



## **Virtual Board of Directors Meeting**

Friday, March 15<sup>th</sup>, 2024, at 11:00 a.m.

### **Virtual Microsoft Teams**

[Click here to join the meeting](#)

Meeting ID: 238 090 102 191      Passcode: z5twGM

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

Number: +1 323-433-2148    Conference ID: 569 252 026#

## **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, Association Manager
  - Ashton Barnes, Assistant Association Manager
  - Julie Dodd, Account Manager
- Financials
  - December 2023 Balance Sheet & Income Statement Summary
  - January 2024 Balance Sheet & Income Statement Summary
  - Approve 2024 Proposed Budget
    - Acknowledge Deficit Assessment Amendment
- Old Business

Essex Association Management, L.P.  
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- New Business
  - Adopt / Amend Policy Changes
  - **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.**
- Adjourn Open Session
- Executive Session
  - Delinquency Review & Vote
  - Ratification of Email Votes
  - Compliance Overview
    - Acknowledgement of Fines and/or Self-Help Charges