

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
November 27, 2023

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	Mike Khan, Candidate for Commissioner Pct. 3
	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 present to provide the monthly activity report.
- b. Resident Input - There were several residents present who brought forth concerns related to specific homes causing nuisances in their areas, including chickens, miscellaneous items in front of garages and loose dogs.

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 – No actions approved between meetings.

Approve Minutes of Previous Meeting:

The Board of Directors approved the October 9, 2023 Board meeting minutes as written.

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
November 27, 2023
Page -2-

Committee Reports:

- a. Architectural Control – No report.
- b. Beautification Committee – API reported that a map of the community and a list of categories would be sent to the volunteers for the Holiday Decorations Contest, closer to the selection date of December 16th.

Treasurer's Report:

- a. Cash Balances as of 10/31/2023 - \$32,214.32
- b. Delinquencies – The 2023 assessments were 98.3% collected as of 10/31/2023.
- c. Review Financial Reports - API provided financials as of October 31, 2023 for the Board's review.
- d. Budget 2024 – API presented a revised proposed 2024 Budget. After discussion, the Board of Directors deferred approval due to variable pertaining to the 2024 Pool Operations.
- e. Audit 2022 – API provided clarification on one question from the Board pertaining to the requirements for the Audit. After discussion the Board approved the Audit Draft.

Management Report:

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – No report.
- d. Clubhouse Report – The clubhouse renovation and potential plan to rent the clubhouse for resident events is pending the result of the City of Sugar Land's clubhouse audit.
- e. Pool Report – Ricardo Bravo discussed the options for pool operations during the 2024 pool season. The Board discussed the negative experience they have had with lifeguard companies thus far and the potential pro's which could come from changing to a completely Swim At Your Own Risk Pool. API reminded the Board of the feedback received from the insurance company in the past as well as the response from the attorney, which both advised that extra precautions would need to be taken in the case of the association pool becoming completely SAYOR. After discussion, the Board requested that API confirm the cost of insurance increase should the Board approve to go completely SAYOR.
- f. Common Area Maintenance – The Board of Directors approved the final scope of landscape work to present to the City of Sugar Land's CIP Grant via application. The Board requested that an electrical proposal also be included in the scope of work for the entrances. API reported that a proposal would be obtained and the application would be submitted by the deadline of December 1st.
- g. Landscaping Report – The landscape improvements remain on hold.

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
November 27, 2023

Page -3-

- a. Park Report – No report.
- b. Tennis Court Report – No report.
- j. Newsletter – API reported the next newsletter content is due my January 15th.
- k. Website/Townsq – API reported that minor updates were made to the website.

Executive Session:

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

- a. Collections -
 - 1. Enforcement Action – No action.
 - 2. Owner Request – No owners requests.
- b. Deed Restrictions Report –
 - 1. Enforcement Action – The Board of Directors approved four (4) certified letters pertaining to outstanding deed restriction violations, approved two (2) force mow work order to be issued and approved two (2) exterior modifications made without prior approval. The Board of Directors went on to deny one (1) exterior modification and requested that an ACC form be submitted prior to changes made.
 - 2. Owner Requests – The Board of Directors approved one (1) exterior modification and extension request.

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 9:00 p.m. The next Board of Directors meeting is scheduled for Monday, January 8, 2024, 7:00 p.m. to be held at the clubhouse.

Date: _____

_____, President

_____, Secretary

_____, Management