

MINUTES OF THE  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION  
Annual Meeting  
April 17, 1990

The Annual Meeting of Williamsburg Settlement Maintenance Association was held at 7:30 P.M. on April 17, 1990, at 1702 Hoyt, Katy, Texas, meeting notice attached as Exhibit "A".

A quorum was qualified by 189 votes being represented either in person or by proxy.

Rubin Kremling served as Chairman and called the meeting to order. He introduced the Board of Directors in attendance, David Moore, Joe Vann, Chuck Tippy, Russell Delandy, Randi Corbell and Dudley Koy.

He announced that the first item on the agenda was the election of directors. Per the ballot, there were three (3) vacancies on the Board and the following four (4) candidates J. W. Brothers, Daryl Kaltwasser, Steve Brammer and Ann Miller.

Mr. Kremling opened the floor for nominations and Doug Collings was nominated. The floor was closed for nominations and each candidate gave a brief explanation of their desire to serve on the Board.

The ballots were cast, collected and counted with the following results:

J.W. Brothers	- 50 votes
Daryl Kaltwasser	- 99 votes
Steve Brammer	- 179 votes
Ann Miller	- 118 votes
Doug Collings	- 107 votes

Therefore, Ann Miller, Steve Brammer and Doug Collings were elected to the Board for three (3) year terms that expires in 1993.

The financial position of the community was presented. As of March 31, 1990, there was \$477,942.53 cash in the bank and as of April 17, 1990, there was \$45,715.00 in unpaid maintenance fees by residents.

The residents were informed that liens had been filed on several accounts and liens would be filed on the remainder of the accounts by May 5th. Three (3) accounts are currently being handled by an attorney.

Several residents in attendance expressed concerns regarding several issues such as the Board policy that has been established regarding usage of the clubhouse and the policy regarding not allowing children under ten (10) in the pool without an adult. The Board will review these policies on a regular bases, however, these policies are in affect currently.

Rubin Kremling announced that he will serve as Chairman of the Fence Committee for 1990.

Several residents volunteered for committees, such as social, newsletter and communications.

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

  
Rubin Krenling  
President

m/ch0420

SECOND NOTICE

APRIL 17, 1990  
ANNUAL MEETING

FOR

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

This is a public notice to all property owners of the Williamsburg Settlement Maintenance Association, Inc., to advise of the Annual Association meeting to review and discuss as designated in the By-Laws for purposes expressed therein the following topics:

1. Election of Directors - Three (3) vacancies
2. 1990 Expenses and Operations
3. Any Other Business to come before the Board at this time.

This meeting will be held on Tuesday, April 17, 1990 at 7:30 P.M.

Location: 1602 Hoyt Lane  
Katy, Texas

Any member of record on April 17, 1990, is entitled to notice of and vote at the meeting. All members are cordially invited and urged to attend. This is a secret, written ballot vote and you are entitled to one (1) vote per lot.

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not/gove

04/05/90

BALLOT

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

Listed below are four (4) nominees for the three vacancies on the Board of Directors. Please vote for three (3) nominees.

NOMINEE	POSITION	TERM	
1. J. W. "Red" Brothers	Director/Write-In	3 Years	_____
2. Daryl L. Kaltwasser	Director/Write-In	3 Years	_____
3. Steve Brammer	Director/Write-In	3 Years	_____
4. Ann Miller	Director/Write-In	3 Years	_____
5. _____	Director/Write-In	3 Years	_____
6. _____	Director/Write-In	3 Years	_____
7. _____	Director/Write-Ine	3 Years	_____

MEMBER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

bal/wsma



REVISED      REVISED      REVISED

CANDIDATES FOR BOARD OF DIRECTORS

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

J. W. "Red" Brothers:

22406 S. Rebecca Burwell- Married, no children, Staff Sargeant in the U.S. Marines during World War II, retired from National Supply, Division of Amco, Inc., as Account Manager of Tubler. 1948 graduate of Texas Christian University, member of the Church of Christ, member of the Board of Directors of Bear Creek Senior Golf Association.

Daryl L. Kaltwasser:

22830 Spatswood Lane - Resident for over eight years, married, three children, Certified Public Accountant, Controller for Oil Field Rental. "As many of you are aware, the Houston and surrounding economy is growing. It is our responsibility to make sure Williamsburg Settlement represents the best of Houston. This neighborhood must be maintained, offer amenities, and be secure to warrant the values we place on family, community and home ownership. Your vote is appreciated."

Steve Brammer:

1930 Abby Adrich - Married, two children, ages 8 and 11, PHD in Electrical Engineering, employed by Staff Systems, Inc. since 1978, lived in Williamsburg Settlement since 1978. Member of St. Peters United Methodist Church. "I will pledge to maintain a high quality of life and high standard of living in this neighborhood."

Ann Miller

22103 Vobe Court - My husband, Ray, and I have owned a home in Williamsburg Settlement since 1979. Both of our daughters have graduated from Katy High School. My business background is in real estate (I was a real estate broker in Massachusetts) and the credit and collection industry. I am currently employed by CSC Credit Services as the National Sales Coordinator. My interests are in improving the lifestyle in the Settlement by maintaining our properties and continuing to improve the common areas. We have been very fortunate in the past to have dedicated and responsible homeowners serving on the board. They have assisted greatly in keeping our property values up and spending our common area money wisely. I wish to continue that practice.

1st/spec

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not/gove

04/05/90

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\*\* STATEMENT OF RECEIPTS & DISBURSEMENTS \*\*  
\*\*\*\*\*  
3/31/90

## CASH - OPERATING ACCOUNT

FIRST INTERSTATE BANK

35,287.80

## CASH RECEIPTS

CASH RECEIPTS	21,412.59	
DEP RECEIPTS	5.00	
	-----	21,417.59

## CASH DISBURSEMENTS

3/08 002390 HARRIS COUNTY MUD 62	6.00-	
3/08 002391 FORT BEND TELEPHONE CO.	37.96-	
3/08 002392 BROOKSHIRE FEED	323.00-	
3/08 002393 DRYMALA LANDSCAPE & MAINTENANC	931.87-	
3/08 002394 SWEETWATER POOLS	1,387.00-	
3/08 002395 WILBURN, PAUL	742.04-	
3/08 002396 HARRIS COUNTY TREASURER	2,293.58-	
3/08 002397 CLEGG, BRUSH & ASSOCIATES	123.84-	
3/08 002398 PLANNED COMMUNITY MANAGEMENT,	2,953.76-	
3/08 002399 ACTION FENCE COMPANY	441.60-	
3/08 002400 CITY MAINTENANCE, INC.	602.40-	
3/08 002401 CELEBRITY PROFESSIONAL SERVICE	43.20-	
3/08 002402 HARRIS COUNTY MUD 61	223.00-	
3/12 002403 INTERNAL REVENUE SERVICE	614.00-	
3/21 002404 HOUSTON LIGHTING & POWER	3,072.13-	
3/21 002405 PACKAGE EXPRESS, INC.	6.38-	
3/21 002406 CYPRESS CREEK PEST CONTROL	44.93-	
3/21 002407 HOUSTON LIGHTING & POWER	713.15-	
3/21 002408 RELIANCE TITLE COMPANY	8.64-	
3/21 002409 TEXAS SANITATION INDUSTRIES, I	8,122.91-	
3/21 002410 CELEBRITY PROFESSIONAL SERVICE	43.20-	
3/21 002411 ADDICKS OFFICE	4,000.00-	
3/21 002412 RICHARD C. WAITES & ASSOCIATES	205.50-	
3/28 002413 MIGURA INSURANCE CO.	68.00-	
3/28 002414 DRYMALA LANDSCAPE & MAINTENANC	931.87-	
3/28 002415 IRRIGATION GROUP INC	65.15-	
3/28 002416 MANN, FRANKFORT, STEIN & LIPP	1,500.00-	
3/28 002417 WILLIAMSBURG DEVELOPMENT CORP.	1,500.00-	
	-----	31,005.11-

## ADJUSTMENTS

3/31 JE MARCH BANK INTEREST	268.07	
	-----	268.07

FIRST INTERSTATE BANK

25,968.35



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\*\* BALANCE SHEET \*\*  
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3/31/90

	ENDING BALANCE	TOTAL
ASSETS		
CASH		
FIRST INTERSTATE BANK	25,968.35	
FIRST INTERSTATE MONEY MKT.	45,685.35	
HOUSTON SAVINGS ASSOCIATION	84,793.73	
BENFRANKLIN-90DAYCD-RES FUND	38,099.51	
MERRILL LYNCH MONEY MARKET	88,495.56	
GUARDIAN SAVINGS/90DAY CD	96,900.03	
MERRILL LYNCH-MONEY MARKET	98,000.00	
TOTAL CASH		477,942.53
ACCOUNTS RECEIVABLE		
TOTAL ACCOUNTS RECEIVABLE		.00
IMPROVEMENTS		
TOTAL IMPROVEMENTS		.00
FIXED ASSETS		
TOTAL FIXED ASSETS		.00
TOTAL ASSETS		477,942.53
LIABILITIES		
ACCOUNTS PAYABLE-PCMI	16.00-	
DEPOSITS	1,360.00-	
DEPOSIT CLEARING ACCOUNT	10.00	
TAX LIABILITIES		
TOTAL LIABILITIES		1,366.00
CAPITAL		
RETAINED EARNINGS/PRIOR	288,193.97-	
RETAINED EARNINGS/CURRENT	188,382.56-	



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\*\* BALANCE SHEET \*\*  
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3/31/90

	ENDING BALANCE	TOTAL
TOTAL CAPITAL		476,576.53
TOTAL LIABILITIES & CAPITAL		477,942.53
	=====	=====

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\*\* PROFIT AND LOSS STATEMENT \*\*  
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3/31/90

	MTD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE
<b>INCOME</b>				
MAINTENANCE FEES	20,738.66	262,098.44	334,881	72,782
INTEREST ON MAINTENANCE FEES	445.75	868.67	1,500	631
BANK INTEREST	2,836.80	11,782.14	20,000	8,217
Clubhouse REVENUE	45.00	230.00	700	470
ATTORNEY FEES	56.25	328.00	0	328
YARD MAINTENANCE	.00	37.28	0	37
COLLECTION COSTS	123.93	511.72	0	511
MISCELLANEOUS	3.00	22.00-	0	22
<b>TOTAL INCOME</b>	<b>24,249.39</b>	<b>275,834.25</b>	<b>357,081</b>	<b>81,246</b>
<b>EXPENSES</b>				
<b>MAINTENANCE</b>				
GENERAL MAINT & REPAIRS	.00	247.25	4,000	3,752
FENCE REPAIR	441.60	441.60	1,000	558
POOL CONTRACT	1,387.00	2,143.00	23,650	21,507
POOL MAINT & REPAIRS	.00	.00	3,600	3,600
LANDSCAPE CONTRACT	1,863.74	2,795.61	11,185	8,389
LANDSCAPE EXTRAS & IMPROVEMT	388.15	2,488.15	5,000	2,511
PEST CONTROL	44.93	44.93	1,750	1,705
TENNIS COURT MAINT & REPAIRS	339.40	2,294.20	4,000	1,705
CLUB HOUSE/SPRINKLER REPAIRS	349.40	1,099.40	2,800	1,700
ENTRY LIGHT MAINT & REPAIRS	.00	91.00	0	91
ENTRY AND FLAG MAINTENANCE	1,500.00	1,500.00	6,000	4,500
<b>TOTAL MAINTENANCE</b>	<b>6,314.22</b>	<b>13,145.14</b>	<b>62,985</b>	<b>49,839</b>
<b>PROFESSIONAL SERVICES</b>				
BILLING/RECEIPTING	456.00	456.00	3,130	2,674
LEGAL	254.14	1,693.09	5,400	3,706
AUDIT	1,500.00	1,500.00	1,600	100
ADMINISTRATIVE SERVICE	1,595.00	4,695.00	20,575	15,880
COLLECTION COST	123.84	666.86	0	666
OTHER PROFESSIONAL SERVICES	.00	.00	1,000	1,000
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>3,928.98</b>	<b>9,010.95</b>	<b>31,705</b>	<b>22,694</b>
<b>UTILITIES</b>				
<b>POWER</b>				
ENTRY	116.32	354.32	1,960	1,605
RECREATION CENTER	596.83	2,105.49	10,300	8,194

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\*\* PROFIT AND LOSS STATEMENT \*\*  
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3/31/90

	MTD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE
STREET LIGHTS	3,072.13	9,216.39	41,600	32,383
TELEPHONE	37.96	113.88	900	786
WATER/SEWER	229.00	560.80	4,200	3,639
TOTAL UTILITIES	4,052.24	12,350.88	58,960	46,609
PAYROLL TAXES				
TOTAL PAYROLL TAXES	.00	.00	0	0
OTHER EXPENSES				
TRASH	8,122.91	32,491.64	98,730	66,238
OFFICE SUPPLIES				
POSTAGE	269.15	387.41	2,000	1,612
XEROX	353.04	500.24	1,500	999
FREIGHT & DELIVERY	6.38	6.38	100	93
STORAGE MATERIALS	.00	9.70	100	90
DISTRIBUTION	240.57	240.57	750	509
INSURANCE	68.00	5,400.00	7,700	2,300
SECURITY	3,035.62	9,086.54	38,000	28,913
PROPERTY TAXES	.00	188.24	500	311
FEDERAL INCOME TAX	4,614.00	4,614.00	4,500	114
BANK SERVICE CHARGES	.00	9.00	300	291
CAPITAL RESERVE	.00	.00	20,000	20,000
REPLACEMENT FUND	.00	.00	26,251	26,251
MISCELLANEOUS	.00	11.00	1,000	989
SOCIAL COMMITTEES	.00	.00	2,000	2,000
TOTAL OTHER EXPENSES	16,709.67	52,944.72	203,431	150,486
CAPITAL EXPENDITURES				
TOTAL CAPITAL EXPENDITURES	.00	.00	0	0
TOTAL EXPENSES	31,005.11	87,451.69	357,081	269,629
PROFIT OR (LOSS)	6,755.72-	188,382.56	0	188,382

NOTICE OF  
BOARD OF DIRECTORS MEETING  
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

To:	Rubin Kremling	Russell Delaney
	Joe Vann	Randi Corbell
	Chuck Tippy	David Moore
	Dudley Koy	

This memorandum is official notice in compliance with the By-Laws of the Williamsburg Settlement Maintenance Association, Inc., for a Board of Director's meeting to be held for the purpose as defined herein below.

Location: 1602 Hoyt  
Houston, Texas 77079

Date: April 17, 1990

Time: 6:30 P.M.

AGENDA

- I. Approve minutes of March 20, 1990 meeting
- II. Managers Report
  - a. Financial Report
  - b. Delinquency Report
  - c. Deed Restriction Report

CJH/sjc

not/wsll



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not/gove  
04/05/90

REVISED      REVISED      REVISED

CANDIDATES FOR BOARD OF DIRECTORS

WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.

J. W. "Red" Brothers:

22406 S. Rebecca Burwell- Married, no children, Staff Sargeant in the U.S. Marines during World War II, retired from National Supply, Division of Armco, Inc., as Account Manager of Tubler. 1948 graduate of Texas Christian University, member of the Church of Christ, member of the Board of Directors of Bear Creek Senior Golf Association.

Daryl L. Kaltwasser:

22830 Spatswood Lane - Resident for over eight years, married, three children, Certified Public Accountant, Controller for Oil Field Rental. "As many of you are aware, the Houston and surrounding economy is growing. It is our responsibility to make sure Williamsburg Settlement represents the best of Houston. This neighborhood must be maintained, offer amenities, and be secure to warrant the values we place on family, community and home ownership. Your vote is appreciated."

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lst/spec



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not/gove

3-30-90

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 in my place and stead on my behalf, as though I myself were present, with power of substitution, at the Annual Meeting of the Association on Wednesday, April 17, 1990 at 7:30 P.M. at 1601 Hoyt Lane, or at any recall meeting that may be held for the purpose described in said meeting notice.

\_\_\_\_\_  
Member

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

prx/whml



CANDIDATES FOR BOARD OF DIRECTORS

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