

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
JULY 21, 2026**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, July 21, 2026, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

**ATTENDANCE**

Board Members present were Dave Ellis, Sachie Etherington, James Kelley, Bill Petry and Matt Zimmermann. Heather Colkos and John Martin were absent. 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 June 16, 2026, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**WELCOME NEW ASSOCIATION ATTORNEY** – Cliff Davis was present representing RMWBH. Mr. Davis introduced himself and spoke briefly about the firm and responded to some questions from the board.

**HOMEOWNER CONCERNS**

Seven homeowners were present. Topics of discussion and concern were deed restriction enforcement in general with some specific examples including lawn violations, parking on lawns, excessive street parking, and an unhealthy situation resulting from the board withholding trash service to a delinquent homeowner, which Dave Ellis reported has now been resolved.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – No updates have been made this month.

**FINANCIAL REVIEW**

Dave Ellis presented a report of the June 30, 2026, financials. As of this date, the money in the bank totaled \$1,379,443.11. 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 June 30, 2026, was \$71,275.74.

**HEARINGS**

- A. **Acct. 2530214004** – Breezeway Fence denial. – the Board reviewed the information presented and the request from the homeowner regarding the denial of the use of pine pickets. The Board denied the homeowners request for a variance, per the Associations Architecture Guidelines which state that treated pine pickets are not permitted.

**OLD BUSINESS**

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

- a. The renewal of the Workers Compensation insurance policy was approved, total cost \$369 for the year.
- b. Painting of the interior clubhouse by Spears Renovations, total cost of \$2,675
- c. Repair of AC condensation leak damaging kitchen ceiling by True Fix, total cost of \$790

**B. Clubhouse hallway floor repairs** - Dave stated he has been in communication with the Premier Drywall company which installed the floor and the repair is being scheduled.

**C. Resolution of items raised at June 16 Meeting**

- a. Sweetwater Pools Performance Discussion – The Board stated that after discussions with the pool company, the performance issues have been corrected.
- b. TAAF insurance requirements – TAAF has submitted the required insurance.
- c. Two new Pickle Ball have been purchased and will be installed by John Martin

**NEW BUSINESS**

- A. **2027 Budget planning** – a discussion was held regarding the upcoming budget and to use the budgeting tools Crest provides per their contract at their September 2026 budget workshop.

Dave gave the reason for this as a way to give the full board exposure to the budgeting process as part of a transition of his current duties for when he is no longer available to perform them. Key decisions to be made are

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF  
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JULY 21, 2026  
PAGE 2**

who will be able to take over the position of Association Treasurer, the HOA website and managing clubhouse rentals. Sachie expressed her willingness to take over the website duties

Further discussion will be needed on the transition of the other responsibilities.

- 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**

**2530102024 – Submit EMR for tree removal**

**2530101023 – Weed expansion Joints in Driveway**

**2530102009 – Repair/replace broken or leaning fence pickets at left**

**2530212060 – Submit EMR for tree removal**

**2530207019 – Resod your lawn in areas where your lawn is dead or missing**

**2530210073 – Store Trailer out of public view**

**2530318037 – Store trailer out of public view and the Cease and Desist on unapproved work to garage**

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the board, the meeting was adjourned into executive session at 7:25 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.

**ADJOURNMENT**

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

The next meeting will be the annual members meeting to be held at the clubhouse on August 18, 2026.

With no further business to come before the board, the meeting was adjourned at 8:05P.M.