

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
SEPTEMBER 17, 2024**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, September 17, 2024, at 6:00 P.M. at Crest Management Office, 17171 Park Row, Suite 310, Houston, TX 77084.

**ATTENDANCE**

Board Members present were Heather Colkos, Dave Ellis, James Kelley, Bill Petry, Sachie Etherington, and John Martin. Chris Schweigert 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 6:01 P.M.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes from the August 20, 2024, Board meeting was 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** – Heather Colkos reported that one new resident joined our community during September.

**FINANCIAL REVIEW**

Dave Ellis presented a report of the August 31, 2024, financials. As of this date, the money in the bank totaled \$1,058,578.03. 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, 2024, was \$47,581.88.

**OLD BUSINESS**

- A. Update on Perimeter Fence Inspection Process** – Dave Ellis informed the meeting that following a discussion with Bill Petry it was determined that incurring the cost of a monthly inspection of the perimeter fence by an outside contractor as was discussed in the August meeting is unnecessary at this time. Bill Petry is currently conducting a monthly visual inspection and any issues reported by homeowners will be communicated to Crest Management.
- B. 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. The date for the Cookies and Cocoa with Santa is scheduled for December 13.

**NEW BUSINESS**

- A. Consider and Vote on Contract Renewals:**
  - a. **Crest Management** – A copy of the contract renewal was provided in the Board packets. A motion was made, seconded, and carried to approve the contract renewal in the amount of \$2,600 per month.
  - b. **A-Beautiful Pools** – A copy of the contract renewal was included in the Board packets. Dave Ellis noted that there are a few issues requiring clarification from ABP. Until these issues are resolved, the Board will table the contract renewal and is likely to approve it via email once the clarifications are received.
  - c. **TLC Landscaping** – A copy of the contract renewal was provided in the Board packets. A motion was made, seconded, and carried to approve the contract renewal in the amount of \$39,077 annually.
- B. Consider and Vote on 2025 Budget and Reserve Study** – Dave Ellis reviewed the proposed 2025 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 2025 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 2025 proposed budget and reserve study update were approved.

- C. Establish Assessment for 2025 Maintenance Fee** - After review and discussion the Board approved maintaining the 2025 assessment rate at its current value of \$750.
- D. Consider and Vote on Approval of 2023 Audit Report** – A copy of the audit and final letter from Elaine Combs, CPA, was provided in the Board packets. After Dave Ellis' prior review, it was recommended that the Board approve the audit as presented. A motion was made, seconded, and carried to approve the draft audit.
- E. Consider and Vote on Authorizations to File Lawsuits for Accounts 2530212047, 2530101023, 2530315023, and 2530207031** – Copies of the authorizations were provided in the Board packets. After a discussion, a motion was made, seconded, and carried to approve the filings of lawsuits in the mentioned matter.
- F. Consider and Vote on Deed Restriction Enforcement Actions** – Cindy B. reviewed the Enforcement Action Report with the Board. After review, the Board instructed Crest Management to close one violation.
- G. Consider and Vote on a Board Social Media Policy** – The final version of the policy was presented to the Board. Following a brief discussion, a motion was made, seconded, and approved to submit the policy to the attorney for any legal additions required and filing with the County.
- H. Consider and Vote on Future Transition of Association Website** – A copy of Dave Ellis' email on this subject was included in the Board packets. After discussion, the Board agreed that Dave Ellis may initiate a gradual transition of the current association website to My Neighborhood News. During this process the current website will continue to be maintained to ensure no disruption to homeowners' access to the extensive information it contains.
- I. Christmas Lights and Décor Proposal** – A copy of the proposal was provided to the Board. After review, a motion was made, seconded, and carried to approve the proposal in the amount of \$2,600 which included 12 new bows.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the Board, the meeting was adjourned into executive session at 7:40 P.M.

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

**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 clubhouse on October 15, 2024.

With no further business to come before the Board, the meeting was adjourned at 7:50 P.M.