

**Townwest Homeowner's Association, Inc.
Board of Directors Meeting Minutes- August 20, 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

Executive Session



Reconvene in Open Session and Report on Action Approved During Executive Session

The Board discussed amending the bylaws in order to conduct the annual meeting by remote communication technology with the association attorney, Chip Smith. After discussion, the Board approved to have Mr. Smith prepare a bylaw amendment for approval by the board at a special board meeting to be held September 3, 2020. The amendment will authorize the board to conduct the annual meeting by remote communication technology, amend the nomination process in compliance with the Texas Property Code, and require proxy/absentee (in person) ballots be returned prior to the meeting as in person voting will not be available during the meeting.

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

The next Board meeting is scheduled for September 3, 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: 
 Secretary: 
 Management: 