

**Townwest Homeowner's Association, Inc.**  
**Board of Directors Meeting Minutes- October 22, 2020**

Board Members		Management		Guests	
<b>X</b>	<b>Robert Fuentes President</b>	<b>X</b>	<b>Rachel Rivera, MASC Austin Properties, Inc.</b>	<b>X</b>	<b>Chip Smith, Attorney at Law</b>
<b>X</b>	<b>Kathryn Barclay Vice President</b>	<b>X</b>	<b>Angela Connell, MASC Austin Properties, Inc.</b>		
<b>X</b>	<b>Miriam Lewis Treasurer</b>				
<b>X</b>	<b>Jose Luis Fuentes Mendoza Secretary</b>				
<b>X</b>	<b>Dennis Shea Member at Large</b>				

**(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, held by teleconference, was called to order by the President, Robert Fuentes at 7:00 PM.

**Call Business Meeting to Order**

1. Association Business and Operations –
  - a. The Board of Directors elected officers as follows:
    1. President - Robert Fuentes
    2. Vice President – Kathryn Barclay
    3. Treasurer – Miriam Lewis
    4. Secretary – Jose Luis Fuentes Mendoza
    5. Member at Large – Dennis Shea
  - b. The Board of Directors appointed Committee Chairs as follows:
    1. Jose Luis Fuentes Mendoza was appointed as the Architectural Control Committee Chair.
    2. Kathryn Barclay was re-appointed as the Nominating Committee Chair.
    3. Kathryn Barclay was re-appointed as the Social Committee Chair.
    4. Robert Fuentes was re-appointed as the Beautification Committee Chair.
    5. Dennis Shea and Jose Luis Fuentes Mendoza were appointed as Pool Committee Co-chairs.
    6. Robert Fuentes and Jose Luis Fuentes Mendoza were appointed as Communications Committee Co-chairs.

**Committee Reports**

1. Social Committee
  - a. The Board of Directors ratified approval of the costs related to the Spooktacular Celebration scheduled for October 31, 2020, as outlined by Kathryn Barclay.

**Management Report**

1. Association Business and Operations
  - a. API provided an update to the Board regarding the property manager transition from April Pitarra to Rachel Rivera.
  - b. The Board and API discussed the upcoming 2021 Budget Workshop and agreed on a date of Thursday, November 5, 2020 at 7:00 p.m. The Board of Directors requested that a physical, in-person workshop be accommodated. API reported that proper social distancing and required health screening would be required in order to hold such a meeting.

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

The next Board meeting is scheduled for November 12, 2020 at 7:00 PM Via Teleconference.

With no further business to be conducted, the meeting was adjourned by President Robert Fuentes at 7:40 PM.

**Date:** 11/12/20  
**President:** [Signature]  
**Secretary:** [Signature]  
**Management:** [Signature]