

**Covington Woods Community Association, Inc.
Board of Directors Meeting Minutes
May 13, 2019**

In attendance:

X	Kelly Knake	X	Leticia Gomez	X	Officer Gary Reid
X	Joanne Williams			X	Steve Porter
X	Sherry Ziegner				
X	Bruce Bumgardner				
X	Jameson Frey				
Board Members		Management		Guests	

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

Call Meeting to Order:

Due notice of meeting, a quorum was established, Kelly Knake, the Board President, called the meeting to order at 7:00 P.M. The meeting was conducted at 13739 Woodchester, Sugar Land, TX 77498.

Call Open Forum to Order:

- a. Patrol Activity Report – Officer Gary Reid reported that no crime took place within the neighborhood. He did mention that there were 5 auto break ins that took place in the Sugar Land area.
- b. Resident Input- Several homeowners attended the meeting and had several addresses they wanted to be checked on they also reported on cars driving fast near Pinecroft and Raven Court. Homeowners suggested a four way stop sign. A homeowner with the perimeter fencing along Jess Pirtle voiced their concerns about the drainage of the water in their back yard. Steve Porter advised the homeowner to call him and he will come take a look at it and see what the City of Sugar Land can do to help the drainage flow.

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Call Business Meeting to Order:

Actions between Meetings:

- a. The Board of Directors approved a proposal from JRD Construction in the amount of \$24,800.00 and Living Water Landscapes in the amount of \$746.93 and \$1,515.50.

Approve Minutes of Previous Meeting:

With a motion of the Board of Directors approved the April 8, 2019 meeting minutes.

Committee Reports:

- a. Architectural Control – The Board of Directors agreed to have the Attorney Lori Alderson write up the guidelines for the perimeter fence on Jess Pirtle and agreed to the guidelines to be filed and recorded. A letter will be sent to the homeowners on Jess Pirtle making them aware of the change in the guidelines.
- b. Beautification Committee – Sherry Ziegner reported that Yard of the Month and Bright Spots were recognized for the month of May.
- c. Nominating Committee – No Report

Treasurer's Report:

- a. Cash Balances - New First Bank Ckg- \$22,785.55 as of 4/30/19
New First MMA- \$ 228,611.59 as of 4/30/19
- b. Delinquencies – 97.06% collected as of 4/30/19
- c. Review Financial Reports- No report

Management Report:

- a. Correspondence received by Association, Directors, Management - No Report
- b. Association Business and Operations - No report
- c. Pool Report – Pool projects were reported to the Board. Waterline vandalism was taken care of and police report was made. API was asked to rekey the pool gate. Pool tags registration was reported on and how API received good feedback.
- d. Common Area Maintenance – No Report
- e. Landscape Report – Jameson Frey will speak with the landscaper on the front entrance flower beds and the bedding in front of pool gate.
- f. Park Report – Jameson Frey will look into getting updated cameras and will report back to the Board of Directors by the June meeting. The cameras will be installed in the park and pool area.
- g. Tennis Court Report- Reported to the Board that the screen has been installed on the east side of the tennis court.
- h. Newsletter/Website – Newsletter is to hit houses min June. All Board members will turn in all content.

Executive Session:

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

- a. Collections -
 1. Enforcement Action – No Action taken
 2. Owner Request – The Board of Directors denied (0) zero homeowners request.
- b. Deed Restrictions Report -

The Board approved the deed restriction report provided by API. API reported that (1) one work orders had been issued for self-help items and (5) five certified letters were mailed. API also report (0) zero accounts were sent to the association's attorney for deed restriction enforcement.

Set Date, Time and Agenda of Next Meeting/Adjournment

The next Board of Director's meeting is scheduled for Monday, June 10, 2019
at 7:00 P.M. held at Civic Center located at 13743 Woodchester
Sugar Land, TX 77498

With no further business to be conducted the meeting was adjourned by President,
Kelly Knake at 9:00 P.M.

Date: _____

_____, President

_____, Secretary

_____, Management