



## **Virtual Board of Directors Meeting**

Wednesday, January 17<sup>th</sup>, 2024, at 11:00 a.m.

### **Virtual Microsoft Teams**

[Click here to join the meeting](#)

Meeting ID: 222 917 149 334      Passcode: ZSDioz

### **Call In Option (Audio Only)**

Number: +1 323-433-2148    Conference ID: 930 786 844#

## **Draft Agenda**

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Brock Babb, President
  - Dustin Warren, Vice President
  - Victor Tannous, Secretary
- Introduction of Essex Association Management, L.P. Representatives
  - Sean Corcoran, Director of Operations
  - Caspar Sullivan, Community Association Manager
  - Essex Support Staff
- Financials
  - November 2023 Balance Sheet & Income Statement Summary
  - Review and Approve 2024 Proposed Budget
    - Approve thirty-five (35%) Assessment Increase from \$1,012.52 to \$1,366.92 effective February 18<sup>th</sup>, 2024.
- Old Business
- New Business
  - Adopt / Amend Policy Changes

**Essex Association Management, L.P.**  
1512 Crescent Drive, Suite 112  
Carrollton, TX 75006  
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- **State Mandated Policies to be Amended / Adopted**
  - Adopt – Collections / Payment Plan Policy
  - Adopt – Enforcement Policy
  - Adopt – Security Measures Policy
  
- **Not Required but Highly recommended be Amended/ Adopted**
  - Adopt – Records Production & Copying Policy
  - Adopt – Email Registration Policy
  - Adopt – Lighting Rod Policy
  - Adopt – Pandemic Policy
  - Adopt – Community Wide Standard Policy
  - Adopt – Drones and Unmanned Aircraft Policy
  
- **The results of adopting / amending recommended policies will be decided in the meeting.**
  
- Adjournment