

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
SEPTEMBER 21, 2021**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, September 21, 2021, at 5:30 P.M. at Crest Management's office located at 17171 Park Row, Suite 310, Houston, TX 77084.

ATTENDANCE

Board Members present were Dave Ellis, Jim Calvert, CO Holt, Bill Petry, and James Kelley.

Also, in attendance were Niki Dillon, Shelley Morales, and Cindy B. representing Crest Management.

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

SECRETARY REPORT – APPROVAL OF MINUTES

The minutes from the August 17, 2021, Board meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

There were no homeowners in attendance this month's meeting.

ELECTION OF NEW BOARD MEMBERS

The earlier resignations of Chris Cox and Michael Wood left two Board vacancies that went unfilled at the April annual meeting. At the August Board meeting both Niki Dillon and Shelley Morales expressed their interest in these positions. A motion was made, seconded, and unanimously carried to appoint Niki Dillon and Shelley Morales as directors to complete the remainder of Chris and Michael's terms which run through 2023.

COMMITTEE REPORTS

Welcoming of New Residents – Dave Ellis reported that management of the committee to welcome new residents has now been taken over by Nick Damian, who is tackling this role with considerable enthusiasm! Since the report presented at the August meeting six new residents have been added to the welcoming list and good progress is being made to minimize the delay in making these welcoming visits. A copy of the report was provided in the Board packets.

OLD BUSINESS

Decisions approved by email vote since the last meeting

- a. Approval of Big Room Door Replacement in the amount of \$2,675
- b. Approval of Clubhouse Hallway Carpet Replacement in the amount of \$3,250
- c. Approval of Cul-de-sac Island Sprinkler Systems in the amount of \$12,150
- d. Approval of Updated Recreation Area Surveillance System in the amount of \$14,355.49

NEW BUSINESS

Approval of Crest Management's Contract Renewal – The contract price did not change. Cindy B. stated that Crest Management will no longer offer a new contract for signature unless there is a change to the monthly management fee. Any other contractual changes will be documented via contract addendums. A motion was made, seconded, and unanimously carried to approve the current Crest contract remaining in force.

Approval of TLC Landscaping Contract Renewal - The proposed 2022 landscaping contract was received from Texas Lawn Care and a copy was included in the Board packets. After review and discussion, a motion was made, seconded, and unanimously carried to approve the contract renewal in the amount of \$31,634.65.

Finalize and Approve 2022 Budget – Dave Ellis reviewed the proposed 2022 budget with the Board. He explained that to prepare the draft he had sought input from the Board members who have responsibility for each area of our expenditures and from Crest personnel for the administrative costs. He also presented the 2022 update to the reserve fund study which establishes the monthly contribution needed to be transferred to the replacement account to maintain

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the funds necessary to replace the Associations capital assets when they reach the end of their operational lives. After review and discussion, the 2022 proposed budget and reserve study update were approved

Establish Assessment for 2022 Maintenance Fee - After review and discussion the Board approved maintaining the 2022 assessment rate at its current value of \$750.

Christmas Decoration Discussion – Jim Calvert discussed the proposals from WeHangChristmasLights.com that were provided in the Board packets. Jim presented two proposals, one for rental costs and one for ownership costs. After review, the Board requested that the ownership proposal be updated to remove the mini lights from the bushes. Jim stated he would reach out to the contractor for the revised proposals.

Pool Awning Replacement and Re-Strapping of Pool Furniture – During the recent storm the Association lost two awnings that covered the baby pool and an area along the east side of the main pool. An insurance claim to replace these awnings has been filed. As the awnings need to be replaced, coupled with the need to also replace the straps on many of the pool furnishings, the Board now has the opportunity to make a change to the color scheme. After some discussion it was unanimously agreed that the awnings should be blue to match the color of those on the playground and that the pool furniture be re-strapped in blue and white to match.

Cul-De-Sac Tree Replacements – Bill Petry recommended to the Board that the five dead trees in the cul-de-sacs be replaced with oak trees instead of crape myrtles as had been previously proposed. After a brief discussion, a motion was made, seconded, and carried to accept Bill's recommendation.

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the Board, the meeting was adjourned into executive session at 7:00 P.M.

Delinquencies – Five accounts remain on the trash suspension list.

Deed Restriction Enforcement – Jim Calvert reviewed the Enforcement Action Report with the Board. After review, a motion was made, seconded, and unanimously carried to approve sending accounts to the Association attorney upon the next inspection if the violations have not been cured.

Attorney Action Report – Jim Calvert 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 was provided in the Board packets.

Acceptance of Jim Calvert's Resignation – Jim had previously tendered his resignation from the Board effective at the end of this meeting. The Board reluctantly accepted his resignation and conveyed its thanks for his many years of dedicated service.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The next meeting will be held on October 19, 2021.

With no further business to come before the Board, the meeting was adjourned at 7:30 P.M

Dave Ellis, Secretary

Date