

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC. - April 18, 2023

The Annual Meeting of Member of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, April 18, 2023, at 7:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

- Board Members present were Heather Colkos, Niki Dillon, Dave Ellis, Shelley Morales, and Bill Petry. Lance Gordon and Chuck O'Connor were absent.
- Also, in attendance was Jade J. and Cindy B., CMCA, AMS, representing Crest Management.
- A quorum was qualified by representation in person and/or by proxy of one hundred eight (108) members. With a quorum being established, the meeting was called to order at 7:00 P.M.

APPROVAL OF MINUTES

The minutes of the March 21, 2023, Board of Directors Meeting were presented, and a motion was made, seconded, and unanimously approved to accept the minutes as written.

ELECTION OF DIRECTORS

The next item on the agenda was the election of three (3) directors. All positions will be for three (3) year terms. There were five (5) candidates on the ballot, Makena Buchanan, Christopher Cox, Sachie Etherington, James Kelley, and Bill Petry. The floor was opened for nominations. There were no nominations from the floor and a motion was made, seconded, and unanimously approved to close nominations from the floor. After the ballots were tallied, Sachie Etherington, James Kelley, and Bill Petry were elected to the Board of Directors and will serve until 2026.

FINANCIAL PRESENTATION

The next item on the agenda was the Association financial report, a copy of which was included in the members' packets. The report was presented by Dave Ellis, the Treasurer. He reminded those present that the Association budgets for both the annual operating expenses and to fund the periodic replacement of the Association's infrastructure as items reach the end of their operating lives and that the funds are maintained and managed in two separate accounts for this purpose. He presented the 2022 budget followed by the financial results for the year showing performance compared with that predicted and explained how a reserve study is updated annually to compute the required contribution to the capital reserve.

He concluded by stating that the Association's finances are in excellent health.

HOMEOWNER OPEN FORUM

At this time, there was a general question and answer period covering various topics including dead limbs hanging towards the tennis and basketball courts due to the recent storm and an inquiry on future Association maintenance fees. Bill Petry will refer the hanging tree limbs issue to our tree maintenance contractor and stated that Association fees are addressed at each year's September budget meeting and must consider the effect of the annual inflation in the Associations costs. Dave Ellis pointed out that the current fee is less than half of that permissible by our deed restrictions.

The Annual Meeting was adjourned at 7:51 P.M. and those residents interested were invited to stay to attend a Board meeting to immediately follow at which Association officers would be elected and responsibilities assigned.

BOARD MEETING

The meeting was opened, and nominations for the various positions were made and voted on.

The resulting officer assignments and responsibilities were as follows.

Officers:

President – Bill Petry

Vice President – Heather Colkos

Secretary/Treasurer – Dave Ellis

Other Directors:

Director – Sachie Etherington

Director – Lance Gordon

Director – James Kelley

Director – Chuck O'Connor

Subcommittee Chairs:

Christmas Décor and Yard-of-the-Month – Heather Colkos and Sachie Etherington

Landscaping and Board Meeting Room Setup and Perimeter Fencing – Bill Petry

Flag Maintenance – Lance Gordon

Email Communications, Website, and Recreation Area Operation and Maintenance – Dave Ellis

Community Events – Heather Colkos and Sachie Etherington

Meeting Signs – James Kelley

Deed Restrictions – Chuck O'Connor and James Kelley

Dissolving of the New Resident Committee – After receiving feedback from Nick Damian, the resident volunteer who has been handling the welcoming of new residents and who resigned from this role at the meeting, a motion was made, seconded, and approved to dissolve the committee and to discontinue the in-person visits to the homes of the new residents. Going forward, included with the letter that each new resident receives from Crest, will be the Welcome Letter and New Resident Form that were delivered with the welcoming gift during the in-person visits.

ADJOURNMENT

With no further business to come before the Board, the meeting was adjourned at 8:15 P.M.

The next Board meeting will be **Tuesday, May 16, 2023.**