

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
OCTOBER 17, 2023**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, October 17, 2023, 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 6:00 P.M.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes from the September 19, 2023, Board meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**HOMEOWNER CONCERNS**

There were three 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 September meeting, three 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 September 30, 2023, financials. As of this date, the money in the bank totaled \$1,031,668.97. 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, 2023, was \$35,051.80.

Dave Ellis informed the Board that the latest electricity invoices had increased due to CenterPoint increasing the TDSP charges. With this revelation, Dave sought Board approval to revise the 2024 utilities portion of the budget. A motion was made, seconded, and carried to approve this action.

**OLD BUSINESS**

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

- a. Tree Removal and Trimming by Juan Garcia in the amount of \$2,750.

**B. Preliminary Planning for Installation of License Plate Reading Cameras at Entrances** – Dave Ellis stated that he and Sachie Etherington attended the Zoom meeting convened by Lupe Wood of Flock Safety Systems on Thursday October 12 at which Lupe explained in detail the proposed locations and fields of view of all cameras. All of the poles on which the cameras will be mounted will be located on Harris County Right of Way land and Flock will handle all permitting required. This information had been presented in emails to the Board members prior to the Board meeting. Based on the information presented, the Board unanimously approved the camera locations. The Board will now review the details of the proposed contract and send any questions or concerns to Dave, who will forward a consolidated list to Lupe. Assuming all issues can be resolved to the Board's satisfaction, the intention is that the contract be approved and signed at the November 21 Board meeting.

**C. Review of Proposals for Recreation Area Lighting Upgrade** – A copy of the bid comparison and proposals from J Nicholas Construction and FSG were provided in the Board packets. The J Nicholas proposal for the tennis court lighting is by far the more attractive on both price and the solution offered, but it did not include the basketball court, volleyball court, and car park as were provided by FSG. After a review and discussion, the Board decided to table the decision until Dave Ellis can obtain project pricing for these other three areas from J Nicholas Construction so that a contract can be approved to upgrade all the recreational area lighting at the same time.

**D. Review of Restroom Repainting Proposals** – Bill Petry stated that he was continuing to solicit proposals, and a decision will be made at the November meeting.

## **NEW BUSINESS**

### **A. 2023 Community Events**

- a. Halloween Yard Contest – Heather Colkos stated that a committee of five would be judging the homes a week before Halloween and the winner would be announced October 30<sup>th</sup>.
- b. Christmas Yard Contest – Heather Colkos stated this was still in the planning process, and the committee was still brainstorming on prizes.
- c. Cookies with Santa – Heather Colkos stated that this event would take place December 2<sup>nd</sup> at the clubhouse. More information to come.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the Board, the meeting was adjourned into executive session at 6:45 P.M.

**Delinquencies** – Four 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 2530206015 and 2530110010 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.

## **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 21, 2023.

With no further business to come before the Board, the meeting was adjourned at 7:00 P.M.