



**THE OPEN AND EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING OCTOBER 21, 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; Jesse Burgos, Pete Lugo, Guadalupe Ramirez, Chris Collins, Larry Hogan and Jim Scott. Absent member were Ernesto Avellaneda and Vicki Jackson. High Sierra Management representative present was Sherri Carey. Homeowners were also invited to join the meeting.

### **CONSTABLE REPORT**

Constable patrol representatives were present to provide a report for September 2021. Additional concerns expressed were as follows:

- School parking issues along Prestonwood Forest Dr.
- Speeding on Dorrcrest and Prestonwood Forest Dr.

### **MINUTES**

The Board of Directors meeting minutes from September 16, 2021 were presented for review. A motion was made and seconded from the floor 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 September 30, 2021 was presented to the Board for review. Also discussed were the current legal collections and delinquency statuses.

### **2022 BUDGET & ASSESSMENT RATE**

Management presented the proposed budget for 2022 with up[dated month end numbers from October 2021. Each line item and contract services were discussed. Management detailed the categories needing increased funds to compensate for meeting standard cost increases and impending repairs needed, as well as continuing proper funding of the reserves, thus creating management's recommendation for an increase in annual dues for 2022. The Board also discussed the importance of replenishing the reserves by the amounts used in prior years for capital repairs and improvements, as well as unforeseen costs associated with hazard events. The replenishment would need to continue over the next few years to fully fund reserve amounts. Also noted was the projected cash loss carry forward that would need to be compensated for in the 2022 budget. Management also presented the annual pre-payment plan through sending the annual billing out with payment coupons allowing owners to divide the total due into 4 equal payments and extending the due date without penalty through March 1, 2022. A motion was made by Treasurer Hogan and seconded by Secretary Collins to approve the 2022 budget and increase the assessment by the governing document required CPI from the past 12 months of 5% to \$702.00 per lot to replenish reserve funds previously used and to cover general operating cost increases and off the pre-payment plan by extending the due date of the assessment through March 2022. The Board members present unanimously approved the motion.

***RESOLVED, The Prestonwood Forest Maintenance Association Board of Directors majority approve the 2022 budget of income and expense at \$543,170.00 and set the annual assessment rate at \$702.00 per lot.***

## **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 presented the updated replaster bids summary and plaster coating selections for Board review. A motion was made by Director Scott and seconded by Director Ramirez to accept the bid for replaster/repair at pool II from Houston Pool Renovations totaling \$28,260.00, with the additional cost for lane marker tile replacement totaling \$5,760.00 being contingent upon inspection once the contractor is at the stage in the project for the Board to physically inspect whether or not such is needed at this time. The motion was unanimously approved by the Board members present. The Board also agreed on the plaster/gunite mix to be used on the pool surfacing.
- Clubhouse Breezeway Gate – Management presented bid for the replacement of the wrought iron breezeway gate that leads into the pool I courtyard. A motion was made by Director Ramirez and seconded by Secretary Collins to approve the bid from PROMSCO totaling 3,698.37. The motion was unanimously approved by the Board members present.
- 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.
- Additional tree trimming needed along Prestonwood Forest Dr. walkway adjacent to the school playground.
- Issue work orders for removal of dead foliage and shrubs on culdesac islands.

## **PENDING BUSINESS**

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

Director Ramirez provided information regarding a book sharing station for children to be installed in the common area in between the clubhouse and tennis courts.

Director Ramirez provided information regarding the ongoing organization of a youth tennis group in the community and progress achieved thus far. Management provided details regarding group charter requirements, liability waivers and facilities use agreements for the Board and proposed tennis group to review. Further discussion will be tabled until the next meeting.

### **DEED RESTRICTIONS**

The deed restriction and attorney action update reports were provided to the Board for review. The Board also requested management begin citing for tree trimming needed around street lights.

### **COMMUNITY EVENTS**

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

--Nite of Lites – December 11 thru January 2

--Block Captain Update and Organizational meeting to be held in November

There being no further business to come before the Board, a motion was made to adjourn at 9:55 p.m. The motion was unanimously approved by the Board members present.