

**Covington Woods Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**January 9, 2023**

**In attendance:**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Ricardo Bravo</b>	<b>X</b>	<b>Rachel Rivera, MASC Austin Properties, Inc.</b>	<b>X</b>	<b>Officer Reid, Sugar Land Police Department</b>
<b>X</b>	<b>Mark Miertschin</b>				
<b>X</b>	<b>Jennifer Morovitz</b>				
<b>X</b>	<b>Mike Flood</b>				
	<b>Joanne Williams</b>				

(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 7:03 P.M.

**Call Open Forum to Order:**

- a. Patrol Activity Report - Officer Gary Reid was present to provide the crime stats report for the previous month.
- b. Resident Input - There were several residents present, who brought forth concerns related to residents blocking sidewalks with their vehicles, a mechanic business being run from a home, an increase in deed restriction violations, the holiday decorations installation.

**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 December 12, 2022 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – No report.
- b. Beautification Committee – The Board of Directors discussed the need for volunteers to assist with holiday decorations installations and the selection of yard of the month and holiday decorating contest. The Board requested that an article be included in the upcoming Newsletter.



**Covington Woods Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**January 9, 2023**  
**Page -2-**

**Treasurer's Report:**

- a. Cash Balances as of 9/30/2022 - New First Bank Ckg - \$22,233.73  
New First MMA - \$30,179.18  
New First ICS - \$50,026.36
- b. Delinquencies – 98.6% collected as of 12/31/2022
- c. Review Financial Reports- API provided financials as of December 31, 2022 for the Board's review.
- d. Budget & Assessments 2023 – API provided a proposed budget for 2023. The Board of Directors deferred approval in order to review the December 31, 2022 expenditures in closer detail. The Board went on to approve current checks for release.

**Management Report:**

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – No report.
- d. Clubhouse Report – API presented a proposal from JR.D Construction and DCR Builders for the renovation of the interior of the clubhouse. After review and discussion the Board deferred and indicated that if the clubhouse is not able to be rented out to the residents, interior renovations may not be required. API reported that the lease agreement with the City of Sugar Land indicates that private rentals are not permitted. However, the Board of Directors requested that API contact the City of Sugar Land to determine if they would reconsider this restriction. API went on to provide a cost of \$125 for monthly cleaning of the clubhouse by Maria Rodriguez. After discussion, the Board approved the cost and for API to obtain a written agreement. The Board of Directors went on to approve a work order for Jr.D Construction to tape-float the drywall in the closet.
- e. Pool Report – API reported that the picnic table renovation was completed. The Board went on to discuss the leaks in the Men's restroom caused by the winter freeze. API reported that while the water was shut off, the repairs were not yet complete. Completion of repair should occur the following week. The Board discussed the option of having a plumber's key on hand in order for a Board member to have the ability to shut off the water to the pool house in the case that this would occur again. API went on to present three proposals for lifeguards for the 2023 pool season. After discussion, the Board deferred their approval as they are discussion pool operations for the season.
- f. Common Area Maintenance – The Board of Directors deferred approval of the entrance and park improvements proposal provided by GreenMark Environmental at this time.
- g. Landscaping Report – No report.



**Covington Woods Community Association, Inc.**

**Board of Directors Meeting Minutes**

**January 9, 2023**

**Page -3-**

- h. Park Report - The trash cans in the park area could only be straightened temporarily, as they would inevitably shift in the soil again. API reported that if the Board would prefer to have them reinstalled in deeper concrete, this should solve the issue. The Board deferred at this time.
- h. Tennis Court Report – No report.
- i. Newsletter – Jennifer Morovitz reported that she would be sending content to Prepared Publications before January 15<sup>th</sup>.
- j. Website/Townsq – API reported that minor updates were made to the website and TownSq.

**Executive Session:**

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

- a. Collections -
  - 1. Enforcement Action – No actions.
  - 2. Owner Request – No owner requests.
- b. Deed Restrictions Report –
  - 1. Enforcement Action - The Board of Directors approved for API to send two (2) certified letters for Deed Restriction Enforcement. The Board of Directors went on to approve one (1) variance for architectural modification. The Board of Directors approved one (1) architectural modification completed without prior approval. The Board of Directors approved three (3) properties for attorney deed restriction enforcement.
  - 2. Owner Requests – The Board of Directors approved one request for extension.

**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 8:30 p.m. The next Board of Directors meeting is scheduled for Monday, March 13, 2023, 7:00 p.m. to be held at the clubhouse.

Date: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Secretary

\_\_\_\_\_, Management