

**Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
July 11, 2022**

In attendance:

Board Members		Management		Guests	
X	Ricardo Bravo	X	Rachel Rivera, MASC Austin Properties, Inc.		Officer Reid, Sugar Land Police Department
X	Mark Miertschin			X	City Councilmember Suzanne Whatley
X	Jennifer Morovitz				
X	Mike Flood				
X	Joanne Williams				

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

Call Meeting to Order:

Due notice of meeting, a quorum was established, Rick Bravo, the Board President, called the meeting to order at 7:00 P.M.

Call Open Forum to Order:

- a. Patrol Activity Report- No report.
- b. Resident Input- Councilmember Suzanne Whatley was present to introduce herself to the residents, discuss the latest topics from the City and answer any questions from residents. Topics of discussion included swim team parking issues, the completion of the drainage study and next steps for the same, the need for bike lanes withing the community, the City’s 4B funding program for community entrances, the nearby community development on West Airport & Eldridge Rd., the method to report drainage issues, gas line upgrades in the easement adjacent to Bramblebury and Barrowgate and a study for internet/cable upgrade to fiber optics which will begin along the railroads for upcoming railroad improvement projects. API requested an update from Councilmember Whatley pertaining to the cleanup of the right of way along Eldridge Rd. Councilmember Whatley reported that some volunteers came together to clean up trash along the right of way and any trash going forward could be reported to Public Works for cleanup. Further, the councilmember reported that the City was hoping that the dead or dying plant material would grow back following the freeze in February 2021 and that improvements to the landscaping may not be implemented until 2023.

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Call Business Meeting to Order

Actions between Meetings:

- a. Summarize Unannounced Meetings, if any- No Report
- b. Ratify Actions Approved Between Meetings, if any- With a motion by Jennifer Morovitz and a second by Joanne Williams, the Board ratified the following actions approved between meetings:
 - GreenMark Irrigation Repairs - \$650.04
 - GreenMark Seasonal Color - \$2,165.00
 - GreenMark Tree Trimming, Mulch & Kiddie Cusion - \$9,946.03
 - Pools by Dallas Sand Filter Flush - \$784.81
 - Wood Electrical Tennis Court Light Replacement - \$3,400.00

Approve Minutes of Previous Meeting:

With a motion by Mike Flood and a second by Joanne Williams the Board of Directors approved the May 9, 2022 Board meeting minutes.

Committee Reports:

- a. Architectural Control- No report.
- b. Beautification Committee – Ricardo Bravo reported that an onsite meeting was held with GreenMark to discuss issues with irrigation as well as entrance flower bed modifications. GreenMark is to complete a full review of the irrigation system in the park and playground areas in order to ensure all plant beds are receiving adequate water, as plants are dying due to the extreme heat.

Treasurer's Report:

- a. Cash Balances as of 6/30/2022 - New First Bank Ckg- \$3,242.98
New First ICS- \$80,068.11
New First MMA- \$45,118.13
- b. Delinquencies – 96.68% collected as of 6/30/2022
- c. Review Financial Reports- API provided financials as of July 30, 2022 for the Board's review. After review and with a motion by Jennifer Morovitz and a second by Mark Miertschin, the Board approved the financials as presented, pending the clarification of the descriptions of two income accounts.

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Management Report:

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – API presented the Nominating Committee schedule for Board review. After discussion, the Board approved to hold the annual meeting on Monday, August 22, 2022, 7:00 p.m. at the clubhouse. Ricardo Bravo confirmed that he would be running for reelection, while Joanne Williams confirmed she would not run this year. The Board went on to mention that they would like to hold a Halloween Event for which they expressed the need for volunteers. More detailed plans for the event would be discussed at a later date.
- d. Pool Report –
 - Ricardo Bravo reported that there were issues with lifeguard staffing which was widespread and not specific to Covington Woods. He went on to report that the Board was exploring the intention to switch to a Swim At Your Own Risk Pool next season as issues with lifeguard staffing were predicted to not show improvement. Ricardo Bravo reported that this season the Board approved to keep the pool open when lifeguards were not available by posting swim at your own risk signage throughout the pool area and scheduling adult volunteers to ensure each person entering the pool signed a waive upon entering. Responsible adult volunteers were allowed to come from outside the neighborhood as volunteers within Covington Woods were also in very short supply.
 - Ricardo Bravo went on to report future improvements to the pool area were being explored by the Board, including a splash pad and ADA lift.
 - API reported that both garage doors on the pool house were re-keyed and that every Board member, except Jennifer Morovitz had been provided with a complete pool area set. API would create a set for Jennifer to provide to her during the next Board meeting.
 - API reported that repairs to the recently installed fan as well as the fan switch relocation was scheduled to be completed on the following Friday at 5:15 p.m.
 - API reported that the umbrella replacement was complete.
 - The Board of Directors approved to issue a work order to JR.D to remove the broken picnic table and reset the leaning trash can in the pool area.
 - API presented two proposals for retrofitting the existing drinking fountain with a bottle filler and repairing the existing drinking fountain base. After discussion, the Board requested clarification for one of the proposals and deferred approval to be reached via email.

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- e. Common Area Maintenance – The Board of Directors requested that API obtain an estimate from Selesky Pest Control for a quarterly pest control agreement. The Board went on to discuss major improvements to the interior of the clubhouse were needed including paint, mold removal, window replacements and flooring replacement.
- f. Landscaping Report – API reported that the tree trimming, and seasonal color installation was complete. The Board discussed the option to add river rocks to the flowerbeds in the park and playground areas.
- g. Park Report- API reported that the kiddie cushion installation was complete.
- h. Tennis Court Report – API reported that the tennis court light replacement was complete, however Wood Electrical would be called back onsite to adjust the timer as the lights were staying on all night and should turn off at 10:00 p.m. The Board requested that it be confirmed that the timer adjustment would only affect the tennis court lights, as the park lights should remain on all night. Ricardo bravo reported that he would be in contact with an electrician to ensure the remaining electrical components from a tennis court light, that was removed in the past, were properly capped.
- i. Newsletter – API reported the deadline for the summer edition newsletter content to be submitted to Monty of Prepared Publications was July 15, 2022. The Board advised that Jennifer Morovitz would be the one compiling content for submission.
- j. Website/Townsq – API reported that minor updates were made to the website and TownSq.

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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 one (1) authorization to file a lawsuit. The Board went on to discuss existing attorney procedures and requested that API obtain information regarding new attorney representation for the association. Further, The Board of Directors approved that no account being pursued for collections should be turned over to the attorney without Board approval during a Board meeting.
 - 2. Owner Request – The Board of Directors approved four (4) requests for waiver of interest only and denied two (2) requests for waiver of penalties.
- b. Deed Restrictions Report –
 - 1. Enforcement Action - The Board of Directors approved that no account being pursued for deed restriction violations should be turned over to the attorney without Board approval during a Board meeting. The Board of Directors discussed procedures for deed restriction violations and requested a separate meeting to discuss enforcement actions going forward.
 - 2. Owner Requests – There were no owners 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 10:00 p.m.

Date: 8/8/22

Rhaur, President

Jai Mer, Secretary

Richard M. Jones, Management