



**Board of Directors Meeting**  
**Wednesday, November 29<sup>th</sup>, 2023, at 5:30 p.m.**

**Virtual Microsoft Teams**

[Click here to join the meeting](#)

**Meeting ID:** 236 775 962 80      **Passcode:** onTwgN

**Call In Option (Audio Only)**

**Number:** +1 323-433-2148      **Conference ID:** 925 390 460#

**Draft Agenda**

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Hunter Tatham, President
  - John Olvera, Vice President
  - Ryan Vaughan, Secretary / Treasurer
- Introduction of Essex Association Management, L.P. Representatives
  - Ryan Corcoran, Community Association Manager
  - Essex Support Staff
- Financials
  - October 2023 Balance Sheet & Income Statement Summary
  - Review and Approve 2024 Proposed Budget with 10% Increase
- 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**
  - Amend – 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 – 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.**
- Adjourn Open Session
  - Homeowner Q & A
- Executive Session
- Adjourn Executive Session