

NOTICE OF *[Date]* REGULAR MEETING OF THE BOARD OF DIRECTORS
of
[FULL NAME OF POA]

This is notice to all Members of the *[Full Name of POA]* (the "Association") to advise of the next regular meeting of the Board of Directors of the Association, as follows:

DATE: *[Date]*
TIME: *[Time]*
LOCATION: *[Place]*

A general description of the subjects to be discussed and voted on at the meeting are set forth below in the Agenda for the meeting.

[Section 209.0051(e) of the Texas Property Code requires the general subject of the meeting to be included in the notice, plus a general description of matters to be brought up in executive session. Best practice is to include a general description of specific items to be discussed and voted on, especially under sub-categories I f), g) and III below.]

AGENDA FOR *[Date]* REGULAR BOARD MEETING
of
[FULL NAME OF POA]

- I. Open Session
 - a) Establish quorum
 - b) Approve minutes from the prior Board meeting
 - c) Oral summarization of items approved via unanimous consent or conference call since last meeting (including explanation of any known actual or estimated expenditures)
[Section 209.0051(h) requires that any action taken without notice to owners under Section 209.0051(e) must be summarized orally, including an explanation of any known actual or estimated expenditures and be documented in the minutes.]
 - d) Officers reports*
 - e) Manager's report
 - e) Committee reports*
 - f) Old business
[Include any old business items here.]
 - g) New business
[Include any new business items here.]
 - h) Confirm next regular Board meeting

*[* Best practice is to identify the reports that will be given, if known.]*
- II. *[Optional, if needed]* Adjourn Open Session and Reconvene in Closed Executive Session
- III. *[Optional, if needed]* Executive Session
[Section 209.0051(e) of the Texas Property Code requires the notice to include a general description of items to be brought up in Executive Session. Per Section 209.0051(c) of the Texas Property Code only the matters set forth below can be considered in an executive session, as applicable. Best practice is to include a general description of the topics to be considered under the following categories, as appropriate, without violating any privileges or right to privacy.]
 - a) Personnel issues
 - b) Pending or threatened litigation
 - c) Contract negotiations
 - d) Enforcement actions
 - e) Confidential communications with Association's attorney
 - f) Matters involving the invasion of privacy of individual owners
 - g) Matters to remain confidential by request of the affected parties and agreement of the board
- IV. Report out of Executive Session
[Section 209.0051(c) of the Texas Property Code requires that any decision made in Executive Session must be summarized orally and placed in the minutes, in general terms, without breaching the privacy of individual owners, violating any privilege, or disclosing information that was to remain confidential at the request of the affected parties; the oral summary must include a general explanation of any expenditures approved in Executive Session.]
- V. Adjourn

[Editor's notes and items to be "filled in" are in red italics and brackets above.]