

**MINUTES OF THE
MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
SEPTEMBER 16, 2025**

A meeting of the Board of Directors of the Williamsburg Settlement Maintenance Association, Inc. was held on Tuesday, September 16, 2025, at 6:00 P.M. at the Crest Management Office, 17171 Park Row, Ste. 310 Houston, 77084.

ATTENDANCE

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

With a quorum being established, the meeting was called to order at 6:05 PM.

SECRETARY REPORT – APPROVAL OF MINUTES

The minutes of the August 19, 2025, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

HOMEOWNER CONCERNS

No homeowners were present

COMMITTEE REPORTS

Welcoming of New Residents – one new resident has been added this month. Sachie Etherington reported that she or Heather Colkos will be delivering the welcoming packet shortly.

FINANCIAL REVIEW

Dave Ellis presented a report of August 30, 2025, financials. As of this date, the money in the bank totaled \$1,190,025.71 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 August 30, was \$54,505.39

OLD BUSINESS

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

- a. Soft washing of a portion of the tennis courts by TKF Maintenance Solutions at a cost of \$585.
- b. Installation of Christmas Holiday lights at the clubhouse and entrances by Firmus Green at a cost of \$2,000.

B. 2025 Community Events:

- a. Sachie Etherington informed the board that National Night Out preparations are well in hand for the Tuesday, October 7, 2025 event.

NEW BUSINESS

- A. Consider and vote on the Crest Management Contract renewal** - a motion was made, seconded, and unanimously carried to accept the 2026 Crest contract renewal increase of \$25 per month, bringing the monthly management cost to \$2,625.
- B. Pool Management Contract** – A-Beautiful Pools has re-written its 2026 contracts and after extensive discussions it was unprepared to offer terms that were acceptable to the Association. As a result, it withdrew its 2026 renewal proposal. The Association will be seeking proposals from alternative pool management companies. With this change, the opportunity will be taken to transfer board pool oversight responsibility from Dave Ellis to Sachie Etherington, with assistance from John Martin, and to transfer the management of pool party bookings from Dave Ellis to the selected pool management company.
- C. Consider and Vote on 2026 Reserve Study and Budget** – Dave Ellis presented drafts of both the 2026 Reserve Study and Budget for review, both of which incorporated revisions made during the board's earlier preliminary planning discussions. A motion was made, seconded, and unanimously carried to adopt the 2026 Reserve Study and Budget as presented.
- D. Consider and Vote on 2026 Maintenance Fee** - a motion was made, seconded, and unanimously carried to adopt a 2026 Maintenance Fee of \$825. This is a 10% increase over the fee that has been unchanged for the last 5 years and is necessary to address escalating costs faced by the Association, including the mid-2026 expiry of the 5-year fixed price trash service contract.

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC
SEPTEMBER 16, 2025
PAGE 2**

- E. Consider and vote on Perimeter Fence Repairs** – Sachie Etherington reported on the results of the recent perimeter fence inspections that have been conducted during the past month and on the remedial work currently necessary to achieve its predicted lifespan. This includes some picket replacement by board members, some fence structural repairs and tree trimming by J J Garcia, and some cleanup work by Texas Lawn Care which has submitted a quote of \$1,358 for this work. Fence violation letters will also be sent to some residents whose vegetation on the inside of the fence is causing damage. A motion was made, seconded, and unanimously carried to approve the repair program and the Texas Lawn Care quote. The J J Garcia quote will be submitted for approval when finalized.
- F. Diving Board repairs** - During a recent inspection some corrosion was observed on the diving board. A motion to accept the proposal from AG Fabrication to perform the repair for \$2,618 was made, seconded, and unanimously carried.
- G. 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.
- 2530102019** – Define flowerbeds and tree wells by weeding and to remove brick border where a tree used to be.
- 2530318037** – Store trailer out of public view as well as the inoperable vehicle.
- H. Consider and Vote on Collection Enforcement Action** - The following account included in the board packet was reviewed
- 2530206015** – will be sent to the attorney for collection.

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 with accounts 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 October 21, 2025.

With no further business to come before the board, the meeting was adjourned at 8:00 P.M.

Dave Ellis, Secretary

Date