



Board of Directors Meeting Friday, December 15th, 2023, at 11:30 a.m.

Virtual Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 254 725 455 456 Passcode: vggD5b

Call In Option (Audio Only)

Number: +1 323-433-2148 Conference ID: 591 608 105#

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
 - Approve 2024 Proposed Budget
- Old Business
- New Business
 - Adopt / Amend Policy Changes
 - **State Mandated Policies to be Amended / Adopted**
 - Amend – Payment Plan Policy
 - Adopt – Collection Policy
 - Adopt – Enforcement Policy
 - Adopt – Security Measures Policy

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- **Not Required but Highly recommended be Amended/ Adopted**
 - Adopt – Records Production & Copying Policy
 - Adopt – Email Registration Policy
 - Adopt – Generator Policy
 - Adopt – Lightning 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