

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
May 21, 2024

In attendance:

Board Members		Management		Guests	
X	Ricardo Bravo President	X	Rachel Rivera, MASC Austin Properties, Inc.		Officer Reid, Sugar Land Police Department
X	Mark Miertschin Vice President				
X	Chester Machen Treasurer				
X	Mike Flood Secretary				
X	Joanne Williams Member At Large				

(Please mark to the left of individuals who are present)

Call Meeting to Order:

Due notice of meeting, a quorum was established, Ricardo Bravo the Board President, called the meeting to order at 7:00 P.M.

Call Open Forum to Order:

- a. Patrol Activity Report – Officer Gary Reid was not present.
- b. Resident Input – There were several residents present who brought forth concerns pertaining to the SAYOR pool transition an deed restriction violations.

Call Business Meeting to Order

Actions between Meetings:

- a. Summarize Unannounced Meetings, if any – No unannounced meetings.
- b. Ratify Actions Approved Between Meetings, if any – The Board of Directors ratified approval of the gate access system proposal provided by Accutek at a cost of \$4,550.00 plus tax.

Approve Minutes of Previous Meeting:

- a. The Board of Directors approved the April 8, 2024 minutes as written.

Committee Reports:

- a. Architectural Control – No report.
- b. Beautification Committee – No report.

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Committee Reports:

- c. Architectural Control – No report.
- d. Beautification Committee – No report.

Treasurer's Report:

- a. Cash Balances as of 4/30/2024 - \$150,850.07.
- b. Delinquencies – The 2024 assessments were 95.44% collected as of 4/30/2024.
- c. Review Financial Reports - API provided financials as of April 30, 2024 for the Board's review.

Management Report:

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- b. Association Business and Operations – No report.
- c. Clubhouse Report – No update.
- d. Pool Report – The Board of Directors reviewed and discussed the Swimming Pool Indemnification and Liability Agreement and the 2024 Pool Schedule. After review and discussion, the Board approved the Swimming Pool Indemnification and Liability agreement with minor changes. Further, the Board approved the pool schedule for the 2024 season. The schedule will be posted to TownSq along with the agreement. The Board went on to discuss the condition of the entrance area of the pool fence, as it is failing. The Board requested that the pool fence be replaced before the gate access system is installed. Lastly, the Board approved to re-key the pool pump room and office.
- e. Common Area Maintenance – API reported that Wood Electrical was working with CenterPoint to determine the locations of the electrical service boxes so they can pull power from those boxes.
- f. Landscaping Report – No report.
- g. Park Report – No report.
- h. Tennis Court Report – No report.
- i. Newsletter – No report..
- j. Website/Townsq – API reported that minor updates were made to the website.

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Executive Session:

Reconvene in Open Session and Report on Actions Approved During Executive Session:

- a. Collections -
 - 1. Enforcement Action – The Board of Directors approved to send five (5) lien letters.
 - 2. Owner Request – No requests.
- b. Deed Restrictions Report –
 - 1. Enforcement Action – The Board of Directors approved seven (7) certified letters pertaining to outstanding deed restriction violations, approved five (5) force mows, approved six (6) exterior modifications completed without prior approval and approved to request one (1) ACC form for an exterior modification completed without prior approval. The Board also approved to contact the City of Sugar Land for assistance with one deed restriction violation. Lastly, the Board of Directors approved two (2) attorney demand letters.
 - 2. Owner Requests – No owners requests.

Set Date, Time, and Agenda of Next Meeting/Adjournment

With no further business to be conducted the meeting was adjourned by President, Ricardo Bravo at 8:25 p.m. The next Board of Directors meeting is scheduled for Monday, June 10, 2024, 7:00 p.m. to be held at the clubhouse.

Date: _____

_____, President

_____, Secretary

_____, Management