Small Room for Meetings** – Sachie Etherington presented a request from a Girl Scout troupe to hold its meetings in the small room of our clubhouse. Consistent with similar decisions in the past (and our 501(C)(4) status) the Board approved allowing this use at no cost, provided that the organization accepts a list of conditions and the existing rental policy provisions.
- C. Mason Creek Improvement Contractor Access Site Cleanup** – Contractor improvements to the section of Mason Creek paralleling Bucktrout for the purpose of improving flood mitigation required access via a strip of land owned by our Association. Permission was given subject to certain conditions. This project has now been completed and following discussions with the contractor, it has now cleaned the site in accordance with the stated conditions. Dave Ellis requested, and the Board approved sign-off of the contractor's obligations thus terminating the agreement.
- D. Removal of Dead Pine Trees at the Front of The Clubhouse** – There are two pine trees at the front of the clubhouse that have been damaged by beetle activity and need to be removed. Dave Ellis presented a quotation of \$1,400 from JJ Garcia Professional Tree Service to have these removed and the stumps ground. A motion was made, seconded, and carried to approve this quotation.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the Board, the meeting was adjourned into executive session at 7:35 P.M.

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

**Deed Restriction Enforcement** – The Enforcement Action Report was reviewed. No enforcement action was 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 the Crest office, 17171 Park Row, on September 17, 2024.

With no further business to come before the Board, the meeting was adjourned at 7:56 P.M.