

**Covington Woods Community Association, Inc.  
Board of Directors Meeting Minutes  
January 14, 2019**

**In attendance:**

	<b>Board Members</b>		<b>Management</b>		<b>Guests</b>
<b>X</b>	<b>Kelly Knake</b>	<b>X</b>	<b>Leticia Gomez</b>		
<b>X</b>	<b>Joanne Williams</b>				
<b>X</b>	<b>Sherry Ziegner</b>				
	<b>Courtney Smith</b>				
<b>X</b>	<b>Jameson Frey</b>				

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

**Call Meeting to Order:**

Due notice of meeting, a quorum was established, Kelly Knake, the Board President, called the meeting to order at 7:01 P.M. The meeting was conducted at 13739 Woodchester, Sugar Land, TX 77498.

**Call Open Forum to Order:**

- a. Patrol Activity Report – No Report
- b. Resident Input- A homeowner attended the meeting and stated that the neighbor does not dispose of beer cans and does not clean after them selves. Also mentioned that the yard is not maintained. The homeowner has called 311 nonemergency number and they have told the homeowner that there is nothing can be done. Kelly Knake has advised the homeowner to write or call the office of Steve Porter.

**Call Business Meeting to Order:**

**Actions between Meetings:** The Board of Directors approved the installation of a Cellular Emergency Pool Phone to be installed by ON GUARD, INC.

**Approve Minutes of Previous Meeting:**

With a motion of the Board of Directors approved the November 12, 2018 meeting minutes.

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**Committee Reports:**

- a. Architectural Control – No Report
- b. Beautification Committee – Sherry Ziegner will purchase new Holiday decorations for the upcoming 2019 Holidays.
- c. Nominating Committee – No Report

**Treasurer's Report:**

- a. Cash Balances - New First Bank Ckg \$90,869.69 as of 12/31/18  
\$66,314.25 as of 12/31/17  
New First MMA \$111,574.93 as of 12/31/18  
\$120,190.27 as of 12/31/17  
Comerica Ckg \$1,394.52 as of 12/31/17- Now Closed
- b. Delinquencies as of December 31, 2018- 99.40% Collected  
December 31, 2017- 99.45% Collected
- c. Review Financial Reports- Kelly discussed the 2019 budget with the Board and would like to make changes to it. He will then send it out in an email to the Board for review.

**Management Report:**

- a. Correspondence received by Association, Directors, Management - No Report
- b. Association Business and Operations - No report
- c. Pool Report – The Board of Directors have agreed to charge the Community \$5 for the pool tag and a \$5 registration fee. Kelly Knake went over all the questions that were submitted to the Pool Companies (Aquatico, Sweetwater and Southwest Pools). Kelly Knake will take all the information from the pool companies review it and submit to the Board for a decision to be made. Jameson Frey mentioned that kids that live within the Covington Woods neighborhood should not be allowed to work at the Community pool.
- d. Common Area Maintenance – The Board of Directors approved for JR.D Construction to install (2) two dog waste stations purchased by the Association in the park.
- e. Landscape Report - No Report
- f. Park Report – No Report
- g. Tennis Court Report – It was decided by the Board to put the resurfacing of the tennis court on hold.

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- h. Newsletter/Website – No Report
- i. Annual Meeting – No Report
- j. Insurance- No Report

**Executive Session:**

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

- a. Collections
  - 1. Enforcement Action – No Action taken
  - 2. Owner Request – No Action taken
  
- c. Deed Restrictions Report  
The Board approved the deed restriction report provided by API. API reported that (3) work orders had been issued for self-help items and (10) certified letters were mailed. API also reported (0) accounts were sent to the association’s attorney for deed restriction enforcement.

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

The next Board of Director’s meeting is scheduled for Monday, February 11, 2019 at 7:00 P.M. held at Civic Center located at 13743 Woodchester Sugar Land, TX 77498

With no further business to be conducted the meeting was adjourned by President, Kelly Knake at 8:22 P.M.

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

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

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

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