



**THE OPEN AND EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING SEPTEMBER 16, 2021** was called to order at 7:00 p.m. for the purpose of reviewing operating business and Executive matters.

**ESTABLISHMENT OF QUORUM** – Quorum was established with the following Directors present via teleconference; Pete Kurz, Ernesto Avellaneda, Vicki Jackson, Jesse Burgos, Pete Lugo, Guadalupe Ramirez, Chris Collins and Jim Scott. Absent member was Larry Hogan. High Sierra Management representative present was Sherri Carey. Homeowners were also invited to join the meeting via live streaming.

### **CONSTABLE REPORT**

Constable patrol representatives were present to provide a report for August 2021. Deputy Seldow was introduced as the new patrol officer. Vice President Kurz requested the current patrol hours and schedule be sent to him prior to the next meeting.

### **MINUTES**

The Board of Directors meeting minutes from August 19, 2021 were presented for review. A motion was made by Director Jackson and seconded by Vice President Kurz to approve the minutes as written. The motion was unanimously approved by the Board members present.

### **FINANCIAL REPORT**

The financial report for the month ending August 31, 2021 was presented to the Board for review. Management also presented the draft 2020 audit for review. A motion was made from the floor to approve the audit as presented. Seconded and carried. Management also presented an updated collection report to the Board for review.

Management presented the proposed engagement letter from Terese Cox CPA for preparation of the 2021 tax return and audit, which included a lock on the pricing if a two year commitment is approved. A motion was made by Director Jackson and seconded Director Scott to approve the proposal for audit and tax return preparation for the years 2021 and 2022 totaling \$4,845.00 per year. The motion was unanimously approved by the Board members present.

Management presented the proposed 2022 budget for Board review. After further discussion, the Board will table final approval for review at the next meeting when September 2021 income and expenses are included in the year to date totals.

### **CONTRACTS, MAINTENANCE AND BIDS**

Repairs and Maintenance – Management presented the updated work order report and additional items discussed were as follows:

--Pool II plaster bids – Management will prepare bid summary including additional details for review at the next meeting.

--Obtain additional pricing for the replacement of the breezeway gate between the clubhouse and pool I.

--Entry monument pressure washing and paint touch ups - PENDING

--Investigate possible changes to culdesac islands – Secretary Collins and Management will investigate further and report back to Board and request proposed estimates for additional improvements to be considered by the Board for inclusion in the 2022 proposed budget. The

Board also discussed moving forward with removal of dead landscaping on culdesac islands where needed.

--Schedule repairs to the walkway between the clubhouse and TC 1 – PENDING

--Solicit bids for options for temporary repairs to the deteriorated wooden observation deck at TC1.

--Follow up with owner of the commercial property adjacent to the east side of Thetford as to when the overgrown brush will be cleared as promised.

--Extend mosquito fogging through the end of October 2021.

--Issue work to clean off clubhouse roof.

--Pool Repairs Needed:

--pump room door replacements at Pool I

--repairs to chain link fencing and dead end barricade at Pool II

--new padlock needed on bathroom gate at pool II

Management presented bids for tree trimming at all entrances and was instructed to solicit an additional bid from Trees Plus for price comparison and report back to the Board for further review.

### **PENDING BUSINESS**

Harris County Commercial vehicle and speed limit petition discussion tabled until such time as a progress update is received.

Management provided details regarding State Bills passed affecting homeowners associations in the recent open session of the Texas Legislature. Management also provided the draft policies needed pursuant to new legislative actions. A motion was made by Director Jackson and seconded Director Scott to approve and adopt the following policies pursuant to 2021 Texas Legislative Bills passed pertaining to homeowners' association governance:

--Updated Management Certificate

--Security Measures Policy

--209 Hearing Policy

--Bid Solicitation Policy

--Display of Religious Items Policy

The motion was seconded and unanimously approved by the Board.

Management will forward the approved policies to legal counsel for recording and post for the membership as received.

### **DEED RESTRICTIONS**

The deed restriction and attorney action update reports were provided to the Board for review. Management presented photos and history for accounts needing further authorization to pursue legal action for correction of ongoing violations:

109305760 – House maintenance

109305340 – Trees and landscaping maintenance

109307790 – Tree and landscape maintenance

109302371 - Tree and landscape maintenance

109307310 - House maintenance

109303500 – Storage of recreational vehicle(s)

109303653 – Unapproved architectural changes to home

109302840 – holiday decorations/tree and landscape maintenance

109303030 - Tree and landscape maintenance

A motion was made from the floor to approve further legal action against the list presented. The motion was unanimously approved by the Board members present.

### **COMMUNITY EVENTS**

The Board discussed the upcoming community events and tentative plans for each. The following dates were also approved for each event:

Fall Festival – October 2

Nite of Lites – December 11 thru January 2

Director Jackson advised that changes to the Nite of Lites awards program are being considered and further information regarding such will be presented at the next meeting.

There being no further business to come before the Board, a motion was made to adjourn at 9:35 p.m. The motion was unanimously approved by the Board members present.