

**MINUTES OF THE APRIL 21, 2026 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 21, 2026, 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, and John Martin.

Also, in attendance was Anum L. and Maggie M., CMCA, AMS, representing Crest Management.

A quorum was qualified by representation in person and/or by proxy of one hundred one (101) members. With a quorum being established, the meeting was called to order at 7:02 P.M.

**APPROVAL OF 2025 ANNUAL MEMBERS' MEETING MINUTES**

The minutes of the April 15, 2025, annual Meeting of the Members were presented, and a motion was made, seconded, and unanimously approved to accept the minutes as written.

Approval was also given for the minutes of this April 21, 2026 meeting to be given conditional approval by the board at its May 19, 2026 meeting so that it can be posted. Final approval will be given at the 2027 annual meeting of members.

**GUEST**

Jim Jack with Trust Waste Solutions (TWS) was present to discuss with the community its company's trash services. The Association will be going out to bid on the Trash Collection Contract this year. Both residents and Board members submitted questions regarding TWS services.

**ELECTION OF DIRECTORS**

The next item on the agenda was the election of Three (3) directors. The positions are for three (3) year terms each. There were Four (4) candidate on the ballot, James Kelley, Sachie Etherington, Bill Petry and Matthew Zimmerman. 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. James, Sachie and Matthew were elected to the Board of Directors and will serve until 2029. Heather Colkos read a statement submitted by Chris Schweigert, a Board Director, the statement contained his resignation from the board, leaving an open seat for the remainder of his 1-year term. The Board voted and approved the appointment of Bill Petry back to the board to serve for this 1-year term.

**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 stated that the primary focus of the board remained the provision of Association services while maintaining both the short and long-term sustainability of its infrastructure, and that these goals governed the way in which Association assessment dollars were budgeted and spent. Unfortunately, unexpected cost increases and higher delinquencies last year caused an overrun in expenses, but the increase in the 2026 assessment, primarily required to fund a new trash contract starting in July, did enable 2025 to end with a positive balance. He emphasized that the Association finances remain strong with the reserve funding ranking in the top tier of HOAs. This significantly contributes to the sustainability of the quality of life in our neighborhood and hence the preservation of the value of our homes.

**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.

The Annual Meeting was adjourned at 8:15 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 8:20 P.M., and nominations for the various positions were made and voted on.

**MINUTES OF ANNUAL MEETING  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC  
APRIL 21, 2026**

**PAGE 2**

The resulting officer assignments and responsibilities were as follows.

**Officers:**

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

Director – Sachie Etherington  
Director – John Martin  
Director – Bill Petry  
Director – Matthew Zimmermann

**Subcommittee Chairs:**

Social Activities – Heather Colkos and John Martin  
New Resident Welcoming – Heather Colkos and Sachie Etherington  
Christmas Décor – Heather Colkos  
Yard-of-the-Month – Heather Colkos and Sachie Etherington  
Meeting Signs, Board Meeting Room Setup, and LPR Liaison – James Kelley  
Landscaping – Bill Petry  
Pool Maintenance and Operation – Sachie Etherington and John Martin  
Perimeter Fence inspections – Sachie Etherington  
Perimeter Fence Replacements – John Martin  
Flag Maintenance – Sachie Etherington and John Martin  
Deed Restriction Monitoring – John Martin  
Email Communications, Website, and Recreation Area and Clubhouse Maintenance – Dave Ellis  
Clubhouse Rentals – Dave Ellis  
Assistance to Dave Ellis on various tasks – Matthew Zimmerman

**APPROVAL OF MARCH BOARD MEETING MINUTES**

The minutes of the March 17, 2026, meeting were presented, and a motion was made, seconded, and unanimously carried to accept the minutes without change.

**DECISIONS APPROVED BY EMAIL VOTE SINCE LAST MEETING:**

- a. Pool pump refurbishing by Sweetwater Pools in the amount of \$1,275
- b. Pool pump seal plate replacing by Sweetwater Pools in the amount of \$1,740
- c. Pool pump motor rewiring by Sweetwater Pools in the amount of \$1,047
- d. Pool filter sand replacing by Sweetwater Pools in the amount of \$2,264
- e. Cul-de-sac node controller replacing by Texas Lawn Care in the amount of \$2,790

**NEW BUSINESS**

**Consider and Vote on Revision to Swim Team Non-Resident Agreement to increase Fee** - The Board reviewed and approved the revised agreement.

**Delinquencies** –The board approved suspending trash service and send to the Attorney for Collections effective April 23, 2026, the 15 delinquent accounts listed below:

2530103019, 2530206016, 2530315015, 2530316007, 2530319010, 2530101025, 2530313070, 2530313054, 2530109005, 2530212031, 2530212037, 2530110002, 2530211014, 2530212005, and 2530211019. The Board approved to suspend trash services for the following account if still delinquent as of April 23, 2026: 2530207030 and 2530313076. The board also gave approval to send the following accounts to the attorney if they default in the future: 2530104016 and 2530107004, and to suspend trash service to 2530212001 starting June 11 and send to the attorney if still in default by June 5.

**MINUTES OF ANNUAL MEETING  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC  
APRIL 21, 2026**

**PAGE 3**

**Deed Restriction Enforcement** – there were no Deed Restriction Enforcement actions to consider this month.

**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**

There were no homeowners present to hear a summary of the executive session.

With no further business to come before the Board, the meeting was adjourned at 8:45 P.M.

The next Board meeting will be Tuesday, May 19, 2026.

\_\_\_\_\_  
Dave Ellis, Secretary

\_\_\_\_\_  
Date

DRAFT