

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS OF  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.  
JULY 15, 2025**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, July 15, 2025, at 6:00 P.M. at the Williamsburg Settlement clubhouse, 1602 Hoyt, Katy, Texas 77449.

**ATTENDANCE**

Board Members present were, Dave Ellis, Sachie Etherington, James Kelley, and Chris Schweigert. Heather Colkos, John Martin and Bill Petry were absent. Also, in attendance was Maggie M., CMCA, AMS, representing Crest Management.

With a quorum being established, the meeting was called to order at 6:00 P.M.

**SECRETARY REPORT – APPROVAL OF MINUTES**

The minutes from June 17, 2025, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**HOMEOWNER CONCERNS**

There were 5 homeowners in attendance at this month's meeting. Concerns ranged from a dead crepe myrtle to yard maintenance issues within the community.

**COMMITTEE REPORTS**

**Welcoming of New Residents** – Six new residents have been added this month. Sachie Etherington reported that one of the homes is still vacant. She and Heather Colkos will be sharing in the delivery of the welcoming packets.

**FINANCIAL REVIEW**

Dave Ellis presented a report of the June 30, 2025, financials. As of this date, the money in the bank totaled \$1,243,383.58. 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 June 30, 2025, was \$52,841.32.

**OLD BUSINESS**

**A. Decisions approved by email vote since the last meeting:**

- a. Trimming of a tree at the clubhouse by JJ Garcia in the amount of \$350.
- b. Replacement of fan motor on one of the big room AC compressors by True Fix in the amount of \$734.
- c. Approval of additional playground mulch by Texas Kiddie Cushion in the amount of \$2,700.
- d. Approval of perimeter fence repairs by JJ Garcia in the amount of \$1,250.
- e. Approval of the replacement of the remaining original pool light by A-Beautiful Pools in the amount of \$1,125.

**B. 2025 Community Events:**

No additional information at this time.

**NEW BUSINESS**

**A. Preliminary Planning for 2026 Budget - Budget Meeting September 2025**

- a. Review of 2026 Reserve Study component lives and projected costs – The high leverage items that need to be discussed and reviewed are the various concrete sections around the clubhouse area and the perimeter fencing. Chris Schweigert will lead an inspection of the concrete to assess remaining life and replacement costs. Regarding the perimeter fence, as the cost of replacing cedar pickets increases, there was a discussion of the possible viability of moving to a composite type of fencing, maybe initially on the high visibility sections. The initial cost would be higher, but it would have a low maintenance cost and a 25+ year life. It was agreed that a fence subcommittee be appointed to review this possibility.
- b. Perimeter Fence Maintenance Issues – To maximize the life of the existing fence the board will walk the fence line to identify causes of deterioration such as overhanging tree limbs, and vines and vegetation growing over and through it, as well as any needed repairs. It will also make a judgement on its remaining life as is required for the 2026 update of the reserve study. The board also agreed that similar inspections should be conducted quarterly.

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- B. Holiday Flags at the Clubhouse** – The board considered reinstating its past practice of participating in the Boy Scouts of America Flags Across Texas program and contracting to have two flags installed at the clubhouse entrance during holidays. A motion was made and approved to have BSA troop 320 begin the program immediately at a cost of \$40 for the remainder of this year and \$100 per year thereafter until this decision is rescinded.
- C. Consider and Vote on Deed Restriction Enforcement Actions** – Maggie M. reviewed the Enforcement Action Report with the Board. After review, a motion was made, seconded, and carried to approve sending the following accounts to the attorney for enforcement.
- **2530102001** – your EMR was denied, please resubmit with modifications or remove.
  - **2530213027** – submit EMR for approval of fence replacement
  - **2530317007** – resod your lawn
  - **2530318017** – comply by removing tree stump
  - **2530104020** – comply by repairing wooden trim on front of home
  - **2530207011** – submit EMR for approval of modifications done to the front of home.

**ADJOURNMENT TO EXECUTIVE SESSION** – With no further business to come before the board, the meeting was adjourned into executive session at 7:15 P.M.

**Attorney Actions** – Maggie M. reviewed the Attorney Action Report with the board. There was no action to be taken this month.

**Delinquencies** – Ten accounts are on the trash suspension list.

**Architectural Review Committee** – A copy of the Exterior Modification Report provided in the board packets was reviewed.

**ADJOURNMENT**

There were no homeowners present to hear a summary of the executive session.  
The next meeting will be held at the clubhouse on August 19, 2025.

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

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Dave Ellis, Secretary

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Date