



**FORMAL NOTICE OF THE 2021 ANNUAL MEETING
OF THE MEMBERS OF THE
PRESTONWOOD FOREST MAINTENANCE ASSOCIATION**

DATE: Thursday – May 20, 2021
TIME: 7:00 P.M.
PLACE: Tennis Courts - 13702 Prestonwood Forest Drive

**** Due to COVID 19 safety recommendations still in place, the Annual Meeting will be held in the tennis courts by the clubhouse. We ask that you bring your own chair and exercise social distancing and face covering safety precautions as needed. We will also be streaming the meeting online via the Zoom meeting app for any residents that are not comfortable attending in person. The login information for the live stream will be sent out via email to everyone who has an email address registered with the Association and will also be posted on the website and in the homeowner portal.**

This is the formal notification to all Members of the Prestonwood Forest Maintenance Association Annual Meeting to follow the below agenda:

A G E N D A

- I. Call to Order and Establish a Quorum
- II. Constables Report
- III. Review and Approve Agenda and Previous Minutes
- IV. Nomination of Candidates from the Floor
- V. Introduction of all Nominees
- VI. Election of Directors – Three Director Positions-three year terms
- VII. Committee Reports
- VIII. Financial Report
- IX. Association Operational Report
- X. Open Forum for Q&A
- XI. Election Results
- XII. Adjourn by 9:00 pm

Next Board Meeting Date – June 17, 2021 at 7:00 p.m.

A QUORUM OF 10% OF THE MEMBERSHIP REPRESENTED IN PERSON OR BY PROXY IS REQUIRED TO FORMALLY CONDUCT THE BOARD ELECTION. IF A QUORUM IS NOT ACHIEVED, THE ELECTION WILL BE CONTINUED THROUGH THE MAIL OR ONLINE. You are entitled to one (1) vote per lot. The Nominating Committee has confirmed three incumbent Board members for placement on the ballot and one additional homeowner who has requested to be listed for the election as well. The floor will also be opened for further nominations at the meeting pursuant to the governing documents and write in nominations are allowed on the enclosed absentee ballot. If you are unable to attend the meeting and wish to submit your proxy for quorum purposes or submit an absentee ballot, please complete one of the enclosed forms and deliver it to the assignee, an Association Director or mail/fax/email to the addresses listed on the forms. **We have also established a convenient online process for you to submit a proxy or absentee ballot by logging on to www.highsierramanagement.com and selecting Resident Services, where you will then find Online Forms: Proxies & Absentee Ballots.** Then select your Association. Proxies and absentee ballots will also be accepted prior to the meeting being called to order. **Candidate information may also be found on the Association website, as well as the management website under the online voting/proxy forms and will be updated should any additional nominee(s) volunteer.**

PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC.
2021 ANNUAL MEETING OF MEMBERS
ELECTION OF DIRECTORS
ABSENTEE/ELECTRONIC BALLOT NOTIFICATION
****Annual Meeting Scheduled for May 20, 2021****

By casting your vote via absentee/electronic ballot you will forgo the opportunity to consider and vote on any additional Board of Director Candidate nominated from the floor at the meeting, if a quorum is obtained and the meeting is held. If you desire to retain this ability, please attend the meeting in person or appoint a proxy in your absence. You may submit an absentee/electronic ballot and later choose to attend the meeting in person, in which case any in person vote will prevail. The electronic version of the below absentee ballot and enclosed proxy information can be found on the management website by logging on to www.highsierramanagement.com. You will then find the 2021 Annual Meeting-Election of Directors Online Absentee Ballot or 2021 Annual Meeting-Proxy in the "Resident Services" section of the site, under "Online Forms." Should the required quorum of members not be achieved for the initial meeting, all ballots and proxies received will count toward any continuance thereof. Candidate information may also be found on the Association website, as well as the management website under the online voting/proxy forms.

I (We) hereby cast our vote for election to the Board of Directors of Prestonwood Forest Maintenance Association, Inc. Due to the fact that Candidate nominations can be taken from the floor at the meeting, the ballot available at the Annual Meeting is subject to change. Write in candidates will be accepted and formally nominated at the meeting but they must be a qualified owner of property within the Association. If a written in candidate's formal ownership cannot be verified, the write in nomination will be disqualified. There are three (3) positions available for election to the Board of Directors for three (3) year terms. In the case of duplicate ballot submissions, the ballot with the most recent date will be used and all others disqualified.

Please vote for up to and no more than three (3) candidates by placing a mark in the box next to your choice(s). Any ballot showing more than three (3) votes will be disqualified but the person voting will be contacted to provide the opportunity for re-submittal. Candidates are listed in alphabetical order.

Vicki Jackson (Incumbent)

Maggie McCartney

Guadalupe Ramirez (Incumbent)

Jim Scott (Incumbent)

Write In Nomination _____ **Address** _____

Write In Nomination _____ **Address** _____

All absentee/electronic ballots must provide the following information in its entirety to be qualified and accepted:

Printed Name: _____ Property Address _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please return this form no later than close of business on May 19, 2021 via mail, email scan or fax to:

Prestonwood Forest Maintenance Association, Inc.

c/o High Sierra Management

Po Box 940267

Houston, Texas 77094

Fax: 281-391-7913

Email: scarey@highsierramanagement.com

2021 ANNUAL MEETING OF THE MEMBERS

Prestonwood Forest – Tennis Court I

13702 Prestonwood Forest Dr.

May 20, 2021

Proxy

I/We, (Please Print) _____, the
owner(s) of the property located at (please print) _____ affirm
that I/we hereby assign my/our proxy to: (Please Print) _____.

If there is no assignee named, I/we hereby assign my/our proxy to the Board of Directors
of the Prestonwood Forest Maintenance Association. I/We understand that if I/we so
choose, I/we may appear at the annual meeting and cast my/our ballot in person.

Signed _____

Signed _____

Date _____

Pursuant to the By-Laws of the Association, Directors are elected to the expiring positions on the
Board of Directors of the Prestonwood Forest Maintenance Association at each annual meeting
of the Members. A voting quorum of at least 10% of eligible Members is required, in person or by
proxy. All homeowners are allowed one vote per lot.

Return your proxy, no later
than May 19, 2021 to:

Prestonwood Forest Maintenance Association
C/O High Sierra Management
P0 Box 940267
Houston, TX 77094-7267

Or send by Fax/Email to:

281-391-7913
scarey@highsierramanagement.com

Or log on to www.highsierramanagement.com and select Resident Services, where you
will then find Online Forms: Proxies & Absentee Ballots.

****Proxies will be accepted in person up to the meeting being officially called to order.****