

**Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
August 8, 2022**

In attendance:

Board Members		Management		Guests	
X	Ricardo Bravo	X	Rachel Rivera, MASC Austin Properties, Inc.	X	Officer Reid, Sugar Land Police Department
X	Mark Miertschin				City Councilmember Suzanne Whatley
	Jennifer Morovitz				
X	Mike Flood				
X	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.
- b. Resident Input - There were residents present who brought forth concerns pertaining to community safety and committee involvement. A resident expressed their gratitude for their bright spot award.

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 - With a motion by Joanne Williams and a second by Mark Miertschin, the Board ratified the following actions approved between meetings:
 - GreenMark – Tree Removal on Sherwood - \$1,060.00
 - Graham Plumbing – Retrofit Water Fountain with Bottle Filler - \$2,500.00

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Approve Minutes of Previous Meeting:

With a motion by Mike Flood and a second by Mark Miertchin the Board of Directors approved the July 11, 2022 Board meeting minutes.

Committee Reports:

- a. Architectural Control – Joanne Williams reported the Boards goal to improve communication pertaining to Architectural Control responses as well as Deed Restriction Violation letters by implementing a Deed Restriction Violation Committee after the annual meeting.
- b. Beautification Committee – Ricardo Bravo reported only one Yard of the Month was selected for the month of August as lawns were in rough shape due to poor weather conditions.

Treasurer's Report:

- a. Cash Balances as of 6/30/2022 - New First Bank Ckg- \$6,327.96
New First ICS- \$70,093.12
New First MMA- \$45,125.30
- b. Delinquencies – 97.98% collected as of 6/30/2022
- c. Review Financial Reports- API provided financials as of July 31, 2022 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 briefly discussed the upcoming annual meeting and approved for Councilmember Whatley and Officer Gary Reid to be invited to the meeting for reports and meet & greet. The Board went on to approved for API to issue a work order for a one-time clubhouse cleaning and also requested estimates for monthly clubhouse cleaning.
- d. Pool Report –
 - API reported that JR.D Construction advised that the delapidated picnic table inside the pool area would cost more to remove than it would to be restored. After discussion, API reported that the table could be discussed during the meeting with JR.D on Monday.
 - API reported that repairs to the recently installed fan as well as the fan switch relocation was completed.

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- API reported that GreenMark was onsite that day reviewing the entrances in order to provide an estimate proposed improvements.
 - The Board went on to discuss the status of the cameras and requested that Mark Miertschin be the main contact for ADT and API be the secondary contact.
 - The soda machine was also brought up. The Board requested that API research the status of the agreement with the soda machine company so that they may determine the best way forward.
 - Ricardo Bravo reported that an estimate was being obtained from Ricky of Bay Houston Electric for the pump room electrical component renovation.
 - Ricardo Bravo went on to request that the 911 phone be repaired as the wires connected to the power adapter seemed easily removed and unsafe.
- e. Common Area Maintenance – API reported that a meeting was to be scheduled with J.R.D Construction for the review of the interior clubhouse renovation. After discussion, Ricardo Bravo confirmed the day and time for the following Monday at 10:00 a.m. API presented an estimate from Selesky Pest Control for the quarterly pest control of the clubhouse and pool house areas. After discussion, the Board approved the estimate at \$40/quarter.
- f. Landscaping Report – API reported that a proposal for irrigation improvements and park area landscape improvements were still pending receipt.
- g. Park Report - No report.
- h. Tennis Court Report – No report.
- i. Newsletter – API reported the newsletter was mailed earlier that same day.
- j. Website/Townsq – API reported that minor updates were made to the website and TownSq.

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Executive Session:


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

- a. Collections -
 - 1. Enforcement Action – The Board of Directors approved two (2) 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 post an article to TownSq and the website which provides a count of specific deed restriction violations which includes an explanation of each type of violation. The Board went on to approve that API begin sending deed restriction violation letters for the September inspection and focus on fences, driveways, lawns, grass in expansion joints of concrete, mildew, inoperable vehicles and trailers. The Board requested that the next newsletter include articles pertaining to sports equipment and power washing restrictions. The Board went on to approve four (4) exterior modifications completed without prior ACC approval.
 - 2. Owner Requests – The Board of Directors approved one request for extension.

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 9:00 p.m. The next Board of Directors meeting is scheduled for Monday, September 12, 2022, 7:00 p.m. to be held at the clubhouse.

Date: 9/12/22

, President

, Secretary

, Management