

**Covington Woods Community Association, Inc.  
Board of Directors Meeting Minutes  
October 10, 2022**

**In attendance:**

<b>Board Members</b>		<b>Management</b>		<b>Guests</b>	
<b>X</b>	<b>Ricardo Bravo</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</b>			<b>X</b>	<b>Jon Soriano, COSL Community Development Program Strategist</b>
	<b>Jennifer Morovitz</b>			<b>X</b>	<b>Georgia Tate, COSL Environmental Manager</b>
	<b>Mike Flood</b>			<b>X</b>	<b>Kareem Heshmat, COSL Senior Planner</b>
<b>X</b>	<b>Joanne Williams</b>				

(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 7:10 P.M.

**Call Open Forum to Order:**

- a. Patrol Activity Report - Officer Gary Reid was present to provide the crime stats report for the previous month.
- b. City of Sugar Land Solid Waste – Georgia Tate was present to provide updates related to the solid waste collection adjustment and the stormwater fee to be implemented in January 2023.
- c. City of Sugar Land Economic Development – Jon Soriano and Kareem Hashmat were present to provide information related to the City’s future development plans.
- d. Resident Input - There were no residents present.

**Call Business Meeting to Order**

- a. Election of Officers – The Board of Directors approved for Officer positions to remain the same.
- b. Standing and Appointed Committees & Committee Chairs – Deferred due to additional volunteers needed.

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**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.

**Approve Minutes of Previous Meeting:**

With a motion by Ricardo Bravo and a second by Jennifer Morovitz the Board of Directors approved the September 12, 2022 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – The Board of Directors discussed the appointment of two residents to the Architectural Control Committee, however decided to defer, as one more volunteer was needed to make the number of members odd in order to avoid a split vote.
- b. Beautification Committee – No report.

**Treasurer's Report:**

- a. Cash Balances as of 9/30/2022 - New First Bank Ckg - \$6,371.93  
New First MMA - \$45,137.29  
New First ICS - \$10,129.34
- b. Delinquencies – 98.17% collected as of 9/30/2022
- c. Review Financial Reports- API provided financials as of September 30, 2022 for the Board's review.
- d. Budget & Assessments 2023 – API provided a projection report for the Board's review in preparation for the 2023 Budget. After discussion, the Board of Directors approved to keep the lifeguard contract in the budget. The Board went on to approve a 3% increase to the 2023 assessments.
- e. Audit 2020 – After review and discussion, the Board of Directors approved the 2020 Audit.

**Management Report:**

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – No report.
- d. Clubhouse Report – API presented a proposal from JR.D Construction and DCR Builders for the renovation of the interior of the clubhouse. After review and discussion the Board deferred approval in order to review DCR Builder's work and reviews.
- e. Pool Report – No report.

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- f. Common Area Maintenance – API reported that Greenmark was reviewing the proposal for entrance area improvements in order to determine whether they could negotiate a lower cost for the association. API also reported that the backflow devices were turned off which caused a lack of irrigation. To solve this problem, API requested an estimate for backflow cages to be installed to prevent further tampering. The Board went on to discuss the piece of land at the Becroft cul-de-sac. The Board approved seeking additional information as to whether the area could be a park, open to the public to receive assistance from the City of Sugar Land for development.
- g. Landscaping Report – API reported that a proposal for irrigation improvements and park area landscape improvements were still pending receipt.
- h. Park Report - No report.
- h. Tennis Court Report – No report.
- i. Newsletter – No report.
- j. Website/Townsq – API reported that minor updates were made to the website and TownSq.

**Executive Session:**

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

- a. Collections -
  - 1. Enforcement Action – The Board of Directors approved three (3) authorization to file a lawsuit.
  - 2. Owner Request – No owner requests.
- b. Deed Restrictions Report –
  - 1. Enforcement Action - The Board of Directors approved for API to send seven (7) certified letters for Deed Restriction Enforcement. The Board of Directors approved one (1) force mow work order.
  - 2. Owner Requests – No 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 8:50 p.m. The next Board of Directors meeting is scheduled for Monday, November 14, 2022, 7:00 p.m. to be held at the clubhouse.

Date: 12/12/2022

Mark Mierford, President

Jeri Mani, Secretary

Richard Bravo, Management