

ADDENDUM TO ADMINISTRATIVE AGREEMENT

This Addendum to be added to the current Administrative Agreement, made in Harris County, Texas by and WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION, hereinafter called "Association", and or "Board", and Crest Management Company AAMC, hereinafter called "Agent".

This addendum shall become effective as of October 1, 2025, and is subject to the terms and conditions of the Administrative Agreement.

Compensation per attached Exhibit "A"

Association:

Williamsburg Settlement

Maintenance Association

Agent:

Crest Management Company, AAMC

* By: 
Printed Name: DAVE ELLIS
Title: WSMA SECRETARY/TREASURER
Date: 9/16/25

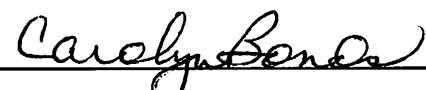
By: 
Printed Name: CAROLYN BONDS
Title: CEO
Date: 9/17/25

EXHIBIT "A"

EFFECTIVE DATE:	<u>OCTOBER 1, 2025</u>
ASSOCIATION NAME:	<u>WILLIAMSBURG SETTLEMENT MAINTENANCE ASSOCIATION</u>
ASSOCIATION LOCATION:	<u>22315 BUCKTROUT LN</u> <u>KATY, TX. 77449</u>
TERM OF AGREEMENT:	<u>TWELVE (12) MONTHS</u>
INITIAL LIAISON:	<u>HEATHER COLKOS</u>
BOARD/ANNUAL MEETINGS TO BE ATTENDED:	<u>ELEVEN (11) BOARD AND ONE (1) ANNUAL</u>
INSPECTIONS:	<u>ONCE PER MONTH</u>
COMPENSATION:	<u>\$ 2,625.00 PER MONTH</u>

This Monthly Fee is based upon the number of lots at the inception of this Agreement. The number of lots as of the execution of this Agreement is 763.

ADDITIONAL CHARGES

ADMINISTRATIVE

Postage	Reimbursed at the actual expense of Agent
Photocopying charges	\$ 0.15 per copy + tax
Labels/Envelopes larger than #10	\$ 0.15 each
Custom Stationery/Office Supplies	Per actual invoice
Community Mailouts (supplies/labor included)	\$ 0.45 each
Manual Checks, Rush Checks (over 4)	\$10.00 each

EXHIBIT "A"
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COLLECTION COSTS

Assessment billing	\$ 4.00 per platted lot
Collection Reminder Notices (billed to owner)	\$25.00 each
Collection Certified Letter (billed to owner)	\$50.00 each
Collection Final Demand Letter (billed to owner)	\$25.00 each
Attorney Account Preparation Fee (billed to owner)	\$50.00 each
Payment Plan (billed to owner)	\$50.00/3 months
Insufficient Check (billed to owner)	\$50.00 each

DEED RESTRICTIONS

Certified Notice/Special Letters	\$15.00 each
Deed Restriction Final Demand Letter	\$10.00 each
Color Photos	\$ 0.75 each
Additional Monthly DRV Inspection	\$1,000.00 - If Requested
Fine Letters	\$30.00 each

ADDITIONAL SERVICES

Preparation and Attendance for Court Appearance, Dispute Resolution, or Special Meetings, Special Projects	\$100.00 per hour
Administer Accounts at other than Agent's core bank	\$15.00 per month per account
Pool Tag Distribution: 100% Online application with Mail Out of tags	\$500.00

EXHIBIT "A"
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RECORDS

Title Search	\$25.00
Retrieval, Refiling or Permanent withdrawal of records in storage	Per actual invoice
Records Storage/Maintenance (1 st two (2) years included in fee)	\$15.00/month at year 3 \$ 5.00/month additionally for each year thereafter

**The following are OPTIONAL SERVICES, not included in this contract.
Please write your initials on the line next to those you wish to add.
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_____ - Gate/Remote Access Administration	\$100.00 per month
_____ - Clubhouse Reservations	\$100.00 per Rental
_____ - ARC/ACC Review and Approval	\$75.00 per application

COMMUNITY WEB PAGE

<u>√</u> - <u>Basic Community Page on Crest Website</u> Includes the following: crest Team contact information Access to community information Governing documents Board meeting notices	<u>No Charge</u>
_____ - <u>Enhanced Community Page on Crest Website</u> Includes all information on Basic Community Page plus, Calendar for community events, News feed and E Blast access	<u>\$100.00/month</u>
<u>√</u> - <u>Link to Existing Community Web Page on Crest Website</u>	<u>No Charge</u>