



# Board of Directors Meeting

Friday, December 15<sup>th</sup>, 2023, at 11:00 a.m.

## Virtual Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 247 640 415 225      Passcode: crPF6f

## Call In Option (Audio Only)

Number: +1 323-433-2148      Conference ID: 707 002 560#

## Draft Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Brock Babb, President
  - Ron Corcoran, Vice President
  - Dustin Warren, 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**
    - Adopt – Collections / Payment Plan Policy
    - Adopt – Enforcement Policy
    - Adopt – Security Measures Policy

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- **Not Required but Highly recommended be Amended/ Adopted**
  - Amend – 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