



# **Virtual Board of Directors Meeting**

## **Thursday, June 12th, 2025 at 6:00PM**

**Virtual Microsoft Teams Meeting**

**[Meeting Link](#)**

**Meeting ID: 139 908 563# Passcode: 9fn9vC24**

**Call-in Option (Audio Only)**

**Dial-In: +1 323-433-2148 Conference ID: 139 908 563#**

### **Draft Agenda**

- Call to Order
- Establishment of Quorum
- Introduction
  - Board of Directors
    - Jeremy Danforth, President
    - D. Ming, Vice President
    - Ruth Joseph, Secretary
    - Matthew Dawson, Declarant Appointed Member 1
    - Victor Tannous, Declarant Appointed Member 2
  - Essex Association Management, L.P. Representatives
    - Cinnamon Anderson, Sr. Association Manager
    - Kennedy Middlebrooks, Assistant Association Manager
    - Xandrea Rhodes, Administrative Assistant
- Financial Review
  - April 2025 Balance and Income Statement

**Essex Association Management, L.P.**  
**1512 Crescent Drive, Suite 112**  
**Carrollton, TX 75006**  
**Phone: (972) 428-2030 Fax: (469) 342-8205**  
**[Windhaven Crossing Community Website](#)**



- Motion to Approve:
  - Deficiency Assessment of \$2,653 per homeowner
  - Effective: August 1, 2025
  - Due Date: September 30, 2025
  - Purpose: To fund the necessary repairs not covered by insurance
  - Payment Options: Installment payments permitted if the balance is paid in full by September 30, 2025
  - An official statement will be mailed to all homeowners
- Discussion and Possible Action:
  - Amendment to Maintenance Responsibility Chart / Governing Documents
    - Purpose: Clarification of required stain colors for front doors, garage doors, and trim by community phase
    - The board may vote on proposed language or direct management to draft revisions for future consideration
  - Leasing Restrictions and Guidelines
    - Open discussion regarding potential updates or clarifications to the governing documents related to leasing restrictions.
- Community Updates
- Adjourn
- Q&A (Open Forum)
  - Time permitting; no official business to be conducted.
  - Written questions only
  - Questions must pertain to agenda items.

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