



Virtual Board of Directors Meeting

Wednesday, November 15, 2023, at 1:00 p.m.

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 235 201 351 600 **Passcode:** g3wqsi

Or call in (audio only)

Number: +1 323-433-2148 **Conference ID:** 964 583 753#

Draft Agenda

- Establish Board Quorum
- Call Meeting to Order
- Introduction of the Board of Directors
 - Brock Babb, President
 - Dustin Warren, Vice President
 - Ron Corcoran, Secretary
- Introduction of Essex Association Management, L.P. Representatives
 - Sean Corcoran, Director of Operations
 - Dean McSherry, Community Association Manager
 - Victor Corcoran, Assistant Association Manager
 - Cameron Raphael, 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 Changes

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

Telephonic meetings of the Board are open for listening and/or viewing only. Questions can be submitted at www.saddlebrookestateshoa.com, any time via the Association's website at under the "Contact Us" tab.