

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
JULY 17, 2018**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, July 17, 2018 at 5:30 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

Board Members present were: Chris Cox, Dave Ellis, Jim Calvert, Ed Shipley, CO Holt, Chase Wier, and Bill Petry.

Also, in attendance was Cindy Bojé representing Crest Management, along with Sheriff Deputy Chad King.

With a quorum being established the meeting was called to order at 5:30 P.M.

SECRETARY REPORT – APPROVAL OF MINUTES

The minutes for the June 19, 2018 Board Meeting were presented and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

There were five homeowners present at the meeting but only two had concerns. One homeowner discussed backyard maintenance and inquired what action could be taken by the Board to address a particular situation. The Board stated that it will review the complaint but if such problems are not noticeable from the street they are generally not classified as violations of our deed restrictions and thus are not within the Board's mandate. If the lack of maintenance is causing pest problems then the best approach is to refer the issue to the Harris County health Department. Another homeowner was concerned about what she perceived as a lack of awareness by a lifeguard while guarding the pool. Dave Ellis pointed out that A-Beautiful has posted on the gates leading to the pool the number to call to report any such incident and that homeowner should call A-Beautiful immediately they spot such a transgression so that it can take remedial action and, if appropriate, discipline the lifeguard involved.

SHERIFF PATROL REPORT

Deputy King and CO Holt, our security liaison, reported that there were no unusual problems during June and our community continues to enjoy a very low crime rate. A copy of the monthly sheriff report was included in the meeting packets.

WELCOMING COMMITTEE REPORT

Committee Chairman, Michael Wood, was absent but Jim Calvert reported that the response to the committee has been positive. A copy of the new resident report was included in the meeting packets.

FINANCIAL REVIEW

Dave Ellis presented a detailed report on the June 30, 2018 financials. As of this date, the money in the bank totaled \$729,524.33. This figure includes checking, money market accounts and CD's which are 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 June 30, 2018 was \$15,914.05.

OLD BUSINESS

Community Events:

- a. Veterans Parade – Chris Cox is still working on finalizing the plans. The parade will be held on Saturday November 10th.
- b. Garage Sale – The date for the next garage sale will be October 20th.
- c. National Night Out – The date for the 2018 National Night Out is October 2nd. Chris Cox is working on obtaining signage options from Fast Signs. Further information will be released at a later date.

Cul-de-sac Islands Report

Dave Ellis discussed the cul-de-sac islands report with the Board. As a reminder, Dave reported that MUD 61 will install water supplies to 4 cul-de-sac islands as part of phase 1 of the re-piping project and these will be the first islands to be considered for renovation. The Committee's recommendation is as follows:

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1. Accept the JJ Garcia quote of \$1,644.00 to trim all the trees with identified issues in both MUD 61 and 62 service areas.
2. Accept the Texas Lawn Care quote of \$7,439.00 to provide landscaping improvements and irrigation systems on the 4 phase 1 islands.
3. Budget for the landscaping and irrigation improvements to 4 of the Phase 2 islands to be implemented in 2019 and the remaining 5 in 2020.

A motion was made, seconded, and unanimously carried to accept the Committee's recommendations.

Texas Pride's Petition for an Increase in the Price for Recycling Service

Dave Ellis reminded the meeting of the background to this issue explaining the rationale behind Texas Pride's petition for a surcharge on its price for the provision of recycling services. This is in response to the increased cost that the recyclers now have to pay China to accept recyclable material. The major driver in this is China's tightened environmental requirements which have resulted in the rejection of material contaminated with food residue and the inclusion of non-recyclable items that residents are putting into the recycling bins. China is now also taking a more aggressive stance as a result of the growing trade war between it and the United States.

After a discussion with Texas Pride Dave reported that it is taking action to look for alternative solutions to mitigate its cost increases and has, at least temporarily, postponed levying the recycling surcharge.

NEW BUSINESS

Replacement of Gatwick Flag Light

Dave Ellis reported that Donald Electric quoted \$640.00 for the replacement of the inoperable Gatwick HID flag light with an LED unit the same as was installed at Bruton Park. After a brief discussion, a motion was made, seconded, and carried to approve the expense.

Required Pool Equipment Repairs and Additions

Dave Ellis reported that a recent State inspection has cited the need for the installation of operational flow meters in the pump room and the installation of a sign pointing to the location of our emergency telephone. Installation of the flowmeter on the baby pool system will require the rerouting of some plumbing to provide adequate space. The big pool system does have a flow meter but it is damaged and needs to be replaced. After a brief discussion a motion to accept the A-Beautiful quotation of \$555.27 for this work was made, seconded, and carried. Meanwhile Chris Cox is obtaining a price for the emergency phone sign.

In addition to these items, the baby pool pump motor has burned out and needs replacing. The Board approved A-Beautiful replacing it and associated wiring at a price not to exceed \$500.

2017 Audit

Dave Ellis reported that he received and has reviewed the draft 2017 audit from Elaine Combs, our CPA. Dave only found a couple of minor issues and made a motion that the Board accept the audit subject to these minor corrections. After a brief discussion, the motion to approve the audit was made, seconded, and carried. Dave will convey this and the minor changes required to Elaine so that she can finalize the audit and prepare our 2017 tax return.

Tennis Court Power Washing

Dave Ellis reported that the tennis court surfaces are in need of a good cleaning. He requested that Cindy Bojé send him the contact information of a few contractors qualified to perform power washing on tennis courts so he can obtain some competitive bids and customer references to summarize for a Board decision.

Security Contract

Dave Ellis reported that Paul Wilburn will be retiring from the Harris County Sheriff's Office on July 31, 2018. The Board discussed accepting Paul's recommendation that Chad King be appointed as the contract administrator for the remaining term of the existing contract. After a discussion, a motion to award the contract to Chad King on the same terms as the existing contract was made, seconded and carried.

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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.

Delinquencies – Nine accounts remain on the trash suspension list.

Deed Restriction Enforcement – Jim Calvert reviewed the Enforcement Action Report with the Board. After reviewing it, Jim stated there was no action to be taken at this time.

Attorney Action Report – Jim Calvert reviewed the Attorney Action Report with the Board. After reviewing it, Jim stated there was no action to be taken at this time.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The next meeting will be held on August 21, 2018 at the community clubhouse.

With no further business to come before the Board, the meeting was adjourned at 7:36 P.M.

Dave Ellis, Secretary

Date