

Brookfield Townhouse Community Association, Inc.
Board of Directors Meeting
December 5, 2018

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. October 16, 2018**
- 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. Property Insurance Renewal**
 - 2. Annual Meeting Preparation**
 - c. Webpage Report**
 - d. Common Area Maintenance**
 - 1. Courtyard Lighting**
 - 2. Car Stops**
 - 3. Gutters**
 - e. Parking/Towing Report/Towing Signs**
 - f. Landscaping Report**

Brookfield Townhouse Community Association, Inc.
Board of Directors Meeting
Agenda
December 5, 2018
Page Two

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 To Be Determined for January 2019