

Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes-September 3, 2020

Board Members		Management		Guests	
X	Robert Goerz, President	X	April Pitarra, MASC Austin Properties, Inc.	X	Chip Smith, Attorney at Law
X	Robert Fuentes, Vice President				
X	Dennis Shea, Treasurer				
X	Linda Torres, Member at Large				
X	Kathryn Barclay, Secretary				

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

Call Meeting to Order

Due notice of meeting and a quorum established, the meeting was called to order by the President, Jack Goerz at 7:00 PM. The meeting was conducted by Teleconference

a.) Association Business and Operations –

1. The Board unanimously approved the bylaw amendment prepared by the association attorney in order to conduct the annual meeting by remote communication technology. The amendment authorizes the board to conduct the annual meeting by remote communication technology, amends the nomination process in compliance with the Texas Property Code, and requires proxy/absentee (in person) ballots be returned prior to the meeting as in person voting will not be available during the meeting. The annual meeting will be scheduled for October 15, 2020. API will post the annual meeting solicitation September 9, 2020 to the website and TownSq with a submission deadline of September 21, 2020. The annual meeting notice will be mailed to all owners September 25, 2020.

Set Time, Date, and agenda of Next Meeting/Adjournment

The next Board meeting is scheduled for September 10, 2020 at 7:00 PM Via Teleconference.

With no further business to be conducted, the meeting was adjourned by President Jack Goerz at 7:30 PM.

Date: 9/10/20

President: [Signature]

Secretary: [Signature]

Management: [Signature]