

**Covington Woods Community Association, Inc.  
Board of Directors Meeting Minutes  
December 12, 2022**

**In attendance:**

	<b>Board Members</b>		<b>Management</b>		<b>Guests</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>X</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, Mark Miertschin, the Board Vice 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 no residents 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 October 10, 2022 Board meeting minutes as written.

**Committee Reports:**

- a. Architectural Control – No report.
- b. Beautification Committee – API reported that a work order was issued for the installation of Holiday décor and would be completed by the following day.

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**Treasurer's Report:**

- a. Cash Balances as of 9/30/2022 - New First Bank Ckg - \$24,079.14  
New First MMA - \$30,167.20  
New First ICS - \$9,999.02
- b. Delinquencies – 98.6% collected as of 11/30/2022
- c. Review Financial Reports- API provided financials as of September 30, 2022 for the Board's review.
- d. Budget & Assessments 2023 – API provided a proposed budget for 2023. The Board of Directors deferred approval to review the budget in closer detail.
- e. Audit 2021 – After review and discussion, the Board of Directors approved the 2021 Audit.

**Management Report:**

- a. Correspondence received by Association, Directors, Management – No correspondence received.
- c. Association Business and Operations – No report.
- d. Clubhouse Report – API presented a proposal from JR.D Construction and DCR Builders for the renovation of the interior of the clubhouse. After review and discussion the Board deferred approval. The Board went on to discuss whether the clubhouse could be made available to rent to residents. API was instructed to review the contract to determine whether this option was available as the clubhouse is under a lease agreement between the association and the City of Sugar Land.
- e. Pool Report – API reported that the picnic table renovation and trash can adjustment was scheduled to occur within the following two weeks.
- f. Common Area Maintenance – No report.
- g. Landscaping Report – API reported that Greenmark offered a 10% discount on the proposal for entrance area and park area improvements. After discussion, the Board approved to defer their decision. API presented a proposal for backflow cages from GreenMark. The Board deferred approval at this time. API went on to present a proposal for tree trimming in the right of way culdesacs provided by GreenMark. After discussion, the Board approved the estimate at a cost of \$5,087.75.
- h. Park Report - No report.
- h. Tennis Court Report – No report.
- i. Newsletter – No report.
- 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 one (1) 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 send five (5) certified letters for Deed Restriction Enforcement. The Board of Directors approved one (1) force mow work order. The Board of Directors went on to approved one architectural modification completed outside the scope of prior approval and approved one architectural modification completed without prior approval.
  - 2. Owner Requests – No requests.

**Set Date, Time, and Agenda of Next Meeting/Adjournment**

With no further business to be conducted the meeting was adjourned by President, Mark Miertschin at 8:30 p.m. The next Board of Directors meeting is scheduled for Monday, January 9, 2023, 7:00 p.m. to be held at the clubhouse.

Date: 12/9/2023

Mark Miertschin, President  
[Signature], Secretary  
[Signature], Management