

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
NOVEMBER 21, 2023**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, November 21, 2023, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

Board Members present were Dave Ellis, Lance Gordon James Kelley, Chuck O'Connor, and Bill Petry. Sachie Etherington and Heather Colkos were 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 October 17, 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 – Dave Ellis reported that since the report presented at the September meeting, two new residents have 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 October 31, 2023, financials. As of this date, the money in the bank totaled \$1,001,227.26. 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 October 31, 2023, was \$34,350.82.

OLD BUSINESS

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

- a. Award of the recreation area lighting contract to J Nicholas Construction in the amount of \$73,640.
- b. Award of tree removal contract to J. J. Garcia in the amount of \$1,800.
- c. Purchase of replacement Christmas lights at four entrances to Firmus Green in the amount of \$1,250.

B. Signing of the contract for License Plate Reading Cameras at Entrances – Approval of the installation of the license plate reading cameras at the entrances to our subdivision was given in September. Since then the Board has been in discussions with Flock Safety to ensure that all its questions and concerns were addressed. This process has been completed and the Board gave its approval for Bill Petry to sign the two-year contract. The price for the first year, which includes the camera installation, is \$30,250, and \$23,750 for the second year.

C. Review of Restroom Repainting Proposals – Bill Petry informed the Board that he had received three proposals for the repainting of the restrooms. The most competitive bid was from Bashans Painting & Home Repair, inc. The bid also includes some sheet rock repair in the ladies restroom, painting the hallway side of the double doors to the big room and some touch up work in the hallway. It also includes cleaning, priming and repainting of all rusted areas of the poolside shade posts. A motion was made, seconded and carried to approve the award of the contract to Bashans Painting & Home Repair, inc. at its quoted price of \$2,100.

NEW BUSINESS

A. Review of Perimeter Fence Policy – The Board considered its ongoing approach to maintenance of the perimeter fence now that due to its age some repairs are becoming necessary, and specifically if it wants to continue to offer residents who live along the fence the opportunity to make minor repairs themselves with the Association funding the purchase of the required material. This process, as currently included in the posted policy, allows for repairs to be made in less time and at less cost to the Association. The Board unanimously agreed to continue this policy and Lance Gordon was given approval to purchase a supply of pickets which could be made available to residents who are willing to perform such repairs themselves.

Lance will also check the fence for rot board and other problems and will perform some repairs of these issues and will identify homes at which vegetation growing in the Association easement is causing fence damage. These instances will be documented and as they are violations of the fence easement agreements Crest will send letters to the responsible residents requiring that such vegetation be trimmed or removed to avoid further fence damage.

B. 2023 Community Events

- a. Christmas Yard Contest – Judging by a committee of residents to select the most deserving 10 yards and mailboxes will be conducted from December 10 through 17. Residents will then be invited to place their votes from December 17 through 20. As always, the homes receiving first, second and third most votes, and the one receiving the most votes for its mailbox, will have the appropriate signs installed in their yards. Voting will be restricted to Settlement residents only.
- b. Cookies and Coca with Santa – As previously advertised, this event will be held on December 2nd at the clubhouse. It will be from 3 through 5 PM, and there will be cookies to decorate. Santa will be there for a Photo op and will read a story to the children around 4 PM. Residents are invited to participate in the cookie walk again this year. A link will be posted to register. Cookies will be swapped, and Santa will once again choose his Favorite entry.

C. Repair of Pool Expansion Joints – The expansion joints between the coping stones and concrete deck around the pool have deteriorated and need to be replaced. A motion was made, seconded, and carried to accept a job card from A-Beautiful Pools for \$1,309 to have this work performed.

D. Replacement of Flag and Monument Lamps at the Christopher Wren Entrance – The LED flag lamp at this location has failed, and while replacing it the opportunity is presented to also replace the monument lamp, which is the last remaining HID lamp at the entrances. A motion was made, seconded, and carried to accept a bid of \$975 from Donald Electric to replace both of these lamps.

E. Colonial Parkway Tree Trimming – Bill Petry presented a bid from J. J. Garcia for the trimming of 7 trees on Association owned property along Colonial Parkway. A motion was made, seconded, and carried to accept the J.J. Garcia bid of \$2,700 to have this work performed.

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the Board, the meeting was adjourned into executive session at 6:44 P.M.

Delinquencies – Four accounts remain on the trash suspension list.

Deed Restriction Enforcement – The Enforcement Action Report was reviewed. After review, a motion was made, seconded, and carried to approve sending accounts 2530317036 and 2530319003 to the attorney for enforcement.

Attorney Action Report – The Attorney Action Report was reviewed. There was no action to be taken this month.

Architectural Review Committee – A copy of the month's Exterior Modification Report was reviewed.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. There will not be a Board meeting in December, so the next meeting will be held at the clubhouse on January 16, 2024.

With no further business to come before the Board, the meeting was adjourned at 7:05 P.M.

Dave Ellis, Secretary

Date