

November 29, 2021

Re: Tealbriar Community Association, Inc. Annual Meeting0045

Dear Homeowner,

You are hereby notified the Annual Meeting for the Tealbriar Community Association, Inc., will be held on Saturday, December 11, 2021, starting at 10:00 A.M. at the Townewest Homeowners Association Inc. Clubhouse located at 10322 Old Towne Lane, Sugar Land, Texas 77498.

Please complete the enclosed proxy and return it to the management company. It is imperative that all homeowners be represented at this meeting either in person or by proxy. Proxies should be mailed, faxed or e-mailed in time to reach our office no later than 4:00 p.m. Friday, December 10, 2021. You may also bring the proxy(s) to the Annual Meeting. **Please be advised that signing another person's name on a proxy constitutes forgery and is a criminal act.** You may revoke your proxy if you attend the annual meeting in person. There will be two (2) positions for two-year terms available for election and three (3) positions with one-year remaining of two-year terms available for election. Nominations for each position will also be taken from the floor at the Annual Meeting.

If you are interested in running for a position, please submit your request in writing providing your name, address, telephone number and email address via one of the following means: email - rrivera@mascapi.com, fax - 713-776-1777 or mail – Tealbriar Community Association, Inc. c/o MASC Austin Properties, Inc., 945 Eldridge Road, Sugar Land, TX 77478 before 4:00 p.m. on Friday, December 10, 2021.

The Agenda for the Meeting is as follows:

- A. Establish Quorum
- B. Reading of Minutes of Preceding Annual Meeting
- C. Election of Directors
- D. Report of Officers
- E. Reports of Committees
- F. Owner Forum
- G. Adjournment

Refreshments will be available for those in attendance.

If you have any questions or if there are any issues you wish to have discussed, please contact me at (713) 776-1771.

On Behalf of the Board of Directors,
Rachel Rivera
MASC Austin Properties, Inc.

www.tealbriar.com; www.tealbriar.sites.townsq.io