

**Covington Woods Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**June 14, 2023**

**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>Jennifer Morovitz</b>				
<b>X</b>	<b>Mike Flood</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, Ricardo Bravo the Board President, called the meeting to order at 7:18 P.M.

**Call Open Forum to Order:**

- a. Patrol Activity Report – Officer Gary Reid was present to provide a brief report of crime stats for the previous month. Officer Reid reported that there was little activity in the neighborhood. Officer Reid reported on an upcoming Citizens Police Academy.
- b. Resident Input - There were several residents present who brought concerns related to residents bickering in the pool area, the lifeguards closing the pool early and the need for a “children at play” sign on Woodchester.

**Call Business Meeting to Order**

- a. The Board of Directors unanimously declared Jennifer Morivitz’s position on the Board of Directors as vacant due to her absence at more than three (3) consecutive Board meetings.
- b. The Board of Directors approved to defer to the residents to vote for the next Board member during the Annual Meeting in August, as opposed to appointing a new Board member to the vacant position.

**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.

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**Approve Minutes of Previous Meeting:**

The Board of Directors approved the April 10, 2023 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – Randall Halbrook reported that everyone was successfully receiving emails from API pertaining to new ACC submittals.
- b. Beautification Committee – The Board of Directors discussed the need for volunteers to select the Yard of the Month winners.

**Treasurer's Report:**

- a. Cash Balances as of 5/31/2023 - \$132,277.79
- b. Delinquencies – The 2023 assessments were 97.14% collected as of 5/31/2023.
- c. Review Financial Reports- API provided financials as of May 31, 2023 for the Board's review.

**Management Report:**

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – The Board of Directors approved to hold the annual meeting on Monday, August 14, 2023 at 7:00 p.m. at the clubhouse.
- d. Clubhouse Report – API reported that the City of Sugar Land performed an interior inspection of the clubhouse as a part of their clubhouse evaluation project.
- e. Pool Report – Royce Shamblin of Southwest Pool Management was present to discuss the recent concerns with the lifeguards, including guards using their cell phones, guards allowing their families into the pool and leisurely swimming with them while on duty and a recent incident involving a resident and their guest. Royce Shamblin provided a response indicating that the lifeguards were reprimanded and reviewed their orientation packet to ensure that they remember all rules and regulations. The Board requested new lifeguards to replace the existing guards, both due to performance and due to their safety following the incident. Unfortunately, Royce Shamblin reported they were not able to accommodate new guards due to the continued shortage of lifeguards.
- f. Common Area Maintenance – No report.
- g. Landscaping Report – No report.
- h. Park Report – No report.
- h. Tennis Court Report – API reported 15 new tennis court keys were ordered.
- i. Newsletter – The Board requested that a reminder to avoid blocking sidewalks, and home improvement incentives from the City of Sugar Land be included in the upcoming Newsletter.

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- j. Website/Townsq – The Board of Directors discussed the new website layout. The Board members were pleased with its redesign.

**Executive Session:**

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

- a. Collections -
  - 1. Enforcement Action – The Board of Directors approved to send 16 delinquent accounts to the attorney for collections.
  - 2. Owner Request – The Board of Directors declined two (2) requests for waiver and approved to waive interest only for one (1) account.
- b. Deed Restrictions Report –
  - 1. Enforcement Action – The Board of Directors approved three (3) certified letters pertaining to outstanding deed restriction violations. The Board of Directors approved to send one special letter pertaining to the potential beginnings of an exterior hardscaping modification.
  - 2. Owner Requests – No owner 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 8:55 p.m. The next Board of Directors meeting is scheduled for Monday, July 10, 2023, 7:00 p.m. to be held at the clubhouse.

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

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

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

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