

**Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
September 12, 2022**

In attendance:

Board Members		Management		Guests	
<input checked="" type="checkbox"/>	Ricardo Bravo	<input checked="" type="checkbox"/>	Rachel Rivera, MASC Austin Properties, Inc.	<input checked="" type="checkbox"/>	Officer Reid, Sugar Land Police Department
	Mark Miertschin				City Councilmember Suzanne Whatley
<input checked="" type="checkbox"/>	Jennifer Morovitz				
<input checked="" type="checkbox"/>	Mike Flood				
<input checked="" type="checkbox"/>	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 - Officer Gary Reid was present to provide the crime stats report for the previous month. Officer Reid relayed that homeowners should remain vigilant and lock their vehicles as vehicle burglaries had decreased but are still present.
- b. Resident Input - There were residents present who brought forth concerns pertaining to deed restriction enforcement.

Call Business Meeting to Order

- a. Election of Officers – The Board of Directors deferred the election of officers until all Board members could be present.
- b. Special Appointment of Officers – There were no appointment of officers.
- c. Standing and Appointed Committees & Committee Chairs – The Board of Directors deferred the standing and appointed committees and committee chairs until all Board members could be present.

Actions between Meetings:

- a. Summarize Unannounced Meetings, if any – No unannounced meetings.

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- b. Ratify Actions Approved Between Meetings, if any – With a motion by Joanne Willams and a second by Mike Flood, the Board of Directors ratified approval of the electrical work performed on the pump room at a cost of \$3,48715 by Bay Houston Electric.

Approve Minutes of Previous Meeting:

With a motion by Ricardo Bravo and a second by Jennifer Morovitz the Board of Directors approved the August 8, 2022 Board meeting minutes as well as the August 22, 2022 and September 20, 2021 annual meeting minutes.

Committee Reports:

- a. Architectural Control – No report.
- b. Beautification Committee – Ricardo Bravo reported that Yard of the Month winners for the month of September would be selected in the coming week.

Treasurer's Report:

- a. Cash Balances as of 8/31/2022 - New First Bank Ckg - \$20,054.66
New First MMA - \$30,118.69
New First ICS - \$45,137.29
- b. Delinquencies – 98.17% collected as of 8/31/2022
- c. Review Financial Reports- API provided financials as of August 31, 2022 for the Board's review.
- d. Budget 2023 – API provided a projection report for the Board's review in preparation for the 2023 Budget.

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 for the renovation of the interior of the clubhouse. After review and discussion the Board requested that API obtain a second bid for the scope of work.
- e. Pool Report –
 - API reported that JR.D Construction advised that either the removal or the restoration of the dilapidated picnic table would come at a cost not to exceed \$1,250.00. The Board approved to restore the picnic bench, but asked the API find out if there would be a decrease in cost if the work was performed at the same time as straightening the trash cans in the park area.

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- f. Common Area Maintenance – API provided an estimate from Greenmark for the entrance bed improvements. After discussion the Board asked that API find out whether there would be a cost break available as clients with a lawn maintenance contract with GreenMark. Approval was deferred.
- 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 – API reported the newsletter should be submitted to Monty Campbell of Prepared Publications by the following week in order to be mailed by October 1st.
- 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 five (5) certified letters for Deed Restriction Enforcement. The Board of Directors approve three (3) exterior modifications made without ACC approval.
 - 2. Owner Requests – No requests.
 - 3. Homeowner Hearing – There was one (1) homeowner hearing scheduled. The Board of Directors granted a variance as requested.

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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 9:30 p.m. The next Board of Directors meeting is scheduled for Monday, October 10, 2022, 7:00 p.m. to be held at the clubhouse.

Date: 10/10/22

Ricardo Bravo, President

_____, Secretary

[Signature], Management