

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

**In attendance:**

<b>X</b>	<b>Jameson Frey</b>	<b>X</b>	<b>Leticia Gomez</b>	<b>X</b>	<b>Officer Gary Reid</b>
<b>X</b>	<b>Joanne Williams</b>				
<b>X</b>	<b>Rick Bravo</b>				
<b>X</b>	<b>Bruce Bumgardner</b>				
	<b>Kelly Knake</b>				
	<b>Board Members</b>		<b>Management</b>		<b>Guests</b>

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

**Call Meeting to Order:**

Due notice of meeting, a quorum was established, Jameson Frey, the Board President, called the meeting to order at 7:00 P.M. The meeting was conducted at 13739 Woodchester, Sugar Land, TX 77498.

**Call Open Forum to Order:**

- a. Patrol Activity Report – Officer Gary Reid reported that there was no crime in the Covington Woods. He also reminded the residents to lock your vehicles and a reminder of the non-emergency number 281-275-2525.
- b. Resident Input- A homeowner in attendance brought it to the Board of Directors attention that she would like for the Homeowners Association help replace the fencing that is on the homeowner’s property.

**Call Business Meeting to Order:**

**Actions between Meetings:** The Board of Directors approved for Pools by Dallas to maintenance the pool on a month to month contract. They Board also agreed to approve the proposal #1910223 from Living Water Landscaping in the amount of \$3,680.50.

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**Approve Minutes of Previous Meeting:**

With a motion of the Board of Directors approved the September 9, 2019 Meeting minutes.

**Committee Reports:**

- a. Architectural Control – No Report
- b. Beautification Committee – Joanne Williams reported that she will look into finding two volunteers to help with Yard of the month and Brite Spot.

**Treasurer's Report:**

- a. Cash Balances - New First Bank Ckg- \$39,246.86 as of 9/30/19  
New First MMA- \$104,531.48 as of 9/30/19
- b. Delinquencies – 98.65% collected as of 9/30/19
- c. Review Financial Reports- The Board of Directors approved the 2020 proposed budget. Joanne Williams made a motion and Rick Bravo 2<sup>nd</sup> the motion and it passed. The Board also approved for an ICS account to be added and updated the Signature card for New First.

**Management Report:**

- a. Correspondence received by Association, Directors, Management - No Report
- b. Association Business and Operations – The 2020 Management Addendum was passed with Joanne Williams making a motion and Jameson Frey 2<sup>nd</sup> the motion.
- c. Pool Report – Leticia Gomez updated the Board on the updates of pool plaster proposals, pool maintenance proposals and lifeguard proposals.
- d. Common Area Maintenance – Jameson Frey reported on the video surveillance cameras and he has received one quote back and will email it to the Board. API will start getting bids on the 5 monuments. The Board spoke on the lights on the pool side cabana that need to be replaced. Jameson Frey will looking into the Chip program for the Jess Pirtle Perimeter Fencing.

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- e. Landscape Report – No Report
- f. Park Report – No Report
- g. Tennis Court Report- No Report
- h. Newsletter- All content for the Newsletter will be emailed to Prepared Publications. The Newsletter should hit homes by beginning of November.
- i. Website – 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 – The Board of Directors denied (0) zero homeowner’s request.
- b. Deed Restrictions Report -

The Board approved the deed restriction report provided by API. API reported that (2) two work orders had been issued for self-help items and (9) nine certified letters were mailed. API also report (0) zero 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, October 14, 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, Jameson Frey at 8:30 P.M.

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

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

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

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