



# PRESTONWOOD FOREST

2019 Annual Meeting Of Members

May 2, 2019



# AGENDA



- I. CALL TO ORDER/CONFIRMATION OF QUORUM
- II. CONSTABLES REPORT
- III. 2018 ANNUAL MEETING MINUTES
- IV. ELECTION OF DIRECTORS
- V. FINANCIAL REPORT
- VI. OPERATIONAL REPORTS
- VII. OPEN FORUM FOR Q & A
- VIII. ADJOURN

# BOARD OF DIRECTORS



Name	Title	Responsibility	Years on Board	Term Expires
<b>Gloria Goodwin</b>	President	Management Liaison/Security	10	2021
<b>Jesse Green</b>	Vice President	Deed Restrictions/ACC/Trash Pest Control	4	2019
<b>Chris Collins</b>	Secretary	Landscape	2	2020
<b>Larry Hogan</b>	Treasurer	Nominating Committee	5	2020
<b>Levy Bouligney</b>	Director	Tennis Courts	8	2020
<b>Mark White</b>	Director	Website/Communications	9	2019
<b>Luis Dunavin</b>	Director	Pool Facilities	6	2019
<b>Vicki Jackson</b>	Director	Clubhouse/Rentals	1	2021
<b>Guadalupe Ramirez</b>	Director	Constable Patrol	1	2021



**THE BOARD OF DIRECTORS OF PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. HELD ITS 2018 ANNUAL MEETING OF MEMBERS MAY 3, 2018 AT 7:00 P.M. AT 13702 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.**

**CALL TO ORDER/ESTABLISHMENT OF QUORUM** – The 2018 Annual Meeting of Members was called to order at 7:10 p.m. and 91 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 Gloria Goodwin, Vice President Luis Dunavin, Secretary Chris Collins, Director Jesse Green, Director Mark White, Director Chad Catlett and Treasurer Larry Hogan. High Sierra Management representative present was Sherri Carey.

**2017 ANNUAL MEETING MINUTES**

The 2017 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 four positions available for election to three year terms. The Nominating Committee presented the following nominees to the membership prior to the meeting:

Gloria Goodwin (Incumbent)  
Jesse Green (Incumbent)  
Victoria Jackson  
Guadalupe Ramirez

The floor was opened for further nominations and Dustin Zander was added to the ballot. The membership was also advised of two write in candidates received through absentee balloting: Kimberly Brown and Erin Stapleton. There being no further nominations, there was a motion from the floor to close nominations. Seconded and carried. Each candidate was provided the opportunity to address the membership. Mr. Zander, Ms. Brown and

Ms. Stapleton were not present at the meeting. Ballots were distributed and two non-related owners collected and tabulated the ballots. The results were as follows:

Gloria Goodwin	52 Votes
Jesse Green	53 Votes
Victoria Jackson	40 Votes
Guadalupe Ramirez	52 Votes
Dustin Zander	6 Votes
Kimberly Brown	3 Votes
Erin Stapleton	5 Votes

Ms. Goodwin, Mr. Green, Mrs. Jackson and Mrs. Ramirez will serve three year terms on the Board expiring in 2021.

**FINANCIAL REPORT**

The financial report for the year ending December 31, 2017 and proposed expenses and income for 2018 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 2018 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. Also presented was information pertaining to the newly formed Flood Committee and what the group is currently pursuing.

There being no further business to come before the membership, the meeting was adjourned at 8:30 p.m.



# ELECTION OF DIRECTORS

- **THREE POSITIONS**



## **THREE YEAR TERMS**

- **NOMINATIONS FROM THE FLOOR**
- **INTRODUCTION OF THE NOMINEES**
- **VOTE**





**Prestonwood Forest Maintenance Association Inc.**  
**Funds & Receivables**  
**12/31/2018**



**Assets**

Cash & Investments - Operating Fund

10500 - Checking - AAB 0076	✓ \$45,046.10
10600 - Checking - Union Bank 5093	✓ \$17,414.30
12020 - Savings - Union Bank 5158	✓ \$940.94

<u>Cash &amp; Investments - Operating Fund Total</u>	✓ <u>\$63,401.34</u>
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Cash & Investments - Reserve Fund

13200 - Money Market - Morgan Stanley	✓ \$107,895.73
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<u>Cash &amp; Investments - Reserve Fund Total</u>	✓ <u>\$107,895.73</u>
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Accounts Receivable

14000 - Accts. Rec. - Accounts Receivable	✓ \$53,189.28
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<u>Accounts Receivable Total</u>	✓ <u>\$53,189.28</u>
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# 2018 Financial Summary



## Budget Comparison Report 1/1/2018 - 12/31/2018

	Actual	Budget	Variance
<b><u>Income</u></b>			
40000 - Assessments	\$498,865.87	\$494,550.00	\$4,115.87
40100 - Replacement Transfer	(\$25,000.00)	(\$25,000.00)	\$0.00
40150 - Late Charges	\$12,491.34	\$3,000.00	\$9,491.34
40160 - Late Interest	\$4,918.56	\$0.00	\$4,918.56
40200 - Legal - Collections	\$23,150.56	\$2,500.00	\$20,650.56
40210 - Legal - Deed Restrictions	\$0.00	\$500.00	(\$500.00)
40400 - Homeowner Reimb/Repair	\$48.71	\$0.00	\$48.71
40410 - Force Mow/Deed Enforcement	\$122.42	\$0.00	\$122.42
4330 - Pool	\$10.00	\$0.00	\$10.00
43401 - Keys - Tennis Courts	\$110.00	\$0.00	\$110.00
43900 - Rec Center Rent and Fees	\$1,450.00	\$1,000.00	\$450.00
43901 - Tennis Club Guest Income	\$0.00	\$50.00	(\$50.00)
4700 - Interest	\$1.78	\$0.00	\$1.78
47000 - Interest Earned	\$3.21	\$100.00	(\$96.79)
<b><u>Total Income</u></b>	<b>\$515,972.45</b>	<b>\$481,700.00</b>	<b>\$34,272.45</b>
<b><u>Expense</u></b>			
<b><u>Administration</u></b>			
50001 - Facilities Hazard & Liability	\$20,181.00	\$12,200.00	(\$7,981.00)
50010 - Directors & Officers Liability	\$4,878.00	\$3,500.00	(\$1,178.00)
50100 - Management Fee	\$18,000.00	\$18,000.00	\$0.00
50200 - Legal - Collections	\$18,518.49	\$10,000.00	(\$8,518.49)
50210 - Legal - Deed Restrictions	\$0.00	\$1,000.00	\$1,000.00
50410 - Force Mow/Deed Enforcement	\$194.84	\$400.00	\$205.16
51420 - Legal - Corporate	\$350.00	\$1,000.00	\$650.00
51700 - Audit & Tax Preparation	\$5,300.00	\$5,800.00	\$300.00



51800 - Web Administrator Contract	\$1,590.00	\$1,400.00	(\$190.00)
51803 - Web Hosting Service	\$778.59	\$550.00	(\$228.59)
52100 - Patrol Contract	\$75,230.75	\$77,000.00	\$2,230.75
52103 - Extra Patrol - Nite of Lights	\$4,470.00	\$5,000.00	\$530.00
5425.01 - Property Taxes - School	\$1.44	\$0.00	(\$1.44)
54250 - Property Taxes	\$8.58	\$25.00	\$18.44
54900 - Bad Debt	\$50.00	\$1,000.00	\$950.00
55200 - Administrative Notices	\$2,355.00	\$2,355.00	\$0.00
55250 - Postage and Copies	\$5,712.63	\$6,400.00	\$687.37
55800 - Office Supplies	\$0.00	\$250.00	\$250.00
56300 - Meeting/Minutes	\$175.00	\$470.00	\$295.00
57041 - Open House	\$3,054.64	\$5,200.00	\$2,145.36
57042 - Fourth of July	\$1,026.70	\$1,500.00	\$473.30
57045 - Nite of Lights	\$100.00	\$4,000.00	\$3,900.00
57046 - Easter Egg Hunt	\$500.00	\$500.00	\$0.00
58050 - Bank Charges	\$140.00	\$100.00	(\$40.00)
58800 - ACC Review	\$325.00	\$250.00	(\$75.00)
59000 - Miscellaneous/Records Storage	\$1,989.75	\$3,500.00	\$1,530.25
59001 - Keys and Locks	\$80.61	\$500.00	\$419.39
<b><u>Total Administration</u></b>	<b>\$164,789.00</b>	<b>\$161,700.00</b>	<b>(\$3,089.00)</b>

**Grounds**

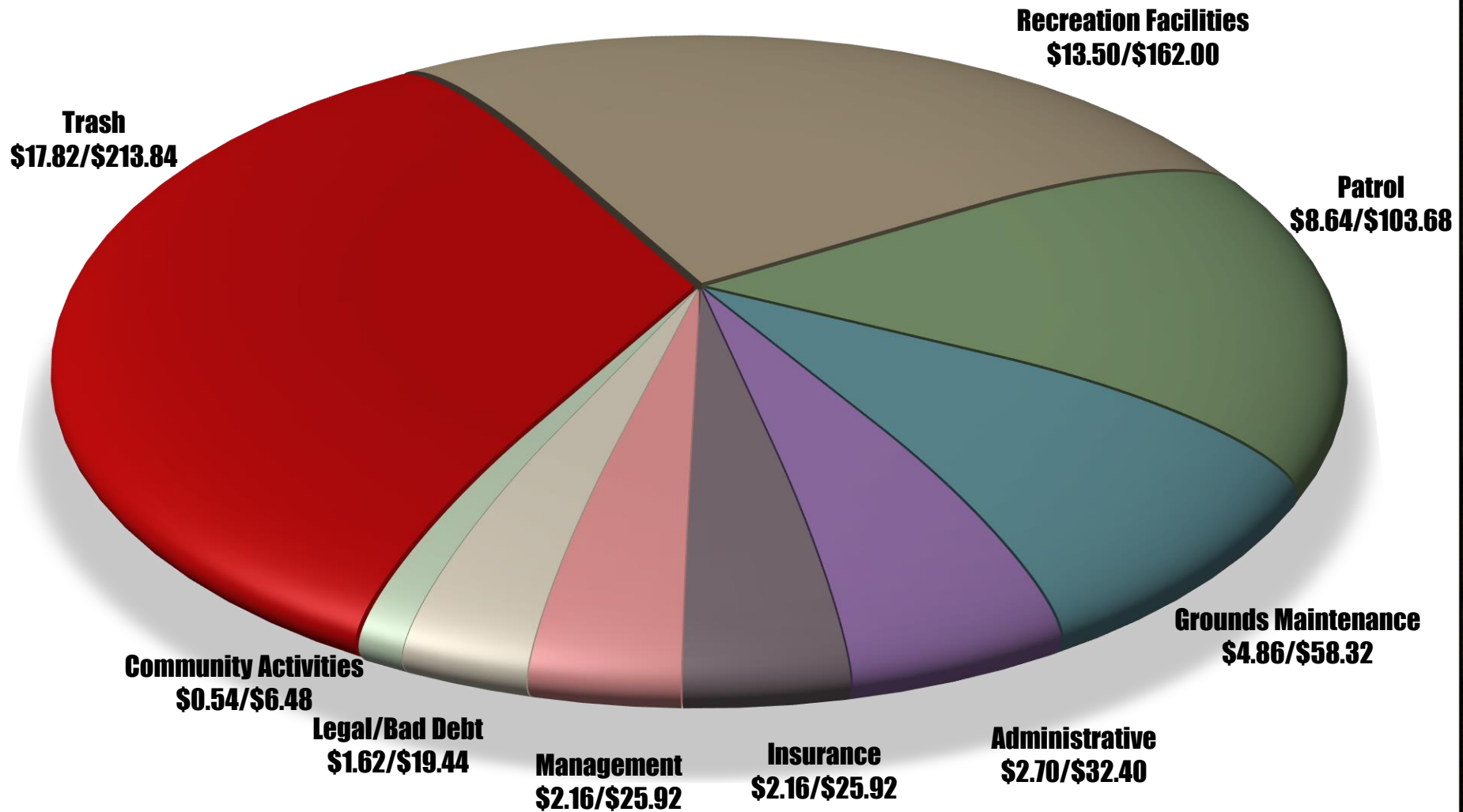
62000 - Landscape Contract	\$26,775.48	\$27,000.00	\$224.52
62200 - Sprinkler Repairs	\$2,898.54	\$2,000.00	(\$898.54)
62500 - Pest Control/Mosquito Fogging	\$4,854.79	\$5,200.00	\$345.21
62800 - Entry Monument Repair & Electrical	\$216.44	\$850.00	\$433.56
6285 - Gate/Entry Access	\$509.44	\$0.00	(\$509.44)
63780 - Trees	\$1,851.54	\$2,500.00	\$648.46
64000 - General Grounds Maintenance	\$171.60	\$0.00	(\$171.60)
64100 - Grounds Contracts Extra	\$7,697.94	\$5,000.00	(\$2,697.94)
<b><u>Total Grounds</u></b>	<b>\$44,804.17</b>	<b>\$42,350.00</b>	<b>(\$2,454.17)</b>





<u>Damage Claims</u>			
7100 - Flood Damage Expense	\$62,420.41	\$0.00	(\$62,420.41)
<u>Total Damage Claims</u>	<u>\$62,420.41</u>	<u>\$0.00</u>	<u>(\$62,420.41)</u>
 <u>Recreation</u>			
65000 - Clubhouse - General Repair	\$2,947.05	\$2,650.00	(\$297.05)
65100 - Pool I - Contract	\$20,756.50	\$22,000.00	\$1,243.50
65102 - Pool I and II - Maintenance Contract	\$39,908.40	\$40,000.00	\$91.60
65110 - Pool I - Furniture & Repairs	\$8,556.87	\$4,000.00	(\$4,556.87)
65120 - Pool I - Chemical Supplies & Pool Tags	\$495.24	\$500.00	\$4.76
65130 - Pool I - Pump & Electrical Repairs	\$1,599.24	\$2,500.00	\$900.76
65140 - Pool I - Splashpad	\$0.00	\$500.00	\$500.00
65150 - Pool II - Contract	\$15,613.50	\$15,000.00	(\$613.50)
65152 - Pool II - Furniture & Repairs	\$7,203.28	\$7,500.00	\$296.74
65153 - Pool II - Chemical Supplies & Pool Tags	\$1,470.06	\$3,000.00	\$1,529.94
65154 - Pool II - Pump & Electrical Repairs	\$8,781.74	\$2,000.00	(\$6,781.74)
65201 - Tennis Court I - Light Poles/Electrical	\$1,526.33	\$1,000.00	(\$526.33)
65202 - Tennis Court I - Hardware/Repair	\$2,089.75	\$1,000.00	(\$1,089.75)
65203 - Tennis Court I - Nets/Windcreens	\$2,047.12	\$500.00	(\$1,547.12)
65210 - Tennis Court II - Light Poles/Electrical	\$1,898.74	\$1,000.00	(\$898.74)
65211 - Tennis Court II - Hardware/Repair	\$0.00	\$500.00	\$500.00
65212 - Tennis Court II - Nets/Windcreens	\$3,782.22	\$500.00	(\$3,282.22)
65800 - Clubhouse - Janitorial Contract	\$5,184.00	\$4,500.00	(\$684.00)
66300 - Clubhouse Supplies	\$1,125.00	\$500.00	(\$625.00)
<u>Total Recreation</u>	<u>\$124,985.02</u>	<u>\$109,150.00</u>	<u>(\$15,835.02)</u>
 <u>Utilities</u>			
67600 - Trash	\$164,568.58	\$161,000.00	(\$3,568.58)
67700 - Telephone	\$5,695.50	\$5,000.00	(\$695.50)
6771 - Cable/Internet	\$2,391.96	\$2,500.00	(\$2,391.96)
<u>Total Utilities</u>	<u>\$172,656.04</u>	<u>\$168,500.00</u>	<u>(\$4,156.04)</u>
 Total Expense	 \$569,654.64	 \$481,700.00	 (\$87,954.64)
 Operating Net Income	 (\$53,682.19)	 \$0.00	 (\$53,682.19)

# How does my \$648 assessment breakdown monthly/annually?





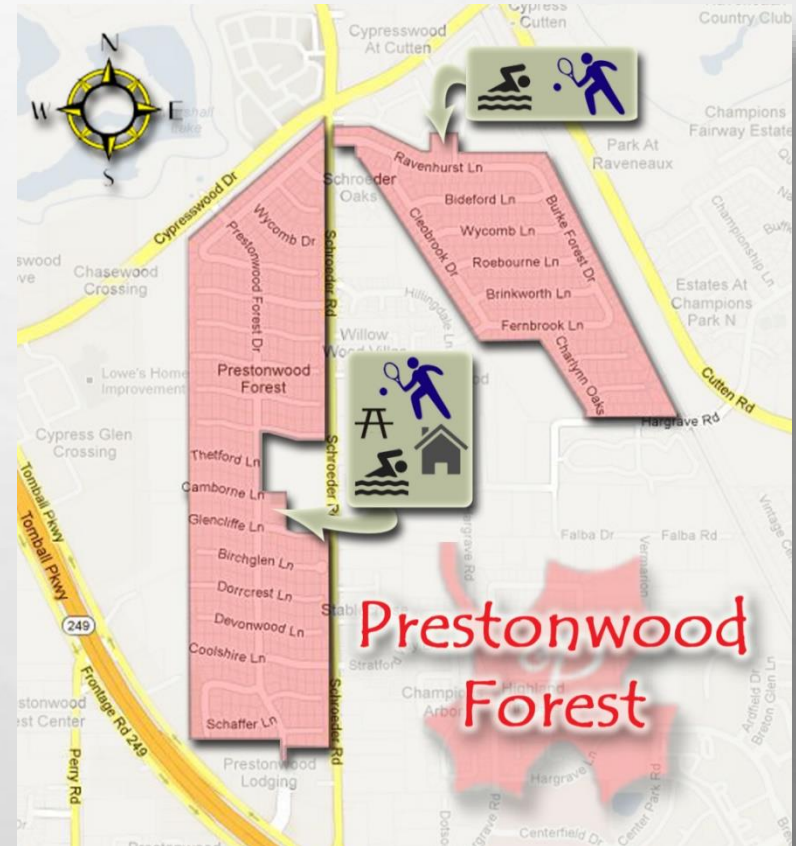
# DEED RESTRICTIONS/ACC



# ASSOCIATION FACILITIES



- CLUBHOUSE
- POOL FACILITIES I & II
- TENNIS FACILITIES I & II





# THE CLUBHOUSE

- OFFICIAL MEETING PLACE:
  - HOME OWNERS ASSOCIATION
  - WATER BOARD
- PRIVATE RENTALS:
  - 35 RENTALS IN 2018
- 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
- PRESTONWOOD FOREST FLYERS SWIM TEAM
- REPAIRS & MAINTENANCE



# TENNIS FACILITIES I & II

- 5 LIGHTED COURTS
- FACILITY HOURS
- TENNIS LEAGUE
- MAINTENANCE & REPAIRS
- WEBSITE INFORMATION
  - CALENDAR/RULES
  - ACCESS CARD ENTRY





# ASSOCIATION SERVICES



- ✧ Management
  - High Sierra Management
- ✧ Waste Collection
  - WCA
- ✧ Mosquito Fogging/Facilities Treatment
  - Northwest Pest Patrol
- ✧ Landscaping
  - Monarch Landscape
- ✧ Website
  - Exploration Enterprise
- ✧ Constable Patrol
  - Harris County Constable
- ✧ Pool Facilities
  - Maintenance - Hunters Pool Service
  - Lifeguards - TBD



# NEIGHBORHOOD EVENTS



## 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?



Comments?



Thank you for attending!