

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
AUGUST 18, 2026**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, August 18, 2026, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

**ATTENDANCE**

Board Members present were Bill Petry, James Kelley, Matt Zimmermann, Sachie Etherington, Heather Colkos, John Martin, and Dave Ellis. Also in attendance was Maggie M., CMCA, AMS, representing Crest Management.

With a quorum being established, the meeting was called to order at 6:00 PM.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes of the July 21, 2026, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**HOMEOWNER CONCERNS**

Four homeowners were present. Topics of discussion and concern were Deed Restriction enforcement.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – Three new owners will be receiving their welcoming information during the next few days.

**FINANCIAL REVIEW**

Dave Ellis presented a report of July 31, 2026, financials. As of this date, the money in the bank totaled \$1,333,957.82. 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 total delinquency as of July 31, 2026, was \$69,657.47.

**OLD BUSINESS**

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

- a. Repair to the broken conduit on the tree in front of the clubhouse for a total cost of \$250.
- b. Repairs and improved securing of two sections of broken conduit on the pool fence for a total cost of \$625.

**B. Clubhouse breezeway floor repairs**

- a. Dave Ellis stated that he has been in communication with the vendor and is waiting for a repair date to be scheduled.

**NEW BUSINESS**

**A. Preliminary Planning for 2027 Budget –**

- a. Dave Ellis discussed the 2027 reserve study draft that had been emailed to the board members for review prior to the meeting. A motion to accept the study as presented was made and unanimously carried.
- b. After discussions with the broker who handles the Settlement electricity contracts, Dave conveyed his recommendation that to avoid potential 2027 rate increases the board consider entering into a new contract this year which would become effective at the expiry of our current contract in next July. The board endorsed this approach, and Dave will obtain a proposal for the board's consideration.
- c. In preparation for her assumption of management of the Association website next year, Sachie Etherington presented costs from three alternative website hosting companies. After review and discussion, the board accepted her recommendation to take out a subscription with Bluehost at a 4-year total cost of \$335.52. The existing website will remain operational while the new site is being built and until it becomes operational.

**B. Consider and Vote on Deed Restriction Enforcement Actions** – The following accounts were voted and approved to send to the attorney for Legal Enforcement

**2530103015** – Clean Mildew from your home – on brick on right side.

**2530102018** – Clean Mildew from your home – from entry.

**2530206010** – Weed Expansion Joints.

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**2530107007** – Store miscellaneous. items out of public view.

**2530209008** – Submit an EMR application for approval for new roof.

**2530318032** – Submit EMR for new fence on left.

**2530319013** – Submit EMR for lights along roof line.

**2530212030** – Submit EMR for approval of flood light at back of home.

- C. Consider and Vote on Collection Actions** – The following accounts were voted on and approved to send to the attorney for Legal collections:

**2530317006** – Delinquency/bankruptcy monitoring.

**2530210090** – Delinquency.

**2530102018** – Default on payment plan.

- D. Consider and Vote on adopting an Open Records and a Records Retention Policy** – The board reviewed then made and carried motions to accept the Open Records and Records Retention policies that were drafted by our RMWBH attorneys.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the board, the meeting was adjourned into executive session at 7:50 P.M.

**Attorney Actions** – Maggie M. reviewed the Attorney Action Report with the board. There was no action to be taken with accounts this month.

**Delinquencies** – Nine accounts are on the trash suspension list.

**Variance Request – 2530211019 – request for variance to allow window A/C unit** - Board denied the request.

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

**Discussion of Lighting on our Cul-de-sacs** – Following a discussion of the practicality of improving security of our cul-de-sacs, Maggie M took the action to investigate what it would cost to add solar powered floodlights on these islands.

**ADJOURNMENT**

There were no homeowners present to hear a summary of the executive session.

The next meeting will be the Budget Workshop to be held at the Crest office on September 15, 2026.

With no further business to come before the board, the meeting was adjourned at 8:20P.M.