

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, 2026, and is subject to the terms and conditions of the Administrative Agreement.

Compensation per attached Exhibit "A"

Association:

Williamsburg Settlement Maintenance Association

By: Heather D Colkos
Heather D Colkos (Sep 16, 2026 14:02:56 CDT)

Printed Name: Heather D Colkos

Title: President

Date: Sep 16, 2026

Agent:

Crest Management Company, AAMC

By: Bill Higgins
Bill Higgins (Sep 16, 2026 16:46:02 CDT)

Printed Name: Bill Higgins

Title: President

Date: 9/16/2026

EXHIBIT "A"

EFFECTIVE DATE:	<u>OCTOBER 1, 2026</u>
ASSOCIATION NAME:	<u>WILLIAMSBURG SETTLEMENT</u> <u>MAINTENANCE ASSOCIATION</u>
ASSOCIATION LOCATION:	<u>1602 HOYT</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>\$2,650.00 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	No Charge-included in contract
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
Fine Letters	\$30.00 each

ADDITIONAL SERVICES

Preparation for Court Attendance 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
Court Attendance and Overtime Meetings	\$200.00 per hour
Pool Tag Distribution: 100% On-line 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, not to exceed \$60.00/month

**The following are OPTIONAL SERVICES, not included in this contract.
Please write your initials on the line next to those you wish to add.**

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

20261001 Crest Administrative Contract Addendum WILL

Final Audit Report

2026-09-16

Created:	2026-09-16
By:	Maggie McKay (maggiem@crest-management.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEIWNwUv3QAvnBpCpXVXJXWcYEFfrJNi

"20261001 Crest Administrative Contract Addendum WILL" History

-  Document created by Maggie McKay (maggiem@crest-management.com)
2026-09-16 - 6:19:05 PM GMT
-  Document emailed to hdcolkos@gmail.com for signature
2026-09-16 - 6:19:48 PM GMT
-  Email viewed by hdcolkos@gmail.com
2026-09-16 - 6:33:37 PM GMT
-  Signer hdcolkos@gmail.com entered name at signing as Heather D Colkos
2026-09-16 - 7:02:54 PM GMT
-  Document e-signed by Heather D Colkos (hdcolkos@gmail.com)
Signature Date: 2026-09-16 - 7:02:56 PM GMT - Time Source: server - Signature Appearance Selected: MOBILE_TYPE
-  Document emailed to Bill Higgins (bill.higgins@crest-management.com) for signature
2026-09-16 - 7:02:58 PM GMT
-  Email viewed by Bill Higgins (bill.higgins@crest-management.com)
2026-09-16 - 9:45:16 PM GMT
-  Document e-signed by Bill Higgins (bill.higgins@crest-management.com)
Signature Date: 2026-09-16 - 9:46:02 PM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-09-16 - 9:46:02 PM GMT