

# **MINUTES OF THE APRIL 15, 2025 ANNUAL MEETING OF MEMBERS OF WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC AND THE FOLLOWING MEETING OF THE ASSOCIATION BOARD OF DIRECTORS**

The Annual Meeting of Members of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, April 15, 2025, at 7:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

## **ATTENDANCE**

Board Members present were Heather Colkos, Dave Ellis, Sachie Etherington, James Kelley, Bill Petry, Chris Schweigert, and John Martin.

Also, in attendance was Kisha F. and Maggie M., CMCA, AMS, representing Crest Management.

A quorum was qualified by representation in person and/or by proxy of one hundred five (105) members. With a quorum being established, the meeting was called to order at 7:02 P.M.

## **APPROVAL OF MINUTES**

The minutes of the March 18, 2025, Board of Directors Meeting were presented, and a motion was made, seconded, and unanimously approved to accept the minutes as written.

## **ELECTION OF DIRECTORS**

The next item on the agenda was the election of one (1) director. The position is for a three (3) year term. There was one (1) candidate on the ballot, Heather Colkos. The floor was opened for additional nominations. With no nominations from the floor, a motion was made, seconded, and unanimously approved to close nominations from the floor. Heather Colkos was elected by acclamation to the Board of Directors and will serve until 2028.

## **FINANCIAL PRESENTATION**

The next item on the agenda was the Association financial report, a copy of which was included in the members' packets. The report was presented by Dave Ellis, the Treasurer. He reminded those present that the Association budgets for both the annual operating expenses and to fund the periodic replacement of the Association's infrastructure as items reach the end of their operating lives and that the funds are maintained and managed in two separate accounts for this purpose. He presented the 2024 budget followed by the financial results for the year showing performance compared with that predicted and explained how a reserve study is updated annually to compute the required contribution to the capital reserve.

He concluded by stating that the Association's finances remain in excellent health.

## **HOMEOWNER OPEN FORUM**

At this time, there was a general question and answer period covering various topics including the trash service and trash suspensions, and the new community that is planned close to the HCC campus and how it could impact Williamsburg Settlement with through traffic and possible flooding. Another resident was there to complain about receiving letters for a new fence they did not apply for.

The Annual Meeting was adjourned at 7:37 P.M. and those residents interested were invited to stay to attend a Board meeting to immediately follow at which Association officers would be elected and responsibilities assigned.

## **BOARD MEETING**

The meeting was opened at 7:51 P.M., and nominations for the various positions were made and voted on.

The resulting officer assignments and responsibilities were as follows.

Officers:

President – Heather Colkos  
Vice President – James Kelley  
Secretary/Treasurer – Dave Ellis

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Other Directors:

Director – Sachie Etherington  
Director – John Martin  
Director – Bill Petry  
Director – Chris Schweigert

Subcommittee Chairs:

New Resident Welcoming, Christmas Décor, and Yard-of-the-Month – Heather Colkos and Sachie Etherington  
Meeting Signs, Board Meeting Room Setup, and LPR Liaison – James Kelley  
Landscaping and Perimeter Fencing – Bill Petry and John Martin  
Flag Maintenance, Perimeter Fencing, and ARC Liaison – Chris Schweigert  
Deed restriction Monitoring - Chris Schweigert and John Martin  
Email Communications, Website, and Recreation Area Operation and Maintenance – Dave Ellis  
Community Events – Heather Colkos, Sachie Etherington, and John Martin

**Delinquencies** –The board approved suspending trash service effective April 17 to the 21 delinquent accounts listed below, with an additional account 2530211019 to be added on May 1 if still delinquent. The Board voted to refer 19 of these accounts to the attorney for immediate collection action with accounts 2530209022 and 2530212001 to follow if still delinquent when their 209 notices expire on June 5. The April 17 trash suspension list will be 25. 2530103015, 2530102019, 2530101018, 2530102001, 2530316007, 2530316014, 2530316025, 2530316026, 2530104020, 2530104016, 2530313055, 2530109005, 2530109007, 2530318037, 2530207019, 2530213019, 2530318019, 2530212048, 2530212047, 2530102009, 2530212031.

**Deed Restriction Enforcement** – Maggie M. reviewed the Enforcement Action Report with the Board. After review, a motion was made, seconded, and carried to approve sending accounts 2530101034, 2530101023, 2530209020, and 2530210073 to the attorney for enforcement.

**Attorney Action Report** – Maggie M. 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 provided in the Board packets was reviewed.

**ADJOURNMENT**

With no further business to come before the Board, the meeting was adjourned at 8:20 P.M.

The next Board meeting will be Tuesday, May 20, 2025.

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Dave Ellis, Secretary

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Date