



## **Virtual Board of Directors Meeting**

Friday, December 29<sup>th</sup>, 2023, at 11:00 a.m.

### **Virtual Microsoft Teams**

[Click here to join the meeting](#)

Meeting ID: 280 806 963 093      Passcode: Zr3JY7

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

Number: +1 323-433-2148    Conference ID: 596 175 835#

## **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
  - October 2023 Balance Sheet & Income Statement Summary
  - Review and Approve 2024 Proposed Budget with 35% Increase
    - Deficit Assessment TBD
- Old Business
- New Business
  - Adopt / Amend Policy Changes

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- **State Mandated Policies to be Amended / Adopted**
  - Amend – Collections / Payment Plan Policy
  - Amend – Enforcement Policy
  - Adopt – Security Measures Policy
  
- **Not Required but Highly recommended be Amended/ Adopted**
  - Amend – Records Production & Copying Policy
  - Amend – Email Registration Policy
  - Adopt – Generator 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