



# *Prestonwood Forest*

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2018

Annual Meeting Of Members

May 3, 2018



# AGENDA

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- I. Call To Order/Confirmation of Quorum
- II. Constables Report
- III. 2017 Annual Meeting Minutes
- IV. Election of Directors
- V. Financial Report
- VI. Operational Reports
- VII. Open Forum for Q & A
- VIII. Adjourn





Name	Title	Responsibility	Years on Board	Term Expires
<b>Gloria Goodwin</b>	President	Management Liaison/Security	6	2018
<b>Chris Collins</b>	Secretary	Landscape	1	2019
<b>Larry Hogan</b>	Treasurer	Tennis Court/Nominating Committee	4	2020
<b>Luis Dunavin</b>	Director	Pool Facilities/Community Events	5	2019
<b>Mark White</b>	Director	Web/Pool Facilities/Community Events	5	2019
<b>Jesse Green</b>	Director	Clubhouse/Pest Control	3	2018
<b>Chad Catlett</b>	Director	Trash/Deed Restrictions	1	2018
<b>Levy Bouligney</b>	Director	Deed Restrictions/ACC/Tennis	7	2020
<b>Open Position</b>	Director			2018



**THE BOARD OF DIRECTORS OF PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. HELD ITS 2017 ANNUAL MEETING OF MEMBERS MAY 4, 2017 AT 7:00 P.M. AT 13702 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.**

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**CALL TO ORDER/ESTABLISHMENT OF QUORUM** – The 2017 Annual Meeting of Members was called to order at 7:05 p.m. and 79 lots were present in person or by proxy representing a quorum of the membership.

**INTRODUCTIONS**

The Board of Directors and management company representatives were introduced to the membership. Board members present were President Steven Jackson, Director Luis Dunavin, Vice President Gloria Goodwin, Secretary Jesse Green, Director Mark White, Director Chad Catlett and Treasurer Larry Hogan. High Sierra Management representative present was Sherri Carey.

**2016 ANNUAL MEETING MINUTES**

The 2016 Annual Meeting minutes were presented to the membership for review. A motion was made from the floor to approve the minutes as written. Seconded and carried.

**CONSTABLE REPORT**

Harris County Constable Deputies presented the current patrol report and provided information regarding security in the community over the past year. Questions were answered from the floor.

**ELECTION OF DIRECTORS**

Pursuant to the Declaration of Covenants, Conditions and Restrictions of the Association, a Nominating Committee was formed prior to the Annual Meeting to seek nominees for the election ballot for the three positions available for election to three year terms. The Nominating Committee presented the following nominees to the membership prior to the meeting:

Larry Hogan (Incumbent)  
Levy Bouligney (Incumbent)  
Chris Collins

The floor was opened for further nominations and Lupe Ramirez was added to the ballot. There being no further nominations, there was a motion from the floor to close nominations. Seconded and carried. The membership present was then advised that one of the open position expiring in 2018 was vacated by Michael Droll and although the Board has authority to appoint a replacement to the open position, they felt the effort would be better served to let the membership decide on the replacement and the terms would be decided based on the number of votes received by each candidate. Ballots were

distributed and two non-related owners collected and tabulated the ballots. The results were as follows:

Levy Bouligney – 41 Votes  
Larry Hogan – 38 Votes  
Chris Collins – 27 Votes  
Lupe Ramirez – 13 Votes

Mr. Bouligney and Mr. Hogan will serve three year terms on the Board expiring 2020 and Mrs. Collins will serve through remained of the vacated term expiring 2018.

**FINANCIAL REPORT**

The financial report for the year ending December 31, 2016 and proposed expenses and income for 2016 were presented to the membership present. General questions were answered from the floor. Also provided was the current year to date financial report through April 2017 and annual budget.

**BOARD OF DIRECTORS ADDRESS**

The Board of Directors presented information regarding contract renewals, completed and upcoming improvements, facilities operation and maintenance, deed restriction inspections and committee involvement. General questions were answered from the floor. A copy of the full meeting presentation and handouts is available through the Association website and through the management office for request by any resident seeking such information.

There being no further business to come before the membership, the meeting was adjourned at 8:45 p.m.





# Election of Directors

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- **Four Positions**

Three Year Terms

- **Nominations from the Floor**

- **Introduction of the Nominees**

- **Vote**





Prestonwood Forest Maintenance Association Inc.  
Balance Sheet  
12/31/2017

<u>Assets</u>	
<u>Cash &amp; Investments - Operating Fund</u>	
10600 - Checking - Union Bank	\$28,935.19
12020 - Savings - Union Bank	\$3,690.09
<u>Cash &amp; Investments - Operating Fund Total</u>	<u>\$32,625.28</u>
<u>Cash &amp; Investments - Reserve Fund</u>	
13200 - Money Market - Morgan Stanley	\$108,026.93
<u>Cash &amp; Investments - Reserve Fund Total</u>	<u>\$108,026.93</u>
<u>Accounts Receivable</u>	
14000 - Accts. Rec. - Accounts Receivable	\$64,958.27
<u>Accounts Receivable Total</u>	<u>\$64,958.27</u>
<u>Current Assets - Operating Fund</u>	
15201 - Accts. Rec. - PFUD Contribution	\$5,000.00
16000 - Allowance for Doubtful Accounts	(\$2,252.74)
17200 - Prepaid Insurance	\$6,670.62
<u>Current Assets - Operating Fund Total</u>	<u>\$9,417.88</u>
<u>Current Assets - Reserve Fund</u>	
15600 - Due from Operating	\$105,731.83
<u>Current Assets - Reserve Fund Total</u>	<u>\$105,731.83</u>
<u>Assets Total</u>	<u>\$220,760.19</u>
<u>Liabilities and Equity</u>	
<u>Current Liabilities - Operating Fund</u>	
20000 - Operating Accounts Payable	\$65,075.67
22000 - Prepaid Assessments	\$141,634.61
26600 - Due to Replacement	\$105,731.83
27010 - Processing Fee Suspense	\$210.00
27020 - Certified Vio Demand Letter Suspense	\$75.00
<u>Current Liabilities - Operating Fund Total</u>	<u>\$312,727.11</u>
<u>Retained Earnings</u>	<u>\$113,925.70</u>
<u>Net Income</u>	<u>(\$205,882.62)</u>
<u>Liabilities &amp; Equity Total</u>	<u>\$220,760.19</u>



# Financial Summary - 2017



**Prestonwood Forest Maintenance Association Inc.**  
**Budget Comparison Report/Income Statement**  
**1/1/2017 - 12/31/2017**

Income	Actual	Budget	Variance
40000 - Assessments	477,321.15	485,130.00	(7,808.85)
40100 - Replacement Transfer	0.00	(25,000.00)	25,000.00
40150 - Late Charges	10,550.00	3,000.00	7,550.00
40160 - Late Interest	3,918.30	0.00	3,918.30
40200 - Legal - Collections	10,697.51	2,500.00	8,197.51
40210 - Legal - Deed Restrictions	604.00	500.00	104.00
40400 - Homeowner Reimb/Repair	794.12	0.00	794.12
40410 - Force Mow/Deed Enforcement	48.71	0.00	48.71
40650 - PFUD Contribution	5,239.57	5,000.00	239.57
41100 - Bad Debt Recovery	35.00	0.00	35.00
4330 - Pool	200.00	0.00	200.00
43900 - Rec Center Rent and Fees	2,400.00	1,000.00	1,400.00
43901 - Tennis Club Guest Income	0.00	50.00	(50.00)
47000 - Interest Earned	3.64	200.00	(196.36)
49900 - Miscellaneous Charge	350.00	0.00	350.00
<b>Total Income</b>	<b>\$512,162.00</b>	<b>\$472,380.00</b>	<b>\$39,782.00</b>

**Expense****Administration**

50001 - Facilities Hazard & Liability	13,649.22	12,200.00	(1,449.22)
50010 - Directors & Officers Liability	3,033.00	3,500.00	467.00
50100 - Management Fee	18,000.00	18,000.00	0.00
50200 - Legal - Collections	18,486.38	7,500.00	(10,986.38)
50210 - Legal - Deed Restrictions	165.00	1,000.00	835.00
50410 - Force Mow/Deed Enforcement	812.83	400.00	(412.83)
51420 - Legal - Corporate	445.00	600.00	155.00
51700 - Audit & Tax Preparation	4,600.00	4,600.00	0.00
51800 - Web Administrator Contract	1,582.50	1,400.00	(182.50)
51803 - Web Hosting Service	673.26	700.00	26.74
52100 - Patrol Contract	61,612.48	64,000.00	2,387.52
52101 - Extra Patrol - Halloween	0.00	300.00	300.00
52102 - Extra Patrol - Fourth of July	140.00	500.00	360.00
52103 - Extra Patrol - Nite of Lights	10,780.00	10,300.00	(480.00)
54250 - Property Taxes	5.52	75.00	69.48
54900 - Bad Debt	944.94	5,000.00	4,055.06
55200 - Administrative Notices	2,335.00	2,335.00	0.00
55250 - Postage and Copies	6,521.36	7,000.00	478.64
55600 - Office Supplies	0.00	250.00	250.00
56300 - Meetings	321.28	470.00	148.72
57000 - Fall Festival/National Neighbors Nite Out	3,895.17	4,000.00	104.83
57042 - Fourth of July	1,216.05	1,700.00	483.95
57045 - Nite of Lights	240.00	800.00	560.00
57046 - Easter Egg Hunt	428.31	500.00	71.69
58050 - Bank Charges	0.00	100.00	100.00
58800 - ACC Review	0.00	250.00	250.00
59000 - Miscellaneous/Records Storage	2,327.32	2,500.00	172.68
59001 - Keys and Locks	0.00	500.00	500.00
<b>Total Administration</b>	<b>\$152,214.62</b>	<b>\$150,480.00</b>	<b>(\$1,734.62)</b>



**Grounds**

62000 - Landscape Contract	26,771.92	27,000.00	228.08
62200 - Sprinkler Repairs	5,079.84	5,000.00	(79.84)
62500 - Pest Control - Mosquito Fogging	6,985.14	4,900.00	(2,085.14)
63000 - Common Area Repairs	2,740.06	2,500.00	(240.06)
64100 - Grounds Contracts Extra	10,159.98	10,500.00	340.02
<b>Total Grounds</b>	<b>\$51,736.94</b>	<b>\$49,900.00</b>	<b>(\$1,836.94)</b>

**Recreation**

60400 - Pest Control - Facilities	177.57	850.00	672.43
65000 - Clubhouse - General Repair	3,726.64	2,000.00	(1,726.64)
65800 - Clubhouse - Janitorial Contract	4,757.50	4,550.00	(207.50)
66300 - Clubhouse Supplies	231.39	500.00	268.61
65100 - Pool I - Lifeguard Contract	31,731.00	32,000.00	269.00
65102 - Pool I and II - Maintenance Contract	16,463.05	17,000.00	536.95
65110 - Pool I - Furniture & Repairs	8,081.68	2,500.00	(5,581.68)
65120 - Pool I - Chemical Supplies & Pool Tags	6,028.46	5,000.00	(1,028.46)
65130 - Pool I - Pump & Electrical Repairs	13,984.26	5,000.00	(8,984.26)
65140 - Pool I - Splashpad	4,594.65	3,100.00	(1,494.65)
65150 - Pool II - Lifeguard Contract	23,129.50	22,000.00	(1,129.50)
65152 - Pool II - Furniture & Repairs	7,899.86	2,000.00	(5,899.86)
65153 - Pool II - Chemical Supplies & Pool Tags	2,820.24	3,800.00	979.76
65154 - Pool II - Pump & Electrical Repairs	11,417.45	2,000.00	(9,417.45)
65201 - Tennis Court I - Light Poles/Electrical	888.46	1,000.00	111.54
65202 - Tennis Court I - Hardware/Repair	1,293.81	1,000.00	(293.81)
65203 - Tennis Court I - Nets/Windcreens	439.73	500.00	60.27
65210 - Tennis Court II - Light Poles/Electrical	230.49	1,000.00	769.51
65211 - Tennis Court II - Hardware/Repair	0.00	500.00	500.00
65212 - Tennis Court II - Nets/Windcreens	0.00	500.00	500.00
<b>Total Recreation</b>	<b>\$137,895.74</b>	<b>\$106,800.00</b>	<b>(\$31,095.74)</b>

**Utilities**

67600 - Trash	161,520.92	158,000.00	(3,520.92)
67700 - Telephone	4,203.64	4,200.00	(3.64)
67710 - Cable/Internet	2,889.66	3,000.00	110.34
<b>Total Utilities</b>	<b>\$168,614.22</b>	<b>\$165,200.00</b>	<b>(\$3,414.22)</b>

<b>Total Expense</b>	<b>\$510,461.52</b>	<b>\$472,380.00</b>	<b>(\$38,081.52)</b>
<b>Operating Net Income</b>	<b>\$1,700.48</b>	<b>\$0.00</b>	

**Reserve Expenses**

7100 - Flood Damage/Debris Removal	53,288.42	0.00	(53,288.42)
9205 - Clubhouse/Rec Center	37,357.29	0.00	(37,357.29)
92101 - Pool I & II	38,703.09	0.00	(38,703.09)
<b>Total Reserve Expenses</b>	<b>\$129,348.80</b>	<b>\$0.00</b>	<b>(\$129,348.80)</b>



# How does my \$630 assessment breakdown annually?



## Prestonwood Forest Maintenance Association Inc. 2018 Approved Budget

	2018 BUDGET 2% CPI Increase @ \$630 per lot
<b>Income</b>	
40000 - Assessments	\$494,550.00
40100 - Replacement Transfer	(\$25,000.00)
40150 - Late Charges	\$3,000.00
40160 - Late Interest	\$0.00
40200 - Legal - Collections	\$2,500.00
40210 - Legal - Deed Restrictions	\$500.00
40400 - Homeowner Reimb/Repair	\$0.00
40650 - PFUD Contribution	\$5,000.00
43900 - Rec Center Rent and Fees	\$1,000.00
43901 - Tennis Club Guest Income	\$50.00
47000 - Interest Earned	\$100.00
<b>Total Income</b>	<b>\$481,700.00</b>

<b>Expense</b>	
<b>Administration</b>	
50001 - Facilities Hazard & Liability	\$12,200.00
50010 - Directors & Officers Liability	\$3,500.00
50100 - Management Fee	\$18,000.00
50200 - Legal - Collections	\$10,000.00
50210 - Legal - Deed Restrictions	\$1,000.00
50410 - Force Mow/Deed Enforcement	\$400.00
51420 - Legal - Corporate	\$1,000.00
51700 - Audit & Tax Preparation	\$4,600.00
51800 - Web Administrator Contract	\$1,400.00
51803 - Web Hosting Service	\$550.00
52100 - Patrol Contract	\$70,000.00
52103 - Extra Patrol - Nite of Lights	\$9,000.00
54250 - Property Taxes	\$25.00
54900 - Bad Debt	\$5,000.00
55200 - Administrative Notices	\$2,355.00
55250 - Postage and Copies	\$6,400.00
55600 - Office Supplies	\$250.00
56300 - Meeting/Minutes	\$470.00
57041 - Fall Festival	\$5,200.00
57042 - Fourth of July	\$1,500.00
57045 - Nite of Lights	\$4,000.00
57046 - Easter Egg Hunt	\$500.00
58050 - Bank Charges	\$100.00
58800 - ACC Review	\$250.00
59000 - Miscellaneous/Records Storage	\$3,500.00
59001 - Keys and Locks	\$500.00
<b>Total Administration</b>	<b>\$161,700.00</b>

<b>Grounds</b>	
62000 - Landscape Contract	\$27,000.00
62200 - Sprinkler Repairs	\$2,000.00

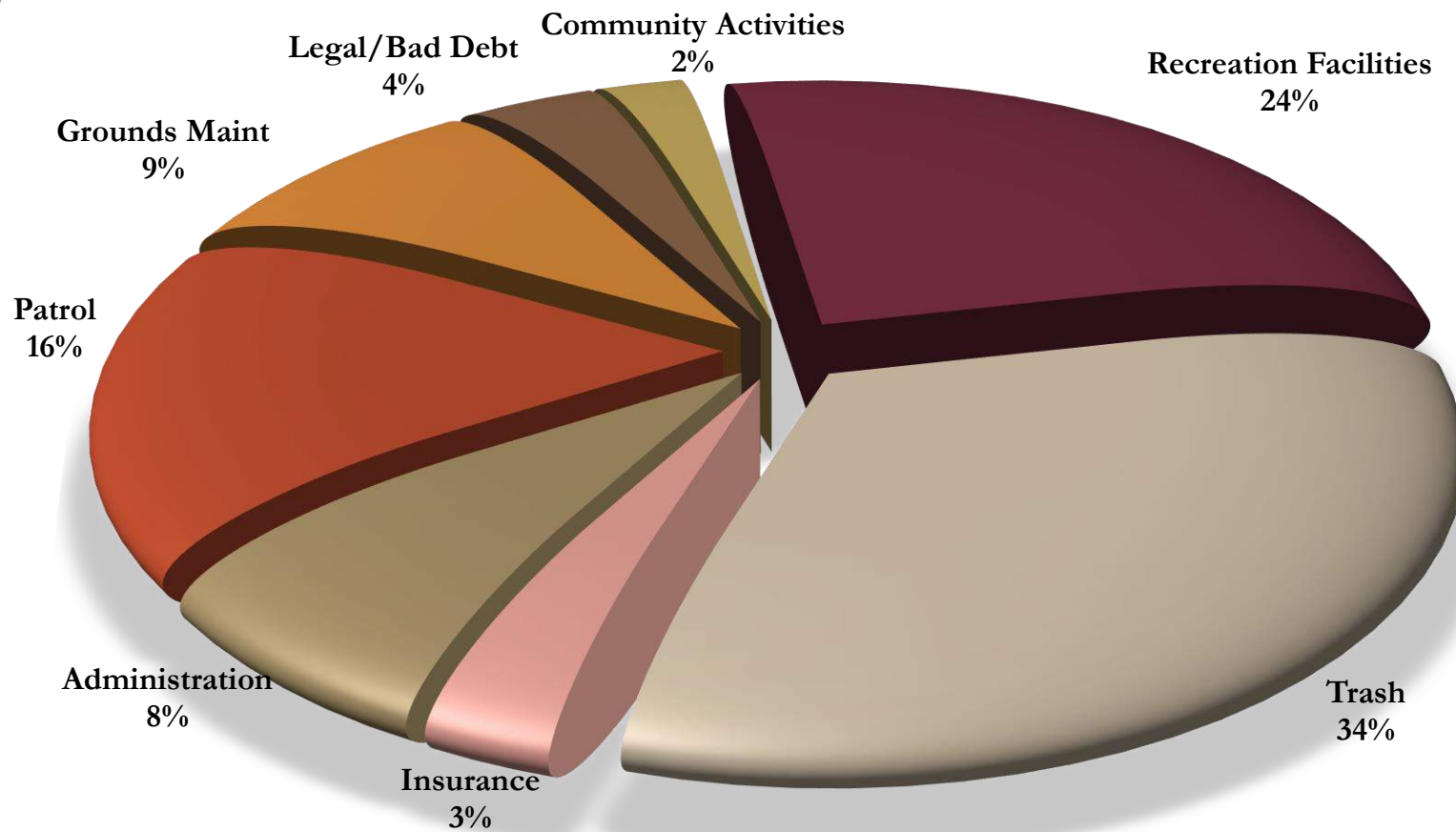
62500 - Pest Control - Mosquito Fogging	\$5,200.00
62600 - Entry Monument Repair & Electrical	\$650.00
63780 - Trees	\$2,500.00
64100 - Grounds Maintenance Extra	\$5,000.00
<b>Total Grounds</b>	<b>\$42,350.00</b>

<b>Recreation</b>	
60400 - Pest Control - Facilities	\$650.00
65000 - Clubhouse - General Repair	\$2,000.00
65800 - Clubhouse - Janitorial Contract	\$4,500.00
66300 - Clubhouse Supplies	\$500.00
65102 - Pool I & II - Maintenance Contract	\$34,000.00
65100 - Pool I - Lifeguards	\$31,000.00
65110 - Pool I - Furniture	\$1,000.00
65120 - Pool I - Equip/Supplies	\$3,000.00
65130 - Pool I - Pump & Electrical Repairs	\$2,500.00
65140 - Pool I - Splashpad Repairs	\$500.00
65150 - Pool II - Lifeguards	\$22,000.00
65152 - Pool II - Furniture	\$500.00
65153 - Pool II - Equip/Supplies	\$3,000.00
65154 - Pool II - Pump & Electrical Repairs	\$2,000.00
65201 - Tennis Court I - Light Poles/Electrical	\$1,000.00
65202 - Tennis Court I - Hardware/Repair	\$1,000.00
65203 - Tennis Court I - Nets/Windcreens	\$500.00
65210 - Tennis Court II - Light Poles/Electrical	\$1,000.00
65211 - Tennis Court II - Hardware/Repair	\$500.00
65212 - Tennis Court II - Nets/Windcreens	\$500.00
<b>Total Recreation</b>	<b>\$111,650.00</b>

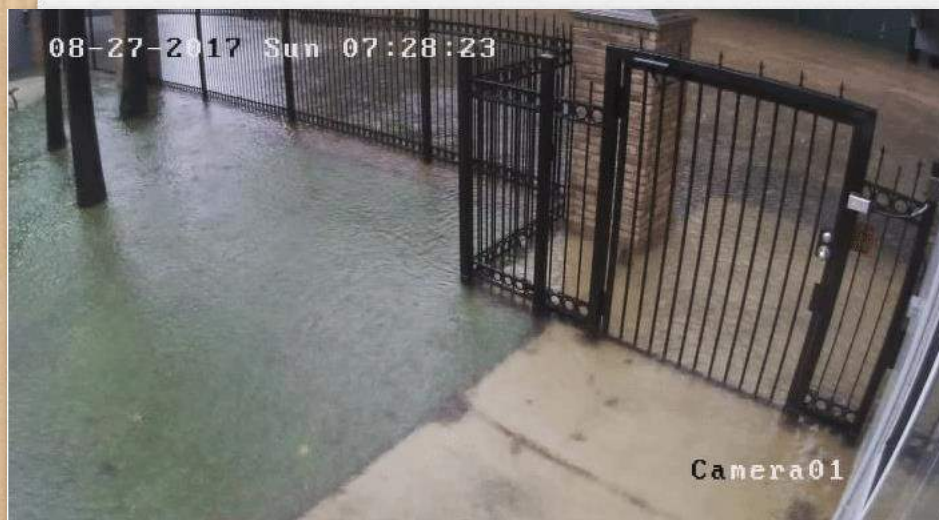
<b>Utilities</b>	
67600 - Trash	\$161,000.00
67700 - Telephone/Internet	\$5,000.00
<b>Total Utilities</b>	<b>\$166,000.00</b>

<b>Total Expense</b>	<b>\$481,700.00</b>
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<b>Operating Net Income</b>	<b>\$0.00</b>
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# The Flood....







# Deed Restrictions/ACC



Mildew/Tree  
Trimming

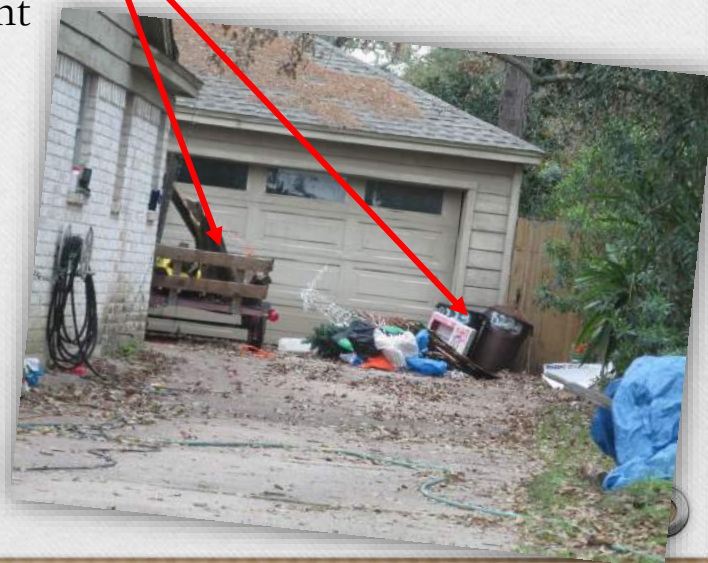
Unapproved  
Changes/General  
Maint



Misc. storage in public view/Trailer  
Storage/General Maint



Vacant Homes  
in total disrepair

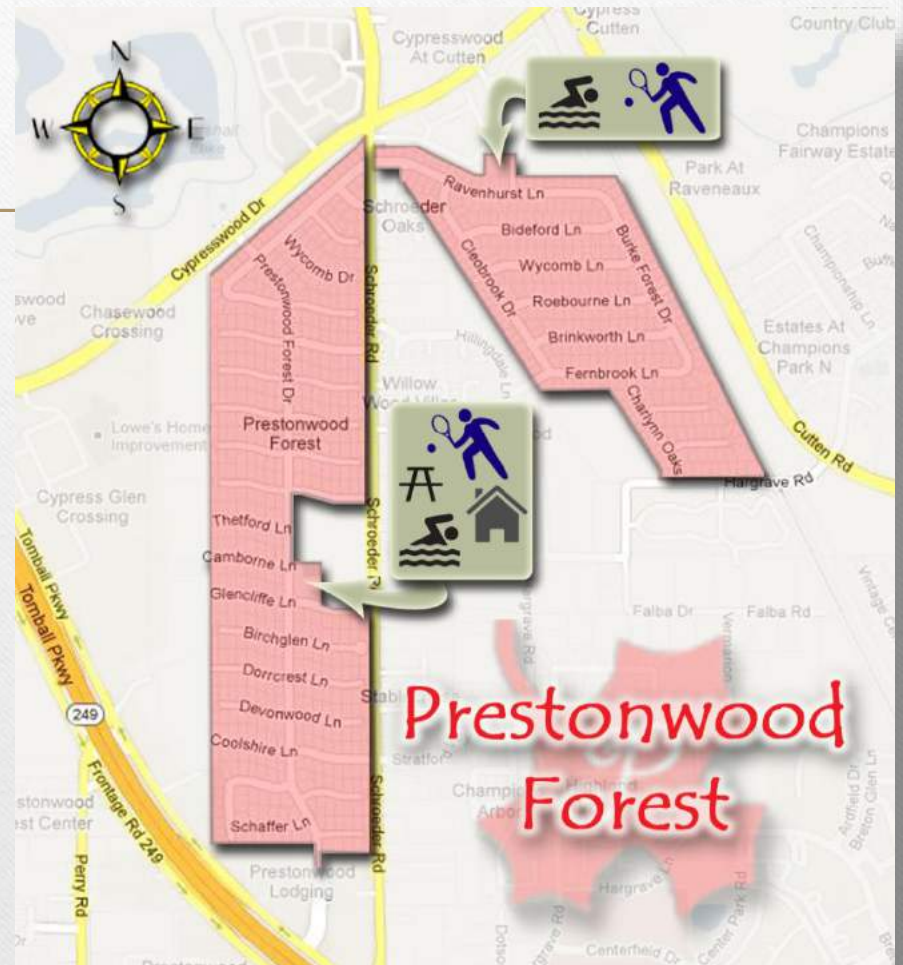




# Association Facilities



- Clubhouse
- Pool Facilities I & II
- Tennis Facilities I & II





# The Clubhouse



- Official Meeting Place:
  - Home Owners Association
  - Water Board
- Private Rentals
  - 29 Rentals in 2017
- Website information:
  - Rental Contract, Calendar





# Pool Facilities I & II



## Pool Access Cards Required for Entry

- Website Information
- Pool Schedule & Calendar
- Rental, Rules & Tag Policy
- Online Registration/Access Card
- New Slide Installed!







# Tennis Facilities I & II



- 5 Lighted Courts
- Facility Hours
- Tennis League
- Website Information
  - Calendar, Rules
  - Access Card Entry



## Tennis Court I&II Maintenance

- ✓ Drainage/Surface Repairs
- ✓ New Windscreens/Nets



# Association Services



## ☞ Management

- High Sierra Management

## ☞ Waste Collection

- WCA

## ☞ Mosquito Fogging/Facilities Treatment

- Cypress Creek Pest Control

## ☞ Landscaping

- Monarch Landscape

## ☞ Website

- Exploration Enterprise

## ☞ Constable Patrol

- Harris County Constable







## NEW TRASH SERVICE PROVIDER & RECYCLING SERVICES!

Your Board of Directors is pleased to announce that beginning Wednesday, **May 30, 2018**; WCA Waste Services will become the new trash service provider for Prestonwood Forest Maintenance Association!



### Waste Removal Services:

- ✓ **Household trash** removal will continue *twice per week* with collections on **Wednesdays** and **Saturdays**.
- ✓ **Bulk/Heavy trash and Yard Waste** removal will continue *once per week* with collections on **Saturdays**.
- ✓ **\*NEW\* Curbside recycling** collection will begin *once per week* with collections on **Saturdays**.

### New Trash & Recycle Carts

Prior to the May 30<sup>th</sup> service start date, WCA will deliver a new WCA 95 gallon rolling trash cart and 65 gallon rolling recycling cart. \*

Please note that Republic will remain as Prestonwood Forest's trash service provider through Saturday, May 26. At the end of Republic's service period, Republic will retrieve all of their trash carts.





## Nite of Lites



Swim Team Top of their game!



## Fall Festival



4<sup>th</sup> of July Parade



Easter Egg Hunt



# Neighborhood Organizations



## Volunteers

- Prestonwood Block Captains
- Prestonwood Directory Committee
- Prestonwood Seniors
- Prestonwood Press
- Easter Egg Hunt Committee
- 4<sup>th</sup> of July Parade Committee
- Fall Festival Committee
- Night of Lights Committee
- Yard of The Month Committee
- Men's Tennis League
- Prestonwood Flyers Swim Team
- Prestonwood Forest Seniors
- Flood Recovery Committee





# QUESTIONS?

