



Virtual Board of Directors Meeting

Tuesday, December 5th, 2023, at 5:30 p.m.

Virtual Microsoft Teams

[Click here to join the meeting](#)

Meeting ID: 280 319 659 675 Passcode: Puo6GQ

Call In Option (Audio Only)

Number: +1 323-433-2148 Conference ID: 455 511 904#

Draft Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Brian Harkins, President
 - Trampas Kurth, Vice President
 - Andrew De La Vega, Secretary
- Introduction of Essex Association Management, L.P.
 - Ryan Corcoran, Community Association Manager
 - Essex Support Staff
- Financial Review
 - Review October 2023 Balance & Income Statement Summary
 - Approve 2024 Proposed Budget
- Old Business
- New Business
 - Amend / Adopt Policy Changes

Essex Association Management, L.P.
1512 Crescent Drive, Suite 112
Carrollton, TX 75006
Phone: (972) 428-2030 Fax: (469) 342-8205
www.ekoparktownhomes.com



- **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**
 - 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

- Adjourn Open Meeting

- Executive Session
 - Delinquency Review
 - Compliance/ACC

- Adjourn Executive Session

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