

2020
SPRING



NEWSLETTER



The official newsletter of the Covington Woods community, located in Sugar Land, Texas.

Home. Sweet. Home.

THE Covington Woods CHRONICLE

TRASH COLLECTION PICKUP DAYS

Trash collection reminder: Monday and Thursday are trash days, recycling day is Monday, green waste day is Monday and bulk waste day is also on Mondays.

WHAT CAN I DO ABOUT SOLICITORS IN THE COMMUNITY?

The City of Sugar Land cannot forbid door-to-door Salesman, Peddlers, or Solicitors. As a resident or property owner, if you wish to discourage some, you can fill out a form online that advises the City that Peddlers and Solicitors are not welcome and their entry on property at the provided address is forbidden. The form can be found at: sugarlandtx.gov/formcenter and by clicking on the link titled: "No Solicitation Registration". More information about solicitation can be found in the Code of Ordinances section within the tab labeled "Government".

Is it BLURSDAY???????

WOW, what a change since the last newsletter!! I read something that was posted the other day; The question was, "Is this where you imagined you would be in 5 years?"

The passion / belief / confusion and 24/7 news cycle have many around the country, Texas, and Sugar Land frightened, angry, and frustrated on so many levels. Many feel the whole world has flipped upside down.

However, we have seen many positives during this time - people slowing down and spending more time with their kids and family, communities rallying around health care workers, folks learning new skills in the kitchen with baking, etc. The creativity of many with sewing and making face shields was a great thing to see. Teachers finding ways to visit their students in safe manners, even hugging with plastic protection between them... We are all humans. We need interaction with others.

God said, "it's not good for man to be alone, so he brought Eve into the world, bone of my bones and flesh of my Flesh." I'm blessed to have a wonderful wife - she is my partner in all ways and without each other, going through these times would have been much more difficult.

With Texas opening back up, we will still be learning and adapting. Be strong, love your family, reach out to all your friends and count your blessings each day.

As the HOA Board, we have been adapting, listening, and being flexible in our responsibilities to the community. It has been wonderful to see yards, flowers, and landscaping blooming with lots of love and care, as well as many home improvements with more time at the house. Please remember that we have an architectural committee to uphold the standards set by the residents and the HOA Board. There is an ACC form on the website. Please submit this form before your project. This form applies for fences, painting, exterior remodeling / additions, new driveways and other exterior projects. The ACC Committee is very responsive and can normally have an approval / decline answer in less than a week.

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BOARD UPDATE

We have been adapting, listening, and being flexible in our responsibilities

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API COVID-19 RESPONSE UPDATE

Please make note of the various community function updates regarding COVID-19.

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INTRODUCING TOWNSQ

We have a new mobile app designed to help connect, collaborate and stay up-to-date!

BOARD UPDATE (continued)

Schools are officially ending, and everyone is looking forward to the summer. One main topic is the pool! The Board has been working hard with many thoughts and concerns to protect residents and our community within the guidelines of the state and federal agencies. We are working with the pool company and the lifeguard company to set expectations and procedures. The expected opening date is Saturday, June 13th. We will be outlining guidelines on capacity limitations, time limits, health checks and sanitation procedures with mail / email registration for renewals or new tags. Please see the insert for more details, including the 2020 pool schedule and pool tag registration form. In closing, we have a wonderful neighborhood and great residents that care about their families, neighbors, and their homes. Be wise and always treat others as you would like to be treated.

Kelly and the HOA Board

API COVID-19 Response Update

Management Office: In order to maintain management responsibilities to our communities, office staff has been minimized with all other staff working remotely until authorized to return to the office. Protocols have been put into place in compliance with government guidelines as we are permitted to re-open.

Community Inspections: Community inspections have been conducted in the community weekly with following items addressed; unapproved improvements, self-help work orders, certified demand letters for (severe) lawn maintenance and other self-help violations, along with case by case issues found on inspection. Routine monthly inspections will resume this month with notices sent to owners for noted violations/concerns. If owners are experiencing difficulties related to the pandemic, a request for more time to cure the violation/concern can be submitted to the Board for review.

Suspension of Board Meetings: Until restrictions are amended to allow group gatherings, in-person Board meetings have been suspended. Any necessary Board meetings will be held by teleconference. Notice of any teleconference Board meetings will be posted to the website, sent as an email blast and posted on the TownSq app. The meeting notice will include information necessary for owners to participate in the teleconference meeting.

Suspension of Annual Meeting: Under the recommendations received by the association attorney, annual meetings should be suspended until the appropriate authorities deem it safe for people to meet in large groups again. It is not recommended to hold annual meetings via electronic or telephonic means, due to statutory requirements that specifically apply to non-profit corporations and POA's. Election procedures (solicitation of candidates, notice of meeting) will be followed once appropriate authorities have deemed it safe for people to meet in large groups again.

Closure of Common Areas: Common area playgrounds continue to be closed until proper authorities deem it safe to re-open. Tennis courts are open with capacity limitations and social distancing restrictions.

Suspension of Community Event Attendance: All community events have been suspended until further notice.

We will continue to monitor this situation and keep you informed of any changes. Please contact us if you have any questions or concerns at 713-776-1771 or email at lgomez@mascapi.com.

2020 Annual Assessment Payment Reminder

The annual assessments were due on January 1, 2020. They are considered late after January 31, 2020. All past due accounts will be assessed 10% per annum interest and a \$15.00 per month collection fee until paid in full. We encourage all owners to submit payment for any outstanding assessment balances. Collection notices will be sent to all owners with an account balance in the coming weeks. If owners are experiencing difficulties related to the pandemic, a request can be submitted for payment deferment and/or extended payment plans to the Board for review. Please contact Celina Deleon in our accounting department at MASC Austin Properties, Inc. via phone at (713) 776-1771 or via email pjohnston@mascapi.com to make the necessary payment arrangements if you haven't paid your 2020 annual assessments. **MAKE SURE TO SIGN UP FOR THE NEW TOWNSQ APP TO MANAGE YOUR ACCOUNT AND PAY ONLINE (SEE NEXT PAGE).**

Introducing Townsq

MASC Austin Properties, Inc. is excited to announce the launch of TownSq — a new all-in-one mobile app designed to help you connect, collaborate and stay up-to-date with your association – any time on any device. Manage your account and access the resources you need when you need them.

Download the app and register to:

- Easily communicate with your management team
- Manage your account and pay online
- Get up-to-date news and alerts
- Request and review status of service inquiries
- Engage with one another
- Access important association documents
- And more!

To register your account, please log onto www.townsq.io, use your account ID (located in the back page address area of the newsletter as shown below), and the association zip code (77478). Set your password and account preferences and you will then be ready to start experiencing community your way with TownSq. Please contact us if you have any questions regarding this new process as we are excited to offer these new services to your community.

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John Doe
1234 Happy Days Drive
City, State, Zip

Covington Woods Stingrays

As doors begin to reopen around the world, we look forward to welcoming back our swimmers, parents and coaches. However, we also understand the importance of keeping our team & community safe as we navigate the new



normal. It is a responsibility we do not take lightly. We continue to keep our finger on the pulse of the world's health organizations and work effortlessly to install up to the minute safety measures and processes to ensure a safe season and preserving the fun experiences our team has been known for. We are confident as we take these initial steps forward. -CWST Board and Coaching Staff

Before Starting An Improvement

We have noticed many homeowners are taking advantage of this time to make improvements to their home. Just as a reminder if you are making any type of improvement to the exterior of your home, you must first submit an Architectural Improvement request form to MASC Austin Properties, Inc. before starting the work. (This includes painting the exterior, room additions, and replacement of the roof, driveway and fence.) You can find the required form on our website at covingtonwoods.net on the left hand side of the page under DOCUMENTS. Please make sure to submit the form with the necessary information and samples for a quicker response. We are receiving several applications and processing as quickly as possible to avoid delays in the work being done.

YARD OF THE MONTH

Spring is here! Our Yard of the Month contest begins in May and will continue through September. One home will be chosen every month and will be awarded with a Yard of the Month sign placed in their front lawn all month long, as well as receive a \$25.00 gift card. Three additional homes will be chosen every month and will be awarded with a Brite Spot sign placed in their front lawn all month long, as well as receive a small gift of appreciation.

Each winning home will be judged by the overall appearance, tidiness and neatness of the home and front lawn. Please note, your HOA assessments need to be paid in full in order to be eligible to win the Yard of the Month contest.

Covington Woods HOA encourages all residents to take pride in their home and neighborhood and maintain their yard in such a way that they enhance the overall curb appeal of the entire community. Make sure to not keep the signs! It will be picked up at the end of the month to be placed on the following month's winner's lawn.

Covid-19 Pool Season Procedures

2020 Pool Season: Your Covington Woods HOA Board has had to make an extremely hard decision regarding the 2020 pool season. After review and careful consideration, the Board has agreed to open the pool under the current Covid-19 conditions. The Board understands the pool is a very big part of our community and wants to express the need to manage the facility safely for our residents is the highest priority. The Board has established the below procedures and protocols to manage Covid-19 issues while at the pool.

Pool Tag Registration: In order to limit in person registration, we have modified the pool registration process for this season. Please complete and return the revised 2020 pool registration form via mail, email, or fax to the management office. Once returned, your 2019 pool tag will be valid for the 2020 pool season. If you do not currently have a 2019 pool tag, a temporary pass will be provided for each household. If you are not current on your HOA assessments, you will not be eligible to use the facility.

Sign In Process: All residents entering the pool will be signed in by the lifeguard to minimize exposure risks. We ask all residents to be patient during this process and to adhere to social distancing while waiting to be signed in and entering the pool.

Guest Policy: Due to the Covid-19 Pandemic, no guests will be allowed to be brought to the pool this season.

Minimized Capacity Restrictions: The guard not on stand will monitor the gate in order to manage capacity. The current capacity limit is 55. Once the facility reaches the mandated reduced capacity, a sign will be placed on the outside of the front gate asking patrons to wait outside the gate until other residents leave the facility. During each "safety break (adult swim)" at 10 minutes prior to the top of each hour, no patrons (including adults) will be allowed in the pool. During the break, if other guests are waiting to enter, an announcement will be made by the guards indicating that if you have been in the pool area for 2 hours, we request that you voluntarily leave the facility to allow others to use the pool.

Social Distancing/PPE Usage: We ask that all residents adhere to the social distancing guidelines of 6 feet. Pool furniture will be minimized and placed to allow for social distancing. Please do not move or rearrange the pool furniture. Usage of PPE is recommended while not in the pool. No masks will be allowed while in the pool.

We recommend residents:

- Bring a pair of gloves if they are concerned about touching frequently touched surfaces
- Bring a small hand sanitizer for themselves
- Bring a mask if they desire (not to be worn in the water)
- Bring any other PPE they desire

Sanitation Procedures: High touch areas will be sanitized at the end of each day. The pool will be closed 30 minutes early to allow residents to gather belongings and exit the facility prior to the guards sanitizing and finishing closing duties.

Furniture: No pool furniture will be provided by the facility this season. Residents can bring their own furniture for use while at the pool. All furniture and personal items brought, must be taken when leaving.

Slide Closure: Until authorized to be opened, the slide will be roped off and will not available for use by the residents. When restrictions are lifted we will remove the caution tape and permit resident usage.

Pool Parties: Pool parties will not be permitted this pool season.

COVINGTON WOODS HOA

2020 POOL SCHEDULE

June 13th – Aug 9th

MONDAY	CLOSED
SATURDAY	10 AM - 9 PM
SUNDAY	1 PM - 9 PM

June 16th, 23rd & 30th

TUESDAY	12PM- 9PM
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June 17th - August 26th

MONDAY	CLOSED
TUESDAY	10 AM - 9 PM
WEDNESDAY- FRIDAY	1 PM - 9 PM
SATURDAY	10 AM - 9 PM
SUNDAY	1 PM - 9 PM

EXCEPTION- JULY 4th

12 PM – 9 PM

August 16th – September 6th

SATURDAY	1 PM - 9 PM
SUNDAY	1 PM - 8 PM

EXCEPTION- SEPTEMBER 7th LABOR DAY

MONDAY	1 PM - 8 PM
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Pool Tag Registration

In order to limit in person registration, we have modified the pool registration process for this season. Please complete and return the revised 2020 pool registration form via mail, email, or fax to the management office. Once returned, your 2019 pool tag will be valid for the 2020 pool season. If you do not currently have a 2019 pool tag, a temporary pass will be provided for each household. If you are not current on your HOA assessments, you will not be eligible to receive a pool tag. Please review entire article regarding the 2020 pool season on the previous page.

COVINGTON WOODS COMMUNITY ASSOCIATION, INC.
2020 SWIMMING POOL USE AGREEMENT AND WAIVER

As a condition to the issuance and acceptance of pool tags for the 2020 swim season for the Covington Woods Community Association, Inc. ("Association"), I acknowledge the contagious nature of COVID-19 and that a danger of exposure to or contraction of the coronavirus that causes COVID-19 exists while using the Association swimming pool.. By entering the Association pool, I take responsibility for my own protection, my family's protection, and that of my child(ren), and for disinfecting my/our hands and anything I/we touch in the pool area.

I agree to not use the pool if I, my family, or my child(ren) have tested positive for or been diagnosed with COVID-19, or were exposed to someone with COVID-19 or someone suspected of having COVID-19, in the previous 14-day period. I agree not to use the pool, or to permit my family or my child(ren) to use the pool, if I, my family, or my child(ren) have a cough, fever, shortness of breath or other symptoms of illness. I agree to abide by all signage and social distancing designations, more specifically to maintain at least 6 feet at all times (in and out of the pool) between myself and other people who are not part of my household. I acknowledge that face coverings are NOT TO BE WORN WHILE IN THE POOL, but that face coverings are recommended while outside of the pool.

By signing this Agreement, I voluntarily assume the risk that myself and my family, including my child(ren), may be exposed to or become infected by COVID-19 while using the Association swimming pool, and that such exposure or infection may result in personal injury, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while at or using the Association pool may result in actions, omissions, or negligence of myself and others, including, but not limited to, the Association, the Association Board of Directors, agents and representatives, and the Association pool management company, its employees, agents and representatives, its life guards, and maintenance crew. I voluntarily agree to assume all of the foregoing risks, and accept sole responsibility for any injury to myself, my family or child(ren) (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I, my family or my child(ren) may experience or incur in connection with my, my family or my child(ren)'s use of the pool/facilities ("Claims").

On behalf of myself, my family and my child(ren), I hereby release, covenant to not sue, discharge, and hold harmless the Association, the Association Board of Directors, agents and representative, the Association pool management company, its employees, agents or representative, its lifeguards and maintenance crew, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes Claims based on the actions, omissions, or negligence of the Association, the Association Board of Directors, agents and representatives, and the pool management company, its employees, agents and representatives, whether a COVID-19 infection occurs before, during or after my use, my family's use or my child(ren)'s use of the pool/facilities

Date _____ Initials _____

Revised 2020 Covington Woods Pool Tags Application

HAVE CURRENT 2019 TAGS _____ NEED 2020 TEMPORARY PASS _____

OCCUPIED BY: HOMEOWNER _____ TENANT _____

PROPERTY ADDRESS

NAME _____ HOME PHONE _____

WORK PHONE _____ CELL PHONE _____

EMAIL ADDRESS: _____

NAME	AGE	EMERGENCY NUMBER	POOL TAG #

I affirm that all information on this application is true, and that all those listed on this form are full-time residents of Covington Woods at the address listed above. I also agree that the residents and guests of the household agree to abide by Covington Woods rules and regulations regarding the use of facilities.

POOL TAGS WILL NOT BE VALIDATED UNLESS ALL ASSOCIATION ASSESSMENTS ARE PAID IN FULL

TO OBTAIN A 2020 TEMPORARY PASS, PLEASE RETURN THE REGISTRATION FORM BY MAIL TO MASC AUSTIN PROPERITES, INC. – 945 ELDRIDGE ROAD, SUGAR LAND TEXAS, 77478 – BY EMAIL vnavarrete@mascapi.com OR BY FAX 713.776.1777.

LIFEGUARDS HAVE FINAL AUTHORITY!

- **The danger of exposure to the coronavirus that caused Covid-19 exists.**
- **Be entering the pool, you take responsibility for your own protection and for disinfecting your hands and anything you touch in the pool area.**
- **You will not use the pool if you have tested positive for or diagnosed with Covid-19 or were exposed to someone with Covid-19 or suspected of having Covid-19 in the last 14 days.**
- **You will not use the pool if you have a cough, fever, shortness of breath or other symptoms of the illness.**
- **You will maintain at least 6 feet at all times (in and out of the pool) between you and other people who are not part of your household.**
- **Face coverings are recommended when you are not in the swimming pool. DO NOT USE FACE COVERINGS IN THE WATER.**
- **You will abide by all signage and social distancing designations.**

AS PREVIOUSLY STATED IN THE 2019 POOL FORM, PLEASE RETAIN YOUR POOL TAGS FOR FUTURE USE

I ACKNOWLEDGE that I have RECEIVED, READ AND AGREED to the COVINTON WOODS COMMUNITY ASSOCIATION, INC. 2020 SWIMMING POOL USE AGREEMENT AND WAIVER set forth in the ATTACHED DOCUMENT as a condition to the issuance and acceptance of pool tags.

Signature _____

Printed Name: _____

Date: _____

***** **OFFICE USE ONLY** *****

Current on assessments? _____ ***# pool tags validated*** _____ ***Temporary Pass Issued*** _____

Processed by: _____ ***Date:*** _____



Covington Woods c/o MASC Austin Properties, Inc.
 945 Eldridge Rd. Sugar Land, TX 77478
 Leticia Gomez, Property Manager
 713-776-1771 / lgomez@mascap.com

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BOARD MEMBERS

PRESIDENT, JAMESON FREY

VICE-PRESIDENT, JOANNE WILLIAMS

SECRETARY, RICARDO BRAVO

TREASURER, BRUCE BUMGARDNER

MEMBER-AT-LARGE, KELLY KNAKE

News You Can Use

COVID-19 Online Resources
 Covington Woods HOA encourages all homeowners to be up to date with the latest information regarding the COVID 19 epidemic. The public is encouraged to follow these COVID 19 websites and social media platforms for ongoing updates. For accurate and reliable information, please be sure to visit any of these online resources:

Centers for Disease Control and Prevention
<https://www.cdc.gov/>

Texas Health and Human Services
<https://dshs.texas.gov/>

Fort Bend County Health & Human Services
<https://www.fbchealth.org/>

City of Sugar Land
<http://www.sugarlandtx.gov/>

Keep Our Neighborhood's Storm Drains Clean!
 By City of Sugar Land ordinance, it is a violation to blow or sweep grass clippings, leaves and other yard waste into our storm drains. This includes "sweeping" grass and leaves into the street with leaf blowers as they eventually wash down the drain. Why is this a problem? Yard waste can block the flow of water and lead to flooding. Decomposing grass and leaves deplete the oxygen in the water which can stress fish and other aquatic life. Never place or allow anything to go down the storm drain. This includes cigarette butts, trash and even newspapers. Intentionally pouring paint, motor oil, antifreeze, pesticides, fertilizers, pet waste, litter, etc. into the street gutters or storm drains can affect the water quality of waterways and lakes, is dangerous to the environment and is **ILLEGAL**. If you see anyone dumping any contaminants, yard clippings, leaves, etc. into the drain, please call the City of Sugar Land Stormwater Hotline at (281) 275-2450.



SUGAR LAND HOMES

WWW.SUGARLANDREALTY.COM

Matt Dietz
Texas Licensed Broker

Sugar Land Homes, your neighborhood Realtor, is proud to announce that we now have MLS (Multiple Listing Service) access to the following counties:

With Houston Association of Realtors, we have access to Harris, Fort Bend, Brazoria, Waller and Montgomery counties.

With Bryan-College Station Association of Realtors, we have access to Brazos, Burleson, Grimes, Leon, Robertson and Madison counties.

With Austin Board of Realtors, we have access to Bastrop, Bell, Blanco, Burnet, Caldwell, Comal, Fayette, Guadalupe, Gillespie, Gonzales, Hays, Lampasas, Lee, Llano, Milam, San Saba, Travis and Williamson counties.

If your children or friends are going to UT Austin or Texas A&M, or if you need to find a getaway for yourself. Let us know and maybe we can help.

Your Neighbor. 281-635-6081