

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
October 9, 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
X	Chester Machen Treasurer				
	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 – API reported that Officer Gary Reed was not present as he was out of town, however he mentioned that there was nothing to report for Covington Woods.
- b. Resident Input - There were several residents present who brought forth concerns related to investment properties becoming group homes and being a major cause of an increase in deed restriction violations. Mike Khan, a candidate for the Commissioner, Pct. 3 was present to briefly introduce himself to the residents.

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 September 18, 2023 Board meeting minutes as written.

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Committee Reports:

- a. Architectural Control – The Board of Directors briefly discussed a recent ACC denial. The Board did not provide details pertaining to the address or owner's name.
- b. Beautification Committee – The Board of Directors appointed Patti & Pete Shultz and Maggie Manley to the Beautification Committee. The Board approved for the new committee members to perform the judging for the Christmas Decorating Contest.

Treasurer's Report:

- a. Cash Balances as of 9/30/2023 - \$63,060.57
- b. Delinquencies – The 2023 assessments were 98.2% collected as of 9/30/2023.
- c. Review Financial Reports - API provided financials as of September 30, 2023 for the Board's review.
- d. Budget & Assessments 2024 – After discussion, the Board approved increasing the assessments by 3%, rounded down to \$220. The Board discussed the Proposed Budget 2024 and deferred approval in order to review potential expenditures for 2024.

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 – API reported that detailed options were being prepared for the 2024 swim season, including continuing with lifeguard services, hiring private lifeguards as employees of the association and going completely SAYOR. API went on to report that the camera replacement was still pending ADT's scheduled replacement. While the two cameras in question are working, they show a limited view of the areas they should be capturing.
- f. Common Area Maintenance – API reported that the applications for City of Sugar Land's CIP applications began on October 1st. The Board discussed the scope of the proposal submitted by Greenmark and requested a revised scope be obtained in order to include with the application.
- g. Landscaping Report – The landscape improvements remain on hold.
- h. Park Report – No report.
- i. Tennis Court Report – The Board of Directors requested that API seek out an estimate to turn the tennis court into a multi-sport court with tennis and pickle ball court lines. The Board went on to request an estimate for a tennis practice board to be installed.

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- j. Newsletter – API reported that newsletter content is due by October 15th. The board discussed articles to include in the newsletter, such as Christmas Decorating Contest, 2024 Assessments, Call for Volunteers and the COSL Bulk Waste Update.
- 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. The Board of Directors approved two (2) exterior modifications made without prior approval. The Board of Directors approved to continue enforcement on one property which made progress toward the curing of an outstanding deed restriction violation. The Board of Directors approved one (1) property to be sent to the attorney for deed restriction enforcement. The Board of Directors approved approaching an owner pertaining to their outstanding deed restriction violations before attorney enforcement. The Board went on to review attorney statuses for six (6) attorney files.
 - 2. Owner Requests – No owner 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 8:55 p.m. The next Board of Directors meeting is scheduled for Monday, November 13, 2023, 7:00 p.m. to be held at the clubhouse.

Date: _____

_____, President

_____, Secretary

_____, Management