

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
FEBRUARY 20, 2024**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, February 20, 2024, 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, Chuck O'Connor, and Bill Petry. Lance Gordon was absent.

Also, in attendance was Cindy B., CMCA, AMS, representing Crest Management.

With a quorum being established, the meeting was called to order at 6:05 P.M.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes from the January 16, 2024, Board meeting was presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**Visit from Commissioner Briones' Community Outreach Team**

A member of Commissioner Briones' Community Outreach Team was present to provide information to the homeowners to bring awareness of services and events that the County offers to residents, free of charge, such as self-defense classes, street maintenance, graffiti clean-up, and seasonal events.

**HOMEOWNER CONCERNS**

There were 8 homeowners in attendance at this month's meeting to observe.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – Sachie Etherington reported that since the report presented at the January meeting, two new residents had 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 January 31, 2024, financials. As of this date, the money in the bank totaled \$1,237,885.44. 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 January 31, 2024, was \$160,348.69.

**OLD BUSINESS**

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

- a. Award of contracts for Perimeter Fence Repair by Old Town Katy Fencing in the amount of \$2,550, Section of Retaining Wall on Path to Recreation Area by Pattern Pro Concrete in the amount of \$2,500, and HVAC Supply Rewiring by Donald Electric in the amount of \$2,741.32.
- b. Selection of new Architectural Review Committee Member – Due to one of the ARC Committee members moving out of the Association, the Board appointed a replacement to fill the vacant position.

**B. Status of Ongoing Projects:**

- a. Recreation Area Lighting Upgrade – Dave Ellis stated that the tennis court, parking lot, and basketball court lighting has been completed.
- b. LPR Camera Installation – Dave Ellis reported that besides the signage at Bruton Park needing to be relocated for visibility, Flock Safety has completed the camera installations.

**C. Management of LPR Camera System:**

The Board appointed James Kelley as Administrator of the LPR camera system.

Dave Ellis explained two options that can be made available to residents, but after some discussion the Board tabled a decision on whether to implement either of these pending further consideration of the pros versus the cons of each.

## NEW BUSINESS

- A. **2024 Community Events** – Heather Colkos informed the Board of upcoming events which included the Easter Egg Hunt on March 30<sup>th</sup>, Community Garage Sale on April 27<sup>th</sup> & 28<sup>th</sup>, and National Night Out on October 1<sup>st</sup>.
- B. **Approval of Required Revision to Collection Policy** – Dave Ellis informed the Board that the collection policy had been amended per the Association attorney's recommendation to bring the Association into compliance with section 209.0064 of the Texas Property Code which took effect in 2023. After review, a motion was made, seconded, and carried to approve the amendment.
- C. **Review of Clubhouse Rental Charges** – Bill Petry stated that due to rising operating expenses, he recommended that the Board increase the rental fee for the main clubhouse by \$25. The small room fee will remain the same. For 1-50 persons, the new cost would be \$75. For 51-100 persons, the new cost would be \$100. After a brief discussion, a motion was made, seconded, and carried to approve the increases.
- D. **HVAC Rewiring Issue** – Dave Ellis presented the Board with an additional issue that arose during the HVAC rewiring process. The electrician found that the main cables feeding into the unit were overheating due to a faulty main switch. The cost to replace the faulty switch and wiring is \$1,738. A motion was made, seconded, and carried to approve the proposal from Donald Electric.
- E. **Elaine Combs, CPA Engagement Letter** – A copy of the engagement letter for the 2023 tax season was provided in the board packets. A motion was made, seconded, and carried to approve the tax return filing services in the amount of \$450.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the Board, the meeting was adjourned into executive session at 7:13 P.M.

**Denied EMR Hearing for Account 2530110010** – Homeowner was present for the hearing to address the Board. In a following review, recognizing the special circumstances of this case, the Board overturned the ARC Committee's denial with a variance approval. Per the architectural guidelines, all fence material should be cedar, however, the Board agreed that since the fence has already been professionally installed at considerable cost and won't detract from the Association's appearance if a cedar stain is applied to match his neighbors fence, it would allow the variance subject to the stipulation that the next time the fence needs to be replaced, cedar pickets must be used, and an application is to be submitted to the ARC Committee for its review.

**Denied EMR Hearing for Account 2530317036** – Homeowner was present for the hearing to address the Board. In a following review, the Board overturned the ARC Committee's denial, with a variance approval. Per the Security Measures Policy, the Board is authorized to adopt architectural guidelines, which state a fence height cannot exceed 6' or 6'6" with a rot board. However, the Board agreed that due to the slope of the homeowner's lot, in this special case the fence may remain as currently installed.

**Delinquencies** – Three accounts remain on the trash suspension list.

**Deed Restriction Enforcement** – Cindy B. reviewed the Enforcement Action Report with the Board. After review, a motion was made, seconded, and carried to approve sending accounts 2530215001, 2530105025, and 2530319013 to the attorney for enforcement.

**Attorney Action Report** – Cindy B. reviewed the Attorney Action Report with the Board. There was no action to be taken this month.

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

**Board Officer Resignation** – Due to personal reasons, Bill Petry stated he would step down in his role of Board President but will remain on the Board until further notice.

## ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The next meeting will be held at the clubhouse on March 19, 2024.

With no further business to come before the Board, the meeting was adjourned at 8:03 P.M.