



Marilyn Estates Association, Inc.

Board Executive Session Protocol

Purpose

The purpose of this protocol is to ensure that meetings of the Board of Directors are conducted in accordance with Chapter 209 of the Texas Property Code while protecting the confidentiality of matters properly considered in Executive Session.

Open Session

1. All Board meetings shall be called to order in Open Session.
2. The agenda shall identify any item that may be considered in Executive Session.

Entering Executive Session

The President shall announce substantially as follows:

"The Board will now enter Executive Session pursuant to Section 209.0051 of the Texas Property Code to consider matters involving enforcement actions, legal issues, and other matters authorized by law."

The President shall then direct that all persons who are not entitled to attend the Executive Session to temporarily leave the meeting or, if attending virtually, to be placed in the virtual waiting room.

Attendance During Executive Session

Other than the Association's Board members, only the following persons may remain during Executive Session unless otherwise authorized by the Board:

- Members of the Board of Directors;
- The Association's legal counsel;
- agent or other persons whose presence is requested by the Board for a specific purpose.

Participation by Telephone or Electronic Means

A Director may participate in Executive Session by telephone or other electronic means provided that:

1. The Director is participating from a private location.
2. No person who is not authorized to attend the Executive Session can hear or observe the proceedings.
3. The Director makes reasonable efforts to maintain the confidentiality of the discussion.

Before the Executive Session begins, the President may request that each remote Director confirm: "I confirm that I am participating from a private location and that no unauthorized person can hear or observe this Executive Session."

Confidentiality

All discussions occurring during Executive Session are confidential.

Board members shall not disclose the substance of Executive Session discussions except as required by law or as authorized by the Board upon advice of legal counsel.

Returning to Open Session

After completion of the Executive Session, the Board shall reconvene in Open Session.

Any motions requiring Board action shall be made and voted upon in Open Session unless otherwise permitted by law.

The President shall announce the action taken in a manner that preserves the confidentiality of privileged communications and private information concerning individual owners.

Effective Date

This protocol is intended as a procedural guideline for meetings of the Marilyn Estates Association Board of Directors and may be amended by the Executive Committee as necessary or upon the advice of legal counsel; and, shall become effective on the date that it is approved by a majority vote of the Executive Committee.

Effective as of July 23, 2026

Executive Committee

Marilyn Estates Association

