

PARKVIEW LANE

Townhome Owners Association

Virtual Board of Directors Meeting

Wednesday, December 6, 2023, at 2:30 p.m.

Virtual Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 272 046 399 297 Passcode: TLNxA

Or call in (audio only)

Number: +1 323-433-2148 Conference ID: 994 534 469#

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
 - 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.
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Carrollton, TX 75006
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www.parkviewlanetownhomes.com

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○ **State Mandated Policies to be Amended/ Adopted**

- Amend- Collections/ Payment Plan Policy
- Amend- Enforcement Policy
- Adopt- Security Measures Policy

Not Required but Highly recommended be Amended/ Adopted

- Amend- Records Production & Copying Policy
- Amend- Email Registration Policy
- Adopt- 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.parkviewlanetownhomes.com under the "Contact Us" tab.