

Brookfield Townhouse Community Association, Inc.  
Board of Directors Meeting  
August 20, 2019

Agenda

- I. Call Meeting to Order
- II. Call Open Forum to Order
  - a. Residents Input
- III. Call Business Meeting to Order
- IV. Actions Between Meetings
  - a. Summarize Unannounced Meetings, if any
    - (1) Ratify Actions Approved between Meetings
- V. Approve Minutes of Previous Meeting
  - a. July 24, 2019
- VI. Committee Reports
  - a. Architectural Control Committee
- VII. Treasurer's Report
  - a. Cash Balances
  - b. Delinquencies
  - c. Review Financial Reports
- VIII. Management Report
  - a. Correspondence received by Association, Directors, Management
  - b. Association Business and Operations
    - 1. 2019-2020 Budget Preparation
  - c. Webpage Report
  - d. Common Area Maintenance
    - 1. Painting Project
  - e. Parking/Towing Report/Towing Signs
  - f. Landscaping Report
    - 1. Landscaping Proposals

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IX. Executive Session

The Board may convene an Executive Session, as needed, to consider actions involving personnel, litigation, contract negotiations, enforcement actions, attorney communications or other confidential information as allowed under Texas Property Code section 209.0051

- a. Collections
  - 1. Enforcement Action
  - 2. Owner Requests
- b. Deed Restriction Report
  - 1. Enforcement Action
- c. Attorney Communications

X. Reconvene in Open Session and Report on Actions Approved During Executive Session

XI. Set Date, Time and Agenda of Next Meeting/Adjournment  
September 17, 2019 to be conducted at the offices of  
MASC Austin Properties, Inc. at 1:00 P.M.