

**Covington Woods Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**April 14, 2025**

**In attendance:**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Vernon Weinkam President</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 Vice President</b>				
<b>X</b>	<b>Susan Gillum Treasurer</b>				
	<b>Mike Flood Secretary</b>				
	<b>Joanne Williams Member At Large</b>				

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

**Call Meeting to Order:**

Due notice of meeting, a quorum was established, Vernon Weinkam the Board President, called the meeting to order at 7:00 P.M. The meeting was held by Zoom.

**Call Open Forum to Order:**

- a. Patrol Activity Report – Officer Gary Reid was present to provide the crime report for the past month. Crime stats reports can be obtained via [www.communitycrimemap.com](http://www.communitycrimemap.com).
- b. Resident Input – There were three residents present who brought forth concerns related to police activity and vehicle parking.

**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.

**Approve Minutes of Previous Meeting:**

- a. The Board of Directors approved the February 10, 2025 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – No report.
- b. Beautification Committee – The Board of Directors appointed Karen Ryan as the Beautification Committee liaison. Karen will be responsible for selecting volunteers to assist her with committee duties.

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- c. Pool Committee – Vernon Weinkam reported that toilet seats were replaced in the restrooms, the lane divider rope was repaired, the shower head was replaced and a light bulb in the men’s room was replaced. It was noted that the divider for the urinals requires replacement. Vernon went on to report that the shower is bare pipe and should be insulated for any future hard freezes. Vernon attempted to locate the water cutoff for the shower but was unsuccessful. API will contact the plumber who last worked on the shower for assistance with locating the cutoff. The Board of Directors discussed the need to replace the tables at the pool area as they are worn and do not support the umbrellas.

**Treasurer’s Report:**

- a. Cash Balances as of 03/31/2025 - \$176,642.72
- b. Delinquencies – The 2025 assessments were 93.29% collected as of 03/31/2025.
- c. Review Financial Reports - API provided financials as of January 31, 2025 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 – The Board of Directors discussed information received from the City of Sugar Land pertaining to the association’s ability to rent the clubhouse to homeowners for events. The implementation of a rental policy is pending the receipt of written permission from the City.
- d. Pool Report – See Pool Committee.
- e. Common Area Maintenance – API reported that the electrical components were installed and ready to be connected. API reported that once connection was established, the landscaping work would begin.
- f. Landscaping Report – API reported that an audit of the cul-de-sacs for landscape improvement is in the works.
- g. Park Report – API presented a revised estimate for the playground equipment replacement. After discussion, the Board approved the increased cost at \$16,278.03.
- h. Tennis Court Report – There was no increase to the cost of the tennis court resurfacing. The Board approved to proceed. Susan Gillum requested that the pickleball lines be painted light blue, while the tennis court lines should be painted white for the best visibility.
- i. Newsletter – API reported that the newsletter draft is being prepared for board review.
- j. Website/Townsq – API reported 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 – No action.
  - 2. Owner Request – After review of four (4) owner's requests and discussion of the same, the Board approved to waive penalties associated with four (4) accounts.
- b. Deed Restrictions Report –
  - 1. Enforcement Action – The Board of Directors approved seven (7) certified letters, one (1) force mow, seven (7) exterior modifications completed without prior ACC approval. The Board of Directors went on to deny four (4) exterior modifications completed without prior ACC approval.
  - 2. Owner Requests – The Board of Directors deferred approval of a request for extension to allow the homeowner to select a time frame needed for extension.

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

With no further business to be conducted the meeting was adjourned by President, Vernon Weinkam at 8:45 p.m. The next Board of Directors meeting is scheduled for Monday, May 12, 2025, 7:00 p.m. to be held at the clubhouse.

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

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

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

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