

MINUTES OF THE
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION
ANNUAL MEETING
APRIL 19, 1988

The Annual meeting of the Williamsburg Settlement Maintenance Association was held on April 19, 1988 at 1602 Hoyt at 7:30 P.M., meeting notice attached as Exhibit "A".

Lloyd Racicot served as chairman and called the meeting to order. He announced that there are four (4) Board vacancies and two incumbents running, Ed Shipley, Dudley Koy and that Randi Corbell was also running. He asked for nominations from the floor and Bob Mulliken, Joe Vann and Dave Moore were nominated. The nominees gave a brief statement regarding their reasons for running for the Board.

The Ballots were collected and counted. There were 60 ballots or proxies represented therefore the quorum of 114 was not met. The chairman then adjourned the meeting until Tuesday, April 26 at 7:30 P.M. at 1602 Hoyt in order for additional ballots to be collected to qualify a quorum to hold an official Board election.

A brief question and answer period followed regarding various concerns of the residents in attendance.

An analysis of the association expenses and monies in the Bank was presented to the residents.

The Annual meeting was reconvened at 7:30 P.M. on April 26, 1988 at 1602 Hoyt. A quorum was established by eighty-two (82) additional ballots or proxies represented, therefore the quorum of one hundred fourteen (114) was met. The ballots were collected and counted with the following Directors elected.

Dr. Dudley Koy	-	3 year term
Ed Shipley	-	3 year term
Randi Corbell	-	3 year term
Joe Vann	-	3 year term - expires 1990, filling unexpired term

There being no further business to come before the members, the meeting was adjourned.



Lloyd Racicot
Chairman

APRIL 18, 1989
NOTICE OF ANNUAL MEETING
FOR
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

This is public notice to all property owners of the Williamsburg Settlement Maintenance Association, Inc. to advise of the Annual Association meeting to review and discuss the following topics:

- I. Election of Directors - two (2) positions available
- II. 1989 Expenses and Operations
- III. Any other business that may be brought before the Board at that time.

This meeting will be held on Thursday, April 18, 1989 at 7:30 P.M.

Location: 1602 Hoyt Lane
Katy, Texas

Any member of record on Tuesday, April 18, 1989, is entitled to notice of and vote at the meeting. All members are cordially invited to and urged to attend. This is a secret, written ballot vote and you are entitled to one (1) vote per lot.

In order to conduct official business, a quorum of one hundred fourteen (114) property owners must be present either in person or by proxy.

Only those members of the Association eligible to vote according to the records of the Association will be entitled to cast a ballot (in person or by proxy) at the annual meeting. The right to vote of all members of the Association who are delinquent in the payment of the annual maintenance charge assessed by the Association against the lot(s) owned by such member, according to the records of the Association, has been suspended by the Board of Directors of the Association pursuant to the By-Laws of the Association. All such members will not be eligible to vote at this meeting unless such delinquent amounts have been paid in full (and the proceeds of such payment have been received by) Planned Community Management, Inc. on or before 5:00 P.M. on Friday, April 14, 1989, at 15995 N. Barkers Landing, Suite 162, Houston, Texas 77079. All members electing to cast their vote by proxy must use the proxy form enclosed with this notice. No other proxy form will be accepted. All proxies must be filled in person or by mail with the above referenced agency.

4/3/89

BALLOT

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

Listed below are five (5) nominees for the two (2) vacancies on the Board of Directors for the Williamsburg Settlement Maintenance Association, Inc. Nominees for the two (2) vacancies may be by write-in and/or nominated from the floor at the time of the meeting. Please vote for two (2) nominees.

NOMINEES	POSITION	TERM	FOR
Russell Delaney	Director/Write-In	3 years	_____
David Moore	Director/Write-In	3 years	_____
Robert Rettie	Director/Write-In	3 years	_____
Chuck Tippy	Director/Write-In	3 years	_____
Edward Wallace	Director/Write-In	3 years	_____
_____	Director/Write-In	3 years	_____
_____	Director/Write-In	3 years	_____
_____	Director/Write-In	3 years	_____

MEMBER NAME: _____

ADDRESS: _____

DATE: _____ SIGNATURE: _____

NOTE: PLEASE BRING THIS BALLOT TO THE MEETING. IF YOU ARE UNABLE TO ATTEND, PLEASE SEND COMPLETED BALLOT AND/OR PROXY TO THE MEETING WITH YOUR NEIGHBOR, OR RETURN TO:

Planned Community Management, Inc.
P. O. Box 219223
Houston, Texas 77218
(713) 870-0585

NOTE: One term expires in 1991 due to a resignation

EDWARD R. WALLACE, 22526 VOTE CT., is a certified public accountant and partner with the "Big 8" accounting firm of Coopers & Lybrand. Ed and his family recently moved to Williamsburg Settlement after completing a two year fellowship with the Financial Accounting Standards Board in Norwalk Connecticut. Prior to moving to Connecticut, Ed was a member of the finance committee of the Wingate Civic Organization in Houston where he was instrumental in preparing the first request for proposal for the audit of the organization's financial statements. He is also very active in other organizations including the National Association of Accountants. He recently completed a term as the Secretary/Treasurer of the New York Aggie Club.

He is especially happy with his purchase of a home in Williamsburg Settlement and is proud to be part of such a family oriented community. Ed's two children, Rickey (8) and Stephaney (6) attend Williamsburg Elementary and his mother lives in Williamsburg Colony. Ed believes that what makes Williamsburg Settlement a wonderful place to live is the sense of pride its residents have in their community. Further, he believes that belonging to that community means more than just living there. It means becoming involved in its management and participating in the constant effort to better the standard of living and property value for its residents.

CHUCK TIPPY, 22703 ROYAL ARMS COURT, resident of Williamsburg Settlement for two and one-half years. Currently general manager of Bercher Tire & Service. Main hobby: Golf & Computers. Member, Katy Masonic Lodge, Houston Scottish Right, Houston Shrine Temple. Interested in community: civic minded. Not afraid to take on issues that are controversial when outcome adversely affects neighborhood. Has a thorough working knowledge of responsibilities of a maintenance director. Has previous experience as: Maintenance Association Director - 3 years. Civic Club President - 2 years. Served on following committees: Chairman, Mosquito Control Committee, Chairman, Pool Rules Committee, Chairman, Recreation Center Improvement Committee, Chairman, Director of Security Committee, Chairman, Halloween Spookhouse Committee. Working knowledge of dealing with residents and attorneys concerning deed restrictions. Has a working relationship with the Sheriff's Department.

ROBERT G. RETTIE, COLONEL, USA (Ret.), 1914 ABBY ALDRICH Instructor, Houston Community College - Management. BA- Syracuse University, MBA - George Washington University. Married - Wife - Helen: Counselor - Talented and Gifted Program, HISD. Two daughters, Temmy and Robin, son, Alexander all living in Houston - Katy area. Lived in Williamsburg Settlement for nine (9) years.

RUSSELL DELANEY, 1718 PALACE GREEN. Mr. & Mrs. Russell Delaney have lived in Williamsburg Settlement for approximately seven (7) years. Mr. Delaney has retired from Beneficial Management Corporation. He was a V.P. of finance. His hobby is golf.

DAVID MOORE, 1703 HOYT LANE, is a computer analyst that has been employed with Amoco Production Company for the past ten (10) years. Mr. Moore and wife Angela have both appreciated the quiet ambiance associated with life in the Settlement for the last two years. When elected to the Board, Mr. Moore will strive to either maintain or reduce the current annual association dues.

PROXY

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

I, the undersigned, a member of the Williamsburg Settlement Maintenance Association, Inc., do hereby appoint _____ my true and lawful attorney-in-fact and proxy, to vote or qualify quorum in my place and stead on my behalf, as though I myself were present and voting, with power of substitution, at the Annual Meeting of the Association on Tuesday, April 18, 1989, at 7:30 P.M. at 1602 Hoyt Lane, or at any recall meeting that may be held for the purpose described in said meeting notice.

Member

Address

Witness

Date

PLANNED COMMUNITY MANAGEMENT, INC.

MEMORANDUM

TO: RESIDENTS OF WILLIAMSBURG SETTLEMENT

FROM: BOARD OF DIRECTORS

RE: 1989 SWIMMING POOL SEASON

Your community pool opens beginning Saturday, May 6, for weekends only. The pool will be open for regular weekday activities effective June 7. Final swim days will be the first weekend in September, which is Labor Day Weekend, September 2, 3 and 4. The pool will be open only when there is a lifeguard on duty. Swim season is typically tied to school terms. Hours of operation:

May - (Weekends Only - Plus Memorial Day)
Saturday- 11:00 A.M. to 8:00 P.M.
Sunday - 12:00 Noon to 8:00 P.M.
June, July, and August - (June 7 - August 31)
Monday - CLOSED
Tuesday thru Friday - 11:00 A.M. - 9:00 P.M.
Saturday - 10:00 A.M. to 9:00 P.M.
Sunday - 11:00 A.M. to 8:00 P.M.
September 2,3 & 4 (Labor Day Weekend)
Saturday - 11:00 A.M. - 8:00 P.M.
Sunday - 12:00 P.M. - 8:00 P.M.

Pool tags will be required for admission to the pool. The following qualifications must be met in order to use the pool facilities:

1. Must have pool tag at all times while at the pool or tennis courts.
2. All guests must be accompanied by a member.
3. Must be current on all maintenance fees - all fees must be paid in full before registration.

Pool registration and pool tags will be issued only to residents whose maintenance fees are current. Official POOL REGISTRATION DAYS will be Saturday, May 6, 11:00 A.M. - 3:00 P.M. and Sunday, May 7, 12:00 P.M. - 4:00 P.M. Please make every possible effort to be at the pool on Registration Days. After May 7, tags may be obtained from PCMI. Tags will be issued to full-time household members. Guest fees are \$1.00/day, \$3.00/week, or \$5.00/month.

Should you have any questions regarding the operation or maintenance of your recreational facility, please contact P.C.M.I.

Tennis court keys are available thru PCMI for a \$5.00 deposit.

4/3/89

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
ANNUAL MEETING
4/19/88

Board of Directors

Expires

Lloyd Racicot	-	President	3 yrs	1989
Rubin Kremling	-	V. President	3 yrs	1990
Maurice Cournoyer	-	Treasurer	*2 yrs	1988
Ed Shipley	-		*2 yrs	1988
Dudley Koy	-		*2 yrs	1988
Bob Sease	-		3 yrs	1990
Janet Hinnners	-		3 yrs	1988

* After 1988, all terms are for three (3) year terms

ACC Committee - Board of Directors

Date of Inc. - 1/31/78

Quorum requirement - 15%

Contracts

PCMI - expires 3/1/89
\$1,431.00 + \$2.00 platted lot - billing

Deed Inspections contracts
accounting, billing, collections
meeting attendance

Security- Harris County Sheriffs Department - exp. 6/1/88
\$25,413.00 - yr
\$ 9,360.00 - yr - Paul Wilburn

Landscape- 52 trips - exp. 3/1/89 - \$11,235.00 yr
Pool - Advantage Pools - exp. 3/1/89 - \$23,100.00
Trash - Texas Sanitation - exp 3/1/89
Back door pick-up - \$11.00 mo.

Lots

Residents - 712	Maint. Fee 1988 - \$440.00
Builders - 6	1987 - \$400.00
Developers - 45	1986 - \$400.00

Billing Information

Previous - \$ 23,122.11
Interest - \$ 3,385.14
Current - \$335,720.00
Current - \$362,227.25

Delinquent Breakdown

94 residents owe \$50,778.48
24 residents owe more than \$29,436.73
70 residents owe current year + \$21,314.48
\$50,751.20
0 builders or developers

Delinquent Rate: 9% - 1988

Cash balance on: 4/15/88
Beginning balance: \$ 13,018.52
Plus deposits: 4,226.88
March Interest 122.79
Service Charge: (4.00)
Endorsement Stamp: (11.00)
Less Payables: (842.04)

Money Market
' ' Checking Subtotal: \$ 16,511.15
1st Interstate Addicks 43,513.55
Texas Commerce Bank 90,000.00

Matures 4/13/88 CD @ World Savings: 87,656.79 (28days 6.41%)
' 4/28/88 CD @ Ben Franklin: 50,000.00 (30days 6.75%)
' 5/28/88 CD @ First South 50,000.00 (60days 6.50%)
' 6/5/88 CD @ Ben Franklin 32,697.31 (90days 7% ar)
' 8/8/88 CD @ Meridian: 51,942.64 (182days 8.0%)
' 3/31/89 CD @ University Sav. 75,000.00 (1year 7.60%)
'

Total Cash Balance: \$ 497,321.44

28 accounts currenty at the collection agency of Clegg, Brush &
Associates - \$31,337.86
10 paid in full - \$10,450.07
11 making payments - \$ 7,052.22

19-Apr-88

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION

ACTUAL AND FORECAST =====		YTD 1ST QTR BUDGET		1987 ACTUAL	1988 BUDGET	YTD 1988 BUD VS 1ST QTR ACTU -----
CASH BALANCE - ENDING		505270		355492	209399	
CURRENT ESTIMATE OF 1988 YEAR END CASH					209269	
(1ST QTR CASH - 9 MONTHS EXPENSES + 1989 PRE-COLLECTION + 1988 FEES AND INTEREST - RECREATION CENTER IMPROVEMENTS)						
INCOME						

MAINTENANCE FEES	** 303000	278608		326347	306148	24,392
INTEREST ON FEES	968	750		4294	3000	218
BANK INTEREST	8643	8323		21668	21709	320
CLUBHOUSE RENTAL	935	0		600		935
PENALTY CHARGES	232	187		1715	750	45
MISCELLANEOUS	1156	0		1043		1,156
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TOTAL INCOME	314934	287868		355667	331607	27,066
** INCLUDES 1988 FEES COLLECTED IN 1987						
EXPENSES						

MAINTENANCE						
GENERAL MAINT& REPAIR	321	1350		4111	5400	(1,029)
POOL CONTRACT	1403	1318		22657	26483	85
POOL MAINT & REPAIR	1112	1500		6185	6000	(388)
LANDSCAPE CONTRACT	2686	2669		11700	11706	17
LANDSCAPE OTHER	9	1950		4465	7800	(1,941)
PEST CONTROL	43	0		1858	1500	43
TENNIS COURT	382	645		1651	2580	(263)
REC CENTER MAINT.	272	1050		4599	4200	(778)
FLAG MAINT.	152	750		2865	3000	(598)
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TOTAL MAINTENANCE	6380	11232		60090	68668	(4,852)
PROFESSIONAL						
BILLING	410	762		2026	2668	(352)
LEGAL	12875	1350		9206	5400	11,525
AUDIT	1400	1500		1400	1500	(100)
ADMINISTRATIVE SER.	4447	4293		17387	17172	154
OTHER	1318	225		1453	900	1,093
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TOTAL PROFESSIONAL	20450	8130		31471	27640	12,320
UTILITIES						
POWER						
ENTRY	298	510		1758	2040	(212)
REC CENTER	1872	1575		5960	6300	297
STREET LIGHTS	8417	9520		35602	33013	(1,103)
TELEPHONE	150	225		780	900	(75)
WATER/SEWER	1345	900		2357	3600	445
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TOTAL UTILITIES	12081	12730		46457	45853	(649)
OTHER EXPENSES						
TRASH	22539	23430		89892	100257	(891)
SOCIAL COMMITTEE		195		1391	780	(195)
OFFICE SUPPLIES						
POSTAGE	394	450		1588	1800	(56)
XEROX	341	375		1340	1500	(34)
FREIGHT&DELIVERY	510	310		101	220	200
MISC	47	0		598	1020	47
INSURANCE	4713	7500		8760	10500	(2,787)
SECURITY	9645	10797		34630	47559	(1,152)
TAXES	3711	6756		2570	6756	(3,045)
CAPITAL IMPROVEMENT	0	5000		26116	20000	(5,000)
ISC	270	195		1033	780	75
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TOTAL OTHER	42168	55008		168018	191173	(12,840)
TOTAL EXPENSES	81080	87100		306035	333334	(6,021)

WILLIAMSBURG SETTLEMENT MAINT ASSN
ANNUAL MEETING
APRIL 19, 1988

NAME	ADDRESS
1. C. W. CRADY	22334 WETHERBURN
2. Sue Fridge	22219 Bucktrout
3. Russell Shuck	1523 East of Glenmore
4. Mike & Nancy Duesker	22306 Prince George
5. CHARLES H. MORGAN	1534 DUBBY ALDRICH
6. Judy Farley	22314 Wetherburn
7. Rendi Corbell	22019 Joshua Wendell
8. Don Cormack	22343 N. Rebecca Burwell
9. R. L. M. Miken	1607 Hoyt Ln
10. J. W. Vann	1611 Hoyt Ln
11. Jetha Small	22430 Vobe Ct
12. Dave Moore	1703 Hoyt Ln.
13. Ray Vada	22111 Wetherburn
14. J. J. F. F.	22115 Wetherburn
15. Brenda Wade	1503 Calveryman
16. Paddy Cusley	22431 Vobe Ct.
17. VANCE ZINNARE	22523 Unicorn's Horn
18. Elaine Collins	22835 Spatswood
19. Dicki Ornoski	22327 Vobe Ct.
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21.	
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32.	

MINUTES OF THE
SPECIAL MEETING OF THE
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
January 12, 1988

A special meeting regarding the proposed improvements to the amenity center was held at 7:30 P.M. on January 12, 1988, at 1602 Hoyt, Katy, Texas 77449, pursuant to meeting notice attached as Exhibit "A".

Lloyd Racicot served as chairman and called the meeting to order.

The site plan and specifications were handed out to all residents in attendance. The residents were informed that the cost for the proposed improvements would be between \$125,000 and \$135,000 based on the four (4) bids received this date.

A general question and answer period followed.

There being no further business to discuss, the meeting was adjourned at 9:00 P.M.

Lloyd Racicot
Chairman

WILLIAMSURG SETTLEMENT MAINTENANCE ASSOCIATION

January 4, 1988

Dear Williamsurg Settlement Resident:

I hope you had a safe and happy holiday season.

1987 was a very good year for the Association. Collections of maintenance fees were at record highs. The Association has developed a five year plan. This will promote continued financial security for the Association and provide for the improvement of recreation facilities for all residents.


The Board with the assistance of a professional architect has developed a PLAN for the development of the following:

- Two New Tennis Courts
- Improved Site Drainage
- New Parking Spaces For Twenty Cars
- Improved Landscaping
- Basketball and Volleyball Half-Courts
- Big-Toy Play Area
- Additional Storage Area

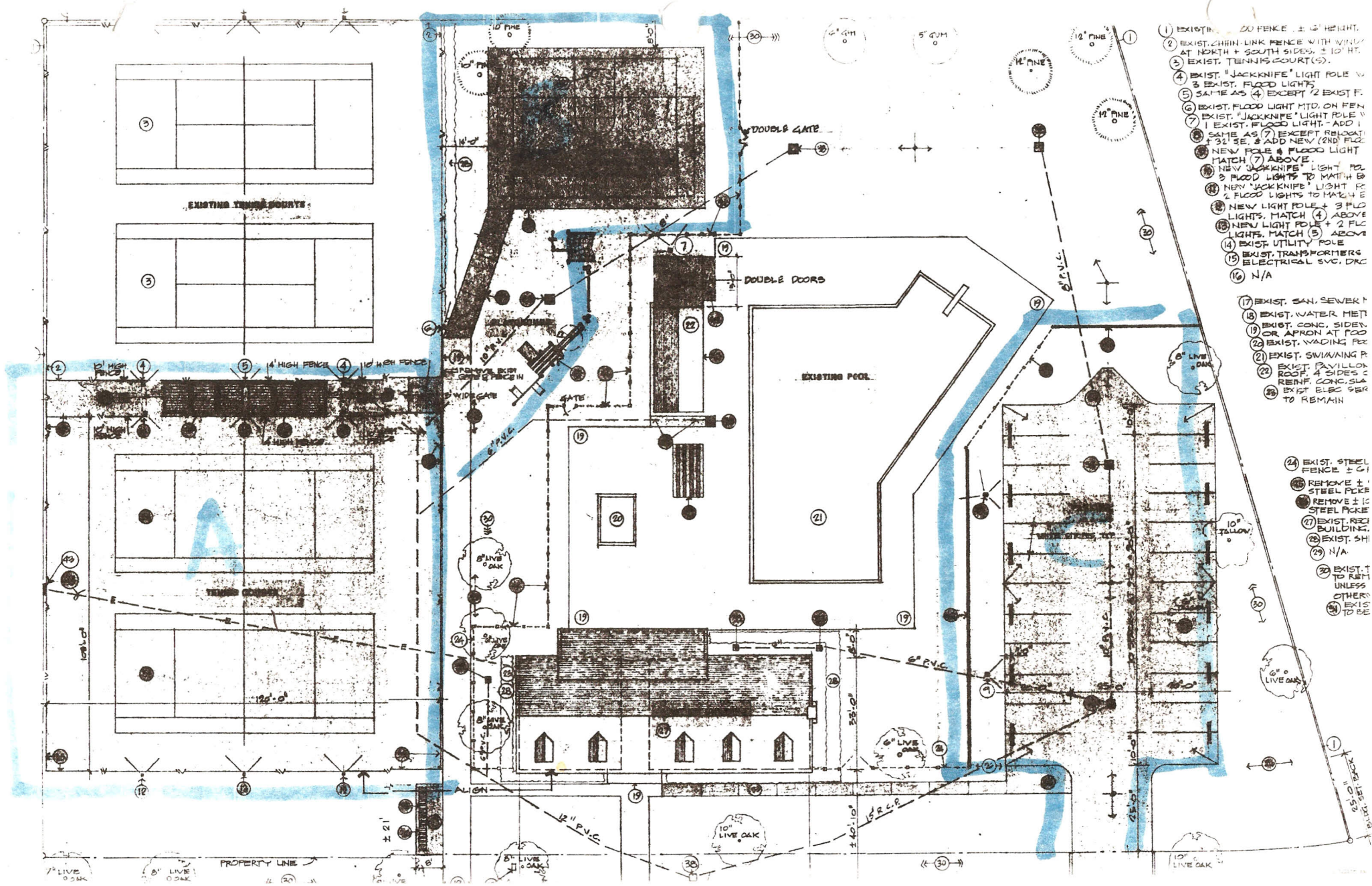
A meeting will be held on January 12, 1988, at 7:30 PM at the clubhouse to discuss the proposed PLAN. This will be a very good opportunity for you to share your ideas and comments concerning the proposed facilities.

I hope to see you there with many of your fellow neighbors.

Sincerely,



Lloyd Racicot
President
Williamsurg Settlement Maintenance Association



- 1 EXIST. 20' FENCE ± 6" HEIGHT.
- 2 EXIST. CHAIN LINK FENCE WITH VINYL AT NORTH + SOUTH SIDES, ± 10' HT.
- 3 EXIST. TENNIS COURT (S).
- 4 EXIST. JACKKNIFE LIGHT POLE W/ 3 EXIST. FLOOD LIGHTS
- 5 SAME AS 4 EXCEPT 2 EXIST. F.
- 6 EXIST. FLOOD LIGHT MTD. ON FENCE
- 7 EXIST. JACKKNIFE LIGHT POLE W/ 1 EXIST. FLOOD LIGHT - ADD 1
- 8 SAME AS 7 EXCEPT RELOCATE ± 32' SE. & ADD NEW (2ND) FLOOD LIGHT
- 9 NEW JACKKNIFE LIGHT POLE MATCH 7 ABOVE
- 10 3 FLOOD LIGHTS TO MATCH 9
- 11 NEW JACKKNIFE LIGHT POLE ± 4 FLOOD LIGHTS TO MATCH 10
- 12 NEW LIGHT POLE ± 3 FLOOD LIGHTS. MATCH 4 ABOVE
- 13 NEW LIGHT POLE ± 2 FLOOD LIGHTS. MATCH 5 ABOVE
- 14 EXIST. UTILITY POLE
- 15 EXIST. TRANSFORMER ELECTRICAL SVC. DRG
- 16 N/A

- 17 EXIST. SAN. SEWER
- 18 EXIST. WATER METER
- 19 EXIST. CONC. SIDEWALK OR APRON AT FOOD
- 20 EXIST. WADING POOL
- 21 EXIST. SWIMMING POOL
- 22 EXIST. PAVILLON ROOF, 4 SIDES REINFORCED CONC. SLAB
- 23 EXIST. ELEC. SER. TO REMAIN
- 24 EXIST. STEEL FENCE ± 6' ± 1'
- 25 REMOVE ± 1' STEEL FENCE
- 26 REMOVE ± 1' STEEL FENCE
- 27 EXIST. REINFORCED CONC. SLAB
- 28 EXIST. SHED
- 29 N/A
- 30 EXIST. ± TO REMAIN UNLESS OTHERWISE NOTED
- 31 EXIST. ± TO BE