

**DRAFT MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
OCTOBER 21, 2025**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, October 21, 2025, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

Board Members present were Heather Colkos, Dave Ellis, Sachie Etherington, James Kelley, John Martin, Bill Petry, and Chris Schweigert. 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 September 16, 2025, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

4 homeowners were present

COMMITTEE REPORTS

Welcoming of New Residents – There was no change to the new resident report this month.

FINANCIAL REVIEW

Dave Ellis presented a report of September 30, 2025, financials. As of this date, the money in the bank totaled \$1,155,661.59. 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 September 30, was \$54,228.58.

OLD BUSINESS

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

- a. JJ Garcia Fence Repair work – two invoices approved for \$3,400 and \$3,150.
- b. JJ Garcia tree trimming at the clubhouse, and Gatwick and the Carters Grove Entrances for a total cost of \$2,650.
- c. The purchase of 4 new pool umbrellas for a total cost of \$591.84.

B. Status of Solicitation of 2026 Pool Management Bids: A discussion was held regarding the 5 proposals received. After reviewing some details regarding several of the companies, the board will reach out to Sweetwater Pools to further discuss several points regarding their lifeguard and supervisor hiring and training practices.

C. Status of ongoing Projects:

- a. The pool diving board refurbishment will be completed within the next two days.
- b. The current repairs to the perimeter fence, including the replacement of a few remaining damaged pickets, will be completed in November, and Sachie Etherington will conduct future biannual inspections every May and November.
- c. A proposal from A-Beautiful Pools was presented to replace the pool decking expansion joints to prevent the ingress of moisture, and to repair a small section of concrete. A motion to approve the proposal in the amount of \$8,000, was made, seconded, and unanimously carried.

D. 2025 Community Events: A Halloween home and yard decorating contest is being planned, as is the annual Christmas holiday yard contest. This year's Cookies & Cocoa with Santa will be held on December 21, 2025.

NEW BUSINESS

- A. Consider and Vote on the Approval of 2024 Audit and Federal Tax Return** - a motion was made, seconded, and unanimously carried to accept the 2024 Audit and tax return prepared by the Association's CPA.
- B. Swim Team Agreement** – A new agreement between the Association and the Swim Team was presented, and a motion to approve the document as presented was made, seconded, and unanimously carried.
- C. Consider and Vote on Deed Restriction Enforcement Actions** – Maggie M. reviewed the Enforcement Action Report with the board. After review, a motion was made, seconded, and carried to approve sending the following accounts to the attorney for enforcement.

2530101023 – Replace/repair broken front window.

2530207010 – Fence EMR denial, please resubmit new application with modifications.

2530207011 – EMR denial, please resubmit new application with modifications.

2530207014 – comply by removing landscape board or replace missing landscape.

2530318037 – Store miscellaneous items out of public view.

2530213009 – Resod your lawn in areas where your lawn is dead or missing.

2530212047 – Store inoperable vehicle out of public view (white truck).

- D. Consider and Vote on Collection Enforcement Actions** – After review, a motion was made, seconded, and carried to approve sending the following accounts to the attorney for collection.

2530206010 & 2530206015

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the board, the meeting was adjourned into executive session at 7:00 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 – Ten accounts are on the trash suspension list.

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

Hearing – The owner of account 2530317007 was present for a deed restriction violation hearing. The board was presented with information regarding the violation, and Crest will convey its decision to the owner.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session.
The next meeting will be held at the clubhouse on November 18, 2025.

With no further business to come before the board, the meeting was adjourned at 7:15 P.M.