

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
MARCH 17, 2020**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, March 17, 2020 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, and Bill Petry. Chris Cox and Larry Barrow were absent.

Also, in attendance was Cindy Bojé representing Crest Management and 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 of the February 18, 2020 Board Meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

Three homeowners were present to observe the meeting. There were comments regarding security and deed restriction enforcement.

SHERIFF PATROL REPORT

CO Holt, our security liaison, and Deputy Chad King presented the February security report. The community continues to enjoy an enviably low crime rate. A copy of the monthly sheriff report was included in the meeting packets.

CO stated that attendance of a representative from the Harris County Sheriff's Office would be postponed until further notice due to the circumstances regarding COVID-19. However, the Board still expects to receive security reports from the MUD sponsored HCSO patrols, of which to this date they have received none.

WELCOMING COMMITTEE REPORT

Welcoming Committee Chairman, Larry Barrow was absent; therefore Dave Ellis reported that there were two new homeowners since the last meeting. A copy of the activity report was included in the meeting packets.

FINANCIAL REVIEW

Dave Ellis presented a report of the February 29, 2020 financials. As of this date, the money in the bank totaled \$1,014,677.20. 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 February 29, 2020 was \$58,771.53.

OLD BUSINESS

Decisions taken by email vote since the last meeting

- a) Approval of Annual Meeting Notice, Proxy/Ballot and Pool Memo
- b) Approval of Clubhouse Landscaping Improvements in the amount of \$990.00.
- c) Approval of Playground Repairs in the amount of \$1,242.00.

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

Possible Power Washing of Pool Deck – A copy of a proposal from J. Nicholas Construction was provided in the board packets. After a brief discussion, a motion was made, seconded, and unanimously carried to approve the proposal in the amount of \$650.00.

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC
MARCH 17, 2020
PAGE 2**

Status of Big Room Acoustic Improvement Investigation – Dave discussed with the Board his efforts in obtaining pricing to provide acoustic tiles for the big room of the clubhouse. After a discussion, the Board agreed that acoustic improvements are needed for the room and that this project is one that could be considered later in the year. To get a complete cost for the project would also require obtaining quotes for the installation of the tiles. This project will be tabled for the time being and when funding becomes available some competitive turn-key quotes will be sought.

Community Events Update – Chris Cox was absent but stated via email that with the current situation with COVID-19, the community events will be tabled until further notice.

NEW BUSINESS

Consider New Board Member Candidates – Cindy informed the Board that no homeowners have reached out and requested to be placed on the ballot.

Pool Tag Distribution – The Board agreed that the previously stated distribution dates would need to be cancelled due to COVID-19. All pool tags will be handled by Crest Management via their online request form. The \$10 fee will be waived for homeowners who request to have their pool tags mailed. Homeowners will be able to request pool tags beginning April 1st.

2020 Annual Meeting Date Rescheduled – Due to COVID-19, the Board agreed to reschedule the annual meeting date until a future date when the meeting can be held safely. The Board will send out an email informing homeowners that the meeting has been postponed. A notice with the new date will be sent to the homeowners when the meeting has been rescheduled.

Association Insurance Coverage – Bill Petry requested that Crest Management and the Association’s insurance carrier evaluate the Association’s policy coverages and report back to the Board on their recommendations as to whether the current coverages remain adequate.

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the Board, the meeting was adjourned into executive session at 6:30 P.M.

Delinquencies – One account remains on the trash suspension list. Many others will be added when the mandatory waiting period following the demand letters that have been sent to delinquent owners has expired.

Deed Restriction Enforcement – Jim Calvert reviewed the Enforcement Action Report with the Board. There was no action to be taken this month.

Attorney Action Report – Jim Calvert reviewed the Attorney Action Report with the Board. There was no action to be taken this month.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The next meeting would have been the annual meeting of the members on April 21, 2020, but the meeting has been rescheduled to a later date that has yet to be determined due to COVID-19. The Board will send out correspondence with a rescheduled date when this becomes available.

With no further business to come before the Board, the meeting was adjourned at 6:55 P.M

Dave Ellis, Secretary

Date