



## **Rescheduled- Virtual Board of Directors Meeting Wednesday, December 6, 2023, at 2:00 p.m.**

### **Virtual Microsoft Teams Meeting**

[Click here to join the meeting](#)

Meeting ID: 292 577 669 411      Passcode: C5jdKZ

**Or call in (audio only)**

Number: +1 323-433-2148      Conference ID: 295 628 666#

### **Draft Agenda**

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
  - Aaron Ipour, President
  - Zack Ipour, Vice President
  - Sean Corcoran, Secretary
- Introduction of Essex Association Management, L.P. Representatives
  - Bret Hennington, Community Association Manager
  - Julie Dodd, Account Manager
  - Essex Support Staff
- Financial Review
  - September 2023 Balance Sheet & Income Statement Summary
  - Approve 2024 Proposed Budget
- Old Business
- New Business
  - Adopt / Amend Policy Change

Essex Association Management, L.P.  
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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**
  - Amend- Records Production & Copying Policy
  - Amend- Email Registration Policy
  - Amend- Generator Policy
  - Adopt- Lightning Rod Policy
  - Adopt- Pandemic Policy
  - Adopt- Community Wide Standard Policy
  - Adopt- Drones and Unmanned Aircraft Policy
- Adjournment

*Virtual meetings of the Board are open for listening and/or viewing only. Questions can be submitted at any time via the Association's website at [www.normandyvillagetownhomes.com](http://www.normandyvillagetownhomes.com) under the "Contact Us" tab.*