

February 27, 2019

Braeburn Terrace Owners Association, Inc.  
All Owners

Dear Homeowner:

The Annual Meeting for Braeburn Terrace Owners Association, Inc. will be held on Wednesday, March 20, 2019, beginning at 7:00 P.M. The meeting will be held at the Houston Police Department/South Gessner Division, located at 8605 Westplace Drive, Suite #102, Houston, Texas 77071.

The agenda for the meeting will be as follows:

- (A) Establish Quorum
- (B) Reading of Preceding Annual Meeting
- (C) Reports of Officers
- (D) Election of Directors
- (E) Owner Forum
- (F) Adjournment

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 or faxed in time to reach our office no later than Tuesday, March 19, 2019. Your attendance at the meeting will automatically void any proxy on record. There will be one (1) position for a three (3) year term. Your current Board of Director, Ms. Carmen Trejo Chang will be running for re-election. Nominations will also be taken from the floor.

Homeowners are reminded that in order to vote on any issue of business they must be current on all assessment fees including late charges and attorney fees. To verify the status of your account before the Annual Meeting, please contact MASC Austin Properties, Inc.

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,

David Rivera, Property Manager  
MASC Austin Properties, Inc.