

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
NOVEMBER 16, 2021**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, November 16, 2021, at 5:30 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

ATTENDANCE

Board Members present were Niki Dillon, Dave Ellis, Lance Gordon, Shelley Morales, and Bill Petry.

Also, in attendance was 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 October 19, 2021, Board meeting were presented and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

There were two homeowners in attendance at this month's meeting only to observe.

APPOINTMENT OF OFFICERS

Since the last Board meeting, CO Holt has resigned, leaving the Board without an acting President. A motion was made, seconded, and unanimously carried to appoint Bill Petry as President and Niki Dillon as Vice President. Their Board member terms will not change.

COMMITTEE REPORTS

Welcoming of New Residents – Dave Ellis reported that since the report presented at the October meeting five new residents have been added to the welcoming list and all new residents on the list have received a visit. A copy of the report was provided in the Board packets.

FINANCIAL REVIEW

Dave Ellis presented a report of the October 31, 2021, financials. As of this date, the money in the bank totaled \$760,018.72. 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 October 31, 2021, was \$32,359.05.

OLD BUSINESS

A. Decisions approved by email vote since the last meeting

- a. Approval of Adding an Additional Camera in the Main Hallway in the amount of \$513.35
- b. Approval of Pump Room Ceiling Repair in the amount of \$670.00

B. Status of Ongoing Projects

- a. Camera System Expansion – Bill Petry reported that ASI has completed the camera installation around the amenity complex and parking lot.
- b. Hallway Flooring Installation – Dave Ellis reported that Radical Construction will begin the epoxy floor installation on November 22nd. The clubhouse will be closed November 22nd - 26th to allow the epoxy to cure.

- C. **Christmas Holiday Yard Contest Planning Update** – Niki Dillon reported that the committee will submit the flyers to Dave Ellis for email distribution. The Committee will inspect the current reusable placement yard signs for the three award winners and will determine whether to refurbish them or purchase signs to be left at the winners homes.

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NEW BUSINESS

Big Room Door Threshold Modifications – Bill Petry reported that Spears Renovations will make the modifications to the threshold after Thanksgiving. After a discussion, the Board will review the different options between a solid rubber mold or sweeper to be placed under the door.

Increase to Big Room Rental Deposit – The Board discussed the fact that the cost to rectify any damage that is incurred by a rental party has increased considerably in recent years and perhaps it is time to increase the security deposit for the Big Room to more closely match what might be required for carpet and other cleaning services should these be required. The view was expressed that increased deposits might also encourage homeowners who rent the facility to be mindful to avoid additional cleaning fees. After a considerable discussion the Board decided that it was time to revisit the deposit policy and a motion was made, seconded, and unanimously carried to increase the deposit to \$200 for parties with 49 or fewer attendees and \$400 for parties in excess of 50 and the other existing conditions to which the higher deposit applies. The new deposit policy will be effective immediately for all new reservations for parties to be held after January 1, 2022. The Board agreed that any existing 2022 reservations will be grandfathered in at the previous rates.

Additional Mosquito Fogging – Dave Ellis informed the Board that the mosquito fogging contract ran through October 31st however, the Association has continued to receive weekly service at the same per-visit fee. After a discussion, a motion was made, seconded, and unanimously agreed to continue with the fogging while mosquitos continue to be troublesome.

Pool Perimeter Fencing – Dave Ellis reported that there is some corrosion and one or two other issues on a few sections of the iron fencing around the pool. He informed the Board that he has contacted the Texas Fence Company which installed it asking it for a proposal for them to inspect it and provide a quote for recommend repairs.

ADJOURNMENT TO EXECUTIVE SESSION – With no further business to come before the Board, the meeting was adjourned into executive session at 6:32 P.M.

Delinquencies – Six accounts remain on the trash suspension list.

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

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 was provided in the Board packets.

ADJOURNMENT

There were no homeowners present to hear a summary of the executive session. The Board does not meet in December; therefore, the next meeting will be held on January 18, 2022.

With no further business to come before the Board, the meeting was adjourned at 6:38 P.M

Dave Ellis, Secretary

Date