

MINUTES OF THE BOARD OF DIRECTORS MEETING
OF THE
WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, INC.
March 18, 1986

The Board of Directors of the Williamsburg Settlement Maintenance Association, Inc., the "Association", met in a Board of Directors meeting at 6:00 P.M., prior to a General Meeting, at 8:00 P.M., on Tuesday, March 18, 1986, at 1602 Hoyt, the Clubhouse in Williamsburg Settlement, per the notice attached hereto as Exhibit "A".

The following Directors were present thereby constituting a quorum:

Lloyd Racicot	Wanda DeLeo
Bob Sease	Ed Shipley
Rubin Kremling	Woody Baker

Also in attendance at the meeting were Carolyn Higgins, and Nena Taylor, representing Planned Community Management, Inc. Mr. Lloyd Racicot served as chairman and called the meeting to order at 6:00 P.M.

The first item of business was a request to add to the previous meeting's minutes that Wanda DeLeo will check into blinds for the Clubhouse.

A motion was made to accept the 1986 Audit. The Audit was approved unanimously.

The next item of business was the review of Advantage Pool's preliminary walk-through at the Williamsburg Settlement Pool, attached hereto as Exhibit "B".

BE IT RESOLVED, by the Board of Directors, that Advantage Pool be given the authority to make all repairs necessary except items one (1) and thirteen (13). Bids are to be taken for these repairs.

A general discussion followed regarding the upcoming pool season, including the registration dates, guest fees, and pool tags. Members of the community who are not current with their maintenance assessment will not be allowed to enter the facility.

The next item of business was the Williamsburg Settlement Civic Association's improvement for the recreational facility, which had previously been discussed. P.C.M.I. was directed to contact the contractors and proceed with these improvements.

P.C.M.I. was then directed by Rubin Kremling to deposit the Harte-Hanks Cable, Inc. check in the amount of \$1,102.64 into the Association's checking account at Allied Addicks Bank.

The next item of business was the decision by the Board of Directors to have P.C.M.I. contact Tudzin & Tobor with a list of demands in reference to the Frandina case.

A motion was made to accept the tennis court rules presented by the tennis committee. The motion passed by majority vote.

The general meeting was called to order at 8:00 P.M. by Lloyd Racicot. Captain Berry of the Harris County Sheriff's Department was introduced and the floor was turned over to him.

A brief question and answer session was held regarding security in the community.

There being no further business to come before the meeting, Lloyd Racicot adjourned the meeting at 9:15 P.M.

A handwritten signature in dark ink, appearing to read "Lloyd Racicot", is written over a horizontal line.

Lloyd Racicot
Chairman

March 11, 1986

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

TO:	Woodie Baker	Lloyd Racicot
	Wanda DeLeo	Bob Sease
	Dudley Koy	Ed Shipley
	Rubin Kremling	

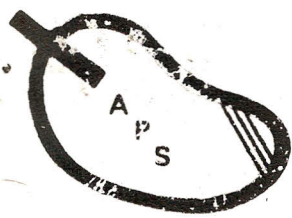
This memorandum is official notice in compliance with the By-Laws of the Williamsburg Settlement Maintenance Association, Inc., for a Board of Directors meeting to be held on Teusday, March 18, 1986.

Location: Clubhouse
1602 Hoyte
Katy, Texas

Time: 6:00 - 9:00 P.M.

The agenda for this Board of Directors meeting is as follows:

- I. Executive Session (6:00 P.M. - 8:00 P.M.)
 - A. Tennis Court Rules
 - Please review for approval vote
 - B. CAI Schedule
 - April 1 Successful Assessment Collection
 - C. 1985 Audit Approval
 - D. Pool Maintenance Requirements
 - E. Additional Security
 - F. Annual Meeting Agenda
 - G. Other Current Business
- II. General Session - President's Introduction (8:00 P.M.-9:00 P.M.)
- III. Security
 - A. Sheriff Department Presentation
- IV. Other Business



Advantage Pool Service

Division of Clapper Enterprises, Inc.

March 4, 1986

Carolyn Higgins
Planned Community Management
15995 N. Barkers Landing, Ste. 162
Houston, TX 77079

Re: Preliminary walk-through at Williamsburg Settlement

Dear Carolyn and Ed,

The following report will summarize and interpret the findings of our walk-through of March 3, 1986. Enclosed please find an inventory of durable goods requested. Durable goods are stock items normally considered to outlast the term of our contract.

In addition, the following repair times were noted. Prices follow the repair items; explanations are given afterward.

1. Pool surface rough with advanced black algae.
Recommended solution: Acid wash lap and baby pool \$1,200.00
Follow up with regular algaecide
treatment. May-Sept. (Billed twice 120.00/mo.
per month.) Oct.-April (Billed once 60.00/mo.
per month.) Or we can bill as used.
2. Baby Pool
 - a. New wafer seals needed 43.00
 - b. New air relief valve 4.18
 - c. New pressure gauge 5.35
 - d. Test suction leak to see if above or below ground N/C
3. New (permanent) lifeguard stand 1,336.00
4. Replace 3 coping stones which have jagged edges 185.00
5. Replace twenty-five 6" x 6" Aqua pool tiles 171.00
6. Replace two cracked skimmer lids 19.78
7. Replace four pool light fixtures experiencing meltdown 504.96
(Price assumes integrity of underground conduit to allow
threading of wires.)



811 South Mason, Suite 124 - Katy, Texas 77450 - 713/578-5227



8. Diving Stand Options
 - a. Remove stand and repair deck 320.00
 - b. Reweld weak points, feasibility unknown. Contract welder separately.
 - c. New Coronado stand (1 yr. warranty) 1,516.00
 - d. Refurbished Frost stand (1 yr. warranty) 1,275.00
9. Possible big pump seal leak. We need to check for presence of mechanical seal vs. packing (packing is supposed to drip, mechanical seals are not).
10. Replace damaged deck drain (chip out old) 38.00
11. Replace broken life-line floats with POSI-LOCK floats 27.18
12. WD-40 bottom filter valve on Vasser system N/C
13. Brace filter bottom, ~~pool committee will use hydraulic jacks.~~
14. Large filter needs automatic air relief valve to avoid airlock 58.93

Explanations

1. Pool Surface. Black algae will continue to be the number one operating nightmare until the pool is replastered. It can be controlled with regular algaecide treatment following initial eradication with an acid wash. The pool's rough surface, combined with the presence of spores in the filter, plumbing, deck, and air will dictate such a program. We recommend that you pay for actual algaecide used, as our best estimates may not be totally accurate.
2. If the baby pool suction leak is underground the most expedient and inexpensive method to repair it would be through the use of a polymer stop-leak (bypassing the filter). This method is effective most, but not all, of the time. Wafer seals are rubber and swell over time. Replacement averages every 14 months.
3. Another wooden lifeguard stand is less expensive, but you would need to contract separately with a carpenter, and have assurances of strength and stability to reduce liability.
7. Pool light fixtures are U.L. listed until they are tampered with or start to lose their internal protection against shocking. The latter is what is causing the amber-colored film to deposit on the lenses.
8. Diving stands
 - b. The existing stand should only be rewelded if there is an assurance of safety at the rusty zone where the stand meets the deck. The diving board must be removed to explore this option. If you wish us to do so, please let us know.
 - c. Coronado is the type of stand you have now. It weighs 200 pounds (cast iron), shows no foot impediments, and is common in commercial use.

Carolyn Higgins

March 4, 1986

Page Three

- d. The Frost stand is a heavy duty commercial stand. 520 pounds of cast iron, it is very long-lasting. At the base is a square pedestal with four large nuts.
11. Posi-lock floats are solid instead of hollow. They will last considerably longer than the old type floats, and they will not slide up and down the rope.
13. Ultimately, the cast iron filter will need to be replaced with its modern counterpart, fiberglass high-rate sand filters. At least one of the four support legs is dangerously corroded. Since the tank has not started leaking, we recommend using it at least one more year.

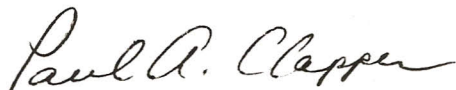
Summary

In all honesty, conditions at the pool indicate lapses in proper maintenance. Some work may be required on the peristaltic (chemical) pumps, and you should anticipate major work in the next year or two on the pool surface and the filtration equipment. We have tried to temper our recommendations so that the association would not incur overwhelming costs and would have time to give these matters some "long-range" planning.

The amenity center is beautiful and we will be very pleased to work with the association, although there are some technical operating hurdles ahead.

Our pre-season repair schedule is rapidly filling up, so please let us know your decisions as soon as possible.

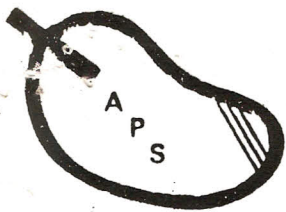
Sincerely,



Paul A. Clapper
Certified Pool Operator/Instructor

PAC/tdg

cc: Ed Shipley



Advantage Pool Service

Division of Clapper Enterprises, Inc.

PRELIMINARY REPORT MATERIALS NEEDED AT POOL

POOL Williamsburg
Settlement 3-3-86

MAINTENANCE EQUIPMENT

CHECK IF ALREADY AT POOL

PRICE

telescoping pole *need 23 ft.*
vacuum head (commercial)
vacuum hose
leaf net *need new*
wire brush *have 3"*
nylon brush *needs a clip*
leaf master *don't need*
tile scrubber
weir gates
flow regulators
skimmer baskets
skimmer weight bars
skimmer lids

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41.64
68.86 (50 ft.)
59.90
14.92 (Rainbow 20")
11.27 (9") 48.51 (16") - *need large*
18.01 (24")
25.57
2.00
8.58
5.94
4.50
1.30
9.89

SAFETY EQUIPMENT (AS PRESCRIBED BY THE AMERICAN RED CROSS)

shepherd's crook
life preserver (ring buoy)
spine board
deep water demarcation
first aid kit

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10.76
44.73 (24" U.S.C.G. Approved)
185.00
.58/ft. floats - 4.53 ^{ea.} hooks - 23.74
45.00 n/c to restock

OTHER

telephone *391-9990 pay*
clock
guard umbrella(s) *one may need replaced*
mop
broom
garden hose
garden hose nozzle
toilet brush
MA parts
Pool lights
equipment hangers

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CLEANERS (CONTRACT ITEMS)

glass cleaner
foam bathroom cleaner
spray disinfectant
scouring powder
floor cleaner
sponges
paper towels
toilet paper
overhead lights
trash bags

MEMBER



511 South Mason, Suite 124 - Katy, Texas 77450 - 713/578-8227

