



# **Virtual Board of Directors Meeting**

## **Thursday, December 11th, 2025 at 5:30PM**

**Virtual Microsoft Teams Meeting**

**[Click Here To Join Meeting](#)**

**Meeting ID: 249 079 661 538 43 Passcode: JP2Bt3pA**

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

**Dial-In: 1 323-433-2148 Conference ID: 365 757 3#**

### **Draft Agenda**

#### **1. Establish Quorum**

#### **2. Call Meeting to Order**

#### **3. Introductions**

##### **Board of Directors**

- Jonathan Wang, President
- Steve Sims, Vice President
- Norman Williams, Secretary

##### **Essex Association Management, L.P.**

- Cinnamon Anderson, CMCA – Senior Director of Operations
- Justin Flynn – Assistant Association Manager
- Rebecca Reach – Account Manager
- Essex Support Staff

#### **4. Approval of Prior Minutes**

- Review and approval of August 25, 2025, Board Meeting Minutes

#### **5. Financial Review & 2026 Budget**

**Essex Association Management, L.P.**  
**4570 Westgrove Dr, Suite 230**  
**Addison, TX 75001**  
**Phone: (972) 428-2030 Fax: (469) 342-8205**  
**<https://sangercirclehoa.com>**



## **A. Budget Overview**

- Summary of the proposed 2026 Budget
- Attached-home (duplex) deficit explanation

## **B. Proposed Assessment Changes, Effective February 1, 2026.**

### **Attached Homes (Duplexes):**

- Increase from **\$660.00 to \$759.00** (15% per CC&R authority)

### **Townhomes:**

- Increase to **\$3,200.00 annually**
- Discussion of factors contributing to the increase

## **C. Individual Insurance Assessment – Deductible Allocation, Effective February 1, 2026.**

*Applies only to the townhome buildings included in the insurance claim.*

| <b>Building</b>  | <b>Units</b> | <b>Deductible</b> | <b>Per-Unit Deductible</b> |
|------------------|--------------|-------------------|----------------------------|
| <b>4001–4009</b> | <b>5</b>     | <b>\$25,000</b>   | <b>\$5,000</b>             |
| <b>4100–4108</b> | <b>5</b>     | <b>\$28,898</b>   | <b>\$5,779.60</b>          |
| <b>4200–4204</b> | <b>3</b>     | <b>\$25,000</b>   | <b>\$8,333.33</b>          |

## **E. Assessment Increase Letters**

- An official statement will be mailed to homeowners.

## **F. Board Vote: Approval of the 2026 Budget**

## **6. Community & Board Updates**

### **Old Business**

- General updates and remaining action items

### **New Business**

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- Review and adoption of updated or new community policies:
  - Security Measures Guidelines (mandatory update)
  - Community-Wide Standards Policy (optional)
  - Generator Policy (optional)
  - Drones & Unmanned Aircraft Policy (optional)
  - Pandemic Policy (optional)

## **7. Adjourn Open Session**

## **8. Homeowner Q&A**

Open floor for owner for written questions related to agenda items.

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## **Executive Session (Board Only)**

## **9. Delinquency Review & Votes**

## **10. Compliance Overview**

- General compliance status
- Acknowledgment of compliance fees/fines

## **11. Ratification of Email Votes**

## **12. Adjourn Executive Session**

## **Important Notes:**

Virtual meetings of the Board are open for **listening and/or viewing only**.  
Homeowners may submit questions or concerns at any time via the Association's website:  
[www.sangercirclehoa.com](http://www.sangercirclehoa.com) under the "Contact Us" tab

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