

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
OCTOBER 16, 2018**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, October 16, 2018 at 5:30 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

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

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 5:27 P.M.

SECRETARY REPORT – APPROVAL OF MINUTES

The minutes for the September 18, 2018 Board Meeting were presented and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

There was one homeowner present, but he did not express any concerns.

SHERIFF PATROL REPORT

CO Holt, our security liaison, and Deputy Chad King reported that there were no unusual problems during September 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 sent a report via email stating that there was no new activity to report this month.

FINANCIAL REVIEW

Dave Ellis presented a detailed report on the September 30, 2018 financials. As of this date, the money in the bank totaled \$618,112.90. 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 September 30, 2018 was \$9,188.06.

OLD BUSINESS

Decisions taken by email vote since the last meeting:

- a. Approval of Texas Lawn Care quotation for Clearing Perimeter Fence Vegetation in the amount of \$7,500.
- b. Approval of JJ Garcia quotation for Trimming Colonial Parkway Trees in the amount of \$2,600.
- c. Approval of Champion Landscape Supplies quotation for the replenishment of the playground Kiddie Cushion in the amount of \$1,095.

A motion was made, seconded, and unanimously carried to ratify the items voted on by the Board outside of a Board meeting.

National Night Out Wrap-Up Report

Chris reviewed the National Night Out summary report with the Board. Overall, and despite the rain, it was a successful and well-attended event.

Status of Approved Projects

Cul-de-sac islands Improvements - Dave reported that the water supplies to the four cul-de-sac islands included in phase 1 of the MUD 61 re-piping project have been installed which has allowed Texas Lawn Care to complete its installation of the irrigation systems on these islands. Once the backflow preventer valves have been tested and the irrigation systems placed in service the landscaping on these islands will be installed.

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Pool Filter Sand Replacement - The sand in the pool filter has been replaced by A-Beautiful.

Perimeter Fence Vegetation Clearance – Texas Lawn Care has completed the removal of the large amount of vegetation bordering the perimeter fence.

Trimming of WSMA Owned Trees along Colonial Parkway - JJ Garcia Tree Services has completed the Colonial Parkway tree trimming.

Replenishment of Playground Kiddie Cushion – This will be installed on October 29.

Installation of Sign Indicating Location of Pool Emergency Phone – The emergency phone signage still needs to be ordered and installed.

NEW BUSINESS

Upcoming Events:

- a. October 20th Garage Sale – Chris stated that so far, 27 homeowners signed up to participate in the garage sale. In the event that the garage sale is rained out, this event will be rescheduled to October 27th.
- b. November 10th Veteran’s Parade – Chris stated that he was still finalizing the details with the parade marshal and signage, but would like to distribute 1st, 2nd, and 3rd place prizes for the best decorated/patriotic vehicle, bicycle, pet etc., judging to be by on-line ballot as was used for last year’s Christmas Yard Decoration contest. Jim Calvert stated that he will contact the local Boy Scouts troop for the flag ceremony and their participation in the parade.

Ongoing Control of Vegetation Outside Perimeter Fence

Dave stated that Texas Lawn Care has agreed to add to its monthly maintenance schedule the ongoing control of vegetation immediately bordering our perimeter fence for an annual price of \$1,800. Dave stated that this expense was not forecasted in the 2019 budget but is a justifiable investment to preserving and hence extending the life of the fence. In 2019 this could be funded from the Operating Reserve and in subsequent years considered for folding into the landscaping budget.

After a brief discussion, a motion was made, seconded, and carried to approve the proposal at \$1,800.

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the Board, the meeting was adjourned into executive session at 6:17 P.M.

Delinquencies – Four accounts remain on the trash suspension list.

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

Attorney Action Report – Jim Calvert reviewed the Attorney Action Report with the Board. After review Jim stated that no further action need 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 November 20, 2018 at the community clubhouse.

With no further business to come before the Board, the meeting was adjourned at 6:42 P.M

Dave Ellis, Secretary

Date