

**Covington Woods Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**September 18, 2023**

**In attendance:**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Ricardo Bravo President</b>	<b>X</b>	<b>Rachel Rivera, MASC Austin Properties, Inc.</b>		<b>Officer Reid, Sugar Land Police Department</b>
<b>X</b>	<b>Mark Miertschin Vice President</b>				
	<b>Chester Machen Treasurer</b>				
<b>X</b>	<b>Mike Flood Secretary</b>				
<b>X</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, 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 due to training, however he mentioned that it was a quiet month.
- b. Resident Input - There were several residents present who brought forth concerns related to investment properties becoming group homes and deed restriction violations.

**Call Business Meeting to Order**

- a. Election of Officers – The Board of Directors elected officers as follows:  
President – Ricardo Bravo  
Vice President – Mark Miertschin  
Treasurer – Chester Machen  
Secretary – Mike Flood  
Member at Large – Joanne Williams

**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.

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**Approve Minutes of Previous Meeting:**

The Board of Directors approved the August 31, 2023 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – No report.
- b. Beautification Committee – The Board of Directors approved to continue the holiday decorating contest this holiday season.

**Treasurer's Report:**

- a. Cash Balances as of 8/31/2023 - \$63,060.57
- b. Delinquencies – The 2023 assessments were 98.08% collected as of 8/31/2023.
- c. Review Financial Reports- API provided financials as of August 31, 2023 for the Board's review.
- d. Budget 2024 – API provided an Income & Expense Projection report for the Board's review in preparation for the 2024 Budget.

**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.
- f. Common Area Maintenance – API reported that the applications for City of Sugar Land's CIP applications begin on October 1<sup>st</sup>.
- 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.
- j. Newsletter – API reported that newsletter content is due by October 15<sup>th</sup>.
- k. 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 attorney enforcement actions for 17 properties.
  - 2. Owner Request – No owners requests.
- b. Deed Restrictions Report –
  - 1. Enforcement Action – The Board of Directors approved seven (7) certified letters pertaining to outstanding deed restriction violations. The Board of Directors approved an extension for one (1) homeowner. The Board of Directors approved additional information from one owner pertaining to their request for extension. The Board of Directors approved six (6) exterior modifications made without prior approval. The Board of Directors approved on (1) property to be sent to the attorney for deed restriction enforcement.
  - 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 8:40 p.m. The next Board of Directors meeting is scheduled for Monday, October 9, 2023, 7:00 p.m. to be held at the clubhouse.

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

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

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

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