

July 19, 2019

www.covingtonwoods.net

Covington Woods Community Association, Inc.

Dear Homeowner:

You are hereby notified the Annual Meeting for the Covington Woods Community Association, Inc., has been scheduled for Monday, August 12, 2019 at 8:00 P.M. The meeting will be held at Civic Center located at 13743 Woodchester (Building next to the pool) Sugar Land, TX 77498.

The agenda for the "Annual Meeting" will be as follows:

- (A) Establish Quorum
- (B) Reading of Minutes of Proceeding Annual Meeting
- (C) Reports of Officers
- (D) Election of Directors
- (E) Owner Forum
- (F) Adjournment

There will be two (2) positions available for three-year terms with Mrs. Sherry Ziegner (Incumbent), Mrs. Joanne Williams (Incumbent) and Mr. Ricardo Bravo running for election.

In the event that a quorum of members is not present at the Annual Meeting, that meeting shall immediately be adjourned and a Special Election Meeting of the Members called for the sole purpose of electing directors.

The agenda for the "Special Election Meeting" will be as follows:

- (A) Election of Directors

Please complete the enclosed proxy and return in the envelope provided. It is imperative that all homeowners be represented at this meeting either in person or by proxy. Proxies should be mailed in time to reach our office no later than Friday, August 9, 2019. Your attendance at the meeting will automatically void any proxy on record. By mailing your proxy in advance, you will be assured a voice in the event something unforeseen prevents your attendance.

If you have any questions or if there are any issues you wish to have discussed, please contact my office at (713) 776-1771.

Respectfully,

Leticia Gomez
MASC Austin Properties, Inc.