

Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
January 8, 2024

In attendance:

Board Members		Management		Guests	
X	Ricardo Bravo President	X	Rachel Rivera, MASC Austin Properties, Inc.		Officer Reid, Sugar Land Police Department
X	Mark Miertschin Vice President				
	Chester Machen Treasurer				
X	Mike Flood Secretary				
	Joanne Williams Member At Large				

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

Call Meeting to Order:

Due notice of meeting, a quorum was established, Ricardo 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 not present during this meeting.
- b. Resident Input - There was one resident present.

Call Business Meeting to Order

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:

The Board of Directors approved the November 27, 2023 Board meeting minutes as written.

Committee Reports:

- a. Architectural Control – No report.
- b. Beautification Committee – Ricardo Bravo reported that he reviewed the Christmas Decorations Contest contenders, provided by volunteers and selected the best of the bunch. Rick placed the signs in winners yards. Rick went on to discuss the need for new Yard of the Month and Christmas Decorations signs. API will obtain an estimate from Great Signs for replacements.

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Treasurer's Report:

- a. Cash Balances as of 12/31/2023 - \$91,312.84
- b. Delinquencies – The 2023 assessments were 98.74% collected as of 12/31/2023.
- c. Review Financial Reports - API provided financials as of December 31, 2023 for the Board's review.
- d. Budget 2024 – API presented a revised proposed 2024 Budget. After discussion, the Board of Directors approved the proposed budget.

Management Report:

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- b. Association Business and Operations – No report.
- c. Clubhouse Report – No update.
- d. Pool Report – The Board of Directors reviewed proposals provided by lifeguard companies for the 2024 swim season and found that the cost of lifeguarding services has increased again in 2024. The Board went on to discuss transitioning to a SAYOR pool. API reported that the association's insurance company was contacted and confirmed there would be no major increase in premium related to the transition to SAYOR, however changes would need to be made to the facility, including the removal of the diving Board and lifeguard stands, controlled access implemented and extensive 'No Lifeguard on Duty' signage installed. The Board requested that a call be conducted with the Association attorney, Lori Alderson and the Association insurance company, Brady, Chapman, Holland and Associates so that they may answer any questions the Board has pertaining to the potential transition. The date was tentatively set for Monday, January 22nd at 1:30 p.m. API went on to report that the plumbing at the pool and clubhouse was winterized ahead of the freeze. Once there is no more threat for freezing weather, the systems will be turned back on and checked for leaks.
- e. Common Area Maintenance – API reported that the City of Sugar Land JCIP FUN Application was submitted to the designated Board for review.
- f. Landscaping Report – No update.
- g. Park Report – No report.
- h. Tennis Court Report – No report.
- i. Newsletter – API reported the next newsletter content is due my January 15th.
- j. Website/Townsq – API reported that minor updates were made to the website.

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Executive Session:

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

- a. Collections -
 - 1. Enforcement Action – No action.
 - 2. Owner Request – No owners requests.
- b. Deed Restrictions Report –
 - 1. Enforcement Action – The Board of Directors approved five (5) certified letters pertaining to outstanding deed restriction violations, approved one (1) force mow work order to be issued, approved four (4) exterior modifications made without prior approval, approved one (1) exterior modification with a stipulation, made without prior approval and requested that one (1) exterior modification be submitted via ACC submission process for review.
 - 2. Owner Requests – 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 8:20 p.m. The next Board of Directors meeting is scheduled for Monday, February 12, 2024, 7:00 p.m. to be held at the clubhouse.

Date: _____

_____, President

_____, Secretary

_____, Management