



PRESTONWOOD FOREST

2022 Annual Meeting Of Members

May 19, 2022

AGENDA

- I. Call To Order/Confirmation of Quorum
- II. Introductions
- III. Constables Report
- IV. 2021 Annual Meeting Minutes
- V. Election of Directors
- VI. Financial Report
- VII. Operational Reports
- VIII. Open Forum for Q & A
- IX. Adjourn

Board of Directors

Pete Lugo President Term Expires 2022

➤ *Management Liaison/Communications*

Pete Kurz Vice President Term Expires 2023

➤ *Deed Restrictions/Nominating Committee*

Larry Hogan Treasurer Term Expires 2023

➤ *Committees/Message Boards*

Chris Collins Secretary Term Expires 2023

➤ *Landscaping/Yard of the Month*

Vicki Jackson Director Term Expires 2024

➤ *Clubhouse/Community Events*

Jesse Burgos Director Term Expires 2022

➤ *Community Events/Committees/Clubhouse*

Guadalupe Ramirez Director Term Expires 2024

➤ *Security /Pool Facilities*

Ernesto Avellaneda Director Term Expires 2022

➤ *Tennis Courts/Pool Facilities*

Jim Scott Director Term Expires 2024

➤ *Deed Restrictions/Nominating Committee*



High Sierra Management

- ▶ Sherri Carey, AMS, CMCA, PCAM Association Manager
scarey@highsierramanagement.com
- ▶ Tamara Henderson Asst. Assoc. Manager
▶ thenderson@highsierramanagement.com
- ▶ Brytnie Galeas ACC Coordinator
▶ brytnie@highsierramanagement.com
- ▶ Tiffany Adamson Work Order Coordinator
▶ tadamson@highsierramanagement.com
- ▶ Brandie Galeas Accounts Receivable
▶ bgaleas@highsierramanagement.com

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THE BOARD OF DIRECTORS OF PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. HELD ITS 2021 ANNUAL MEETING OF MEMBERS MAY 20, 2021 AT 7:00 P.M. AT THE COMMUNITY CLUBHOUSE LOCATED AT 13702 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.

CALL TO ORDER/ESTABLISHMENT OF QUORUM – The 2021 Annual Meeting of Members was called to order at 7:10 p.m. and 96 lots were present in person or by proxy, meeting the required 10% quorum amount. The meeting was also being broadcast virtually online for residents who could not attend in person.

INTRODUCTIONS

The Board of Directors and management company representatives were introduced to the membership. Board members present were President Pete Lugo, Secretary Chris Collins, Director Vicki Jackson, Director Ernesto Avellaneda, Director Guadalupe Ramirez (*virtually*), Vice President Pete Kurz and Treasurer Larry Hogan. High Sierra Management representatives present were Sherri Carey and Tamara Henderson.

2020 ANNUAL MEETING MINUTES

The 2020 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:

Vicki Jackson (Incumbent)
Guadalupe Ramirez (Incumbent)
Jim Scott (Incumbent)
Maggie McCartney
David Garcia

The floor was opened for further nominations. Nominated from the floor was Jesse Burgos. 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.

Vicki Jackson, Guadalupe Ramirez and Jim Scott received the greatest number of votes cast and will serve the three year terms expiring in May 2024.

FINANCIAL REPORT

The financial report for the year ending December 31, 2020 and proposed expenses and income for 2021 were presented to the membership present. General questions were answered from the floor.

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 8:25 p.m.

Election of Directors

- Three (3) Positions
 - Three (3) Year Terms
- Nominations from the Floor
- Introduction of Nominees
- Vote
- Election Results



Financial Summary

Homes in Prestonwood Forest

- 785

Current Assessment

- \$702 per Home annually

Total Income from assessments only

- \$551,070.00 Annually

Delinquency as of 12-31-21

- \$26,309.57 Dues
- \$9,769.79 Legal & Collection Costs
- Association 97% collected for 2020!
- As of 04.30.22....185 homeowners still owing for 2022 Dues.....\$116,989.46
- Aggressive Collection Policy in place beginning 2010

2021 Financial Reports *Unaudited*

**Prestonwood Forest Maintenance Association Inc.
Balance Sheet
12/31/2021**

Assets

Cash & Investments - Operating Fund

10500 - Checking - AAB 0076	\$82,688.89
12030 - Savings - AAB 7800	\$24,021.45
<u>Cash & Investments - Operating Fund Total</u>	\$106,710.34

Accounts Receivable

14000 - Accts. Rec. - Accounts Receivable	\$53,463.41
<u>Accounts Receivable Total</u>	\$53,463.41

Current Assets - Operating Fund

15610 - Due from Other	\$291.82
16000 - Allowance for Doubtful Accounts	(\$16,040.90)
17200 - Prepaid Insurance	\$8,532.92
<u>Current Assets - Operating Fund Total</u>	(\$7,216.16)

Current Assets - Reserve Fund

15600 - Due from Operating	\$33,316.08
<u>Current Assets - Reserve Fund Total</u>	\$33,316.08

Fixed Assets

19050 - Furniture & Fixtures	\$2,619.64
19100 - A/D Furniture & Fixtures	(\$1,278.23)
<u>Fixed Assets Total</u>	\$1,341.41

Assets Total

\$187,615.08

Liabilities and Equity

Current Liabilities - Operating Fund

20000 - Operating Accounts Payable	\$30,518.36
22000 - Prepaid Assessments	\$153,886.18
25000 - Clearing Account	\$51.43
26600 - Due to Replacement	\$33,316.08
27010 - Processing Fee Suspense	\$25.00
27020 - Certified Vio Demand Letter Suspense	\$175.00
27090 - Transfer Fee Suspense	\$200.00
<u>Current Liabilities - Operating Fund Total</u>	\$218,172.05

Retained Earnings

(\$52,799.16)

Net Income

\$22,242.19

Liabilities & Equity Total

\$187,615.08

Prestonwood Forest Maintenance Association Inc.
2021 Year End Income Statement/Budget Comparison

Income	2021 YTD Actual	2021 Budget \$669 per lot	YTD Variance
40000 - Assessments	\$527,118.01	\$525,165.00	\$1,953.01
40100 - Replacement Transfer	(\$16,000.00)	(\$16,000.00)	\$0.00
40150 - Late Charges	\$15,430.00	\$2,500.00	\$12,930.00
40160 - Late Interest	\$4,290.89	\$2,500.00	\$1,790.89
40200 - Legal - Collections	\$2,004.52	\$2,500.00	(\$495.48)
40210 - Legal - Deed Restrictions	\$195.00	\$500.00	(\$305.00)
40410 - Force Mow/Deed Enforcement	\$113.71	\$0.00	\$113.71
40650 - PFUD Contribution	\$0.00	\$5,000.00	(\$5,000.00)
4330 - Recreation Keys/Access Cards	\$90.00	\$100.00	(\$10.00)
43900 - Rec Center Rent and Fees	\$1,850.00	\$1,000.00	\$850.00
47000 - Interest Earned	\$47.63	\$0.00	\$47.63
4803 - Cash Loss Carry Forward	(\$77,694.20)	\$0.00	(\$77,694.20)
Total Income	\$457,445.56	\$523,265.00	(\$65,819.44)
Expense			
Administration			
50001 - Facilities Hazard & Liability	\$21,323.00	\$21,500.00	\$177.00
50010 - Directors & Officers Liability	\$3,571.00	\$3,100.00	(\$471.00)
50100 - Management Fee	\$18,000.00	\$18,000.00	\$0.00
50200 - Legal - Collections	\$2,353.50	\$10,000.00	\$7,646.50
50210 - Legal - Deed Restrictions	\$655.00	\$1,000.00	\$345.00
50410 - Force Mow/Deed Enforcement	\$119.07	\$400.00	\$280.93
51420 - Legal - Corporate	\$2,335.00	\$1,000.00	(\$1,335.00)
51700 - Audit & Tax Preparation	\$4,495.00	\$5,000.00	\$505.00
51800 - Website/Portal Maintenance	\$2,611.78	\$2,000.00	(\$611.78)
51803 - Web Hosting Service	\$644.89	\$250.00	(\$394.89)
52100 - Patrol Contract	\$73,492.00	\$75,200.00	\$1,708.00
52103 - Extra Patrol - Nite of Lights	\$3,622.00	\$4,500.00	\$878.00
54250 - Property Taxes	\$4.40	\$25.00	\$20.60
54900 - Bad Debt	\$0.00	\$3,500.00	\$3,500.00
55200 - Administrative Notices	\$2,355.00	\$2,355.00	\$0.00
55250 - Postage and Copies	\$5,930.24	\$6,500.00	\$569.76
56300 - Meeting Expense	\$726.17	\$850.00	\$123.83
57041 - Fall Festival	\$2,170.79	\$3,500.00	\$1,329.21
57042 - Fourth of July	\$692.02	\$1,500.00	\$807.98
57045 - Nite of Lights	\$1,289.05	\$500.00	(\$789.05)
57046 - Easter Egg Hunt	\$0.00	\$300.00	\$300.00
58050 - Bank Charges	\$110.00	\$100.00	(\$10.00)
58800 - ACC Review	\$675.00	\$250.00	(\$425.00)
59000 - Miscellaneous/Records Storage	\$2,721.88	\$2,365.00	(\$356.88)
59001 - Keys and Locks	\$0.00	\$200.00	\$200.00
Total Administration	\$149,896.79	\$163,895.00	\$13,998.21

Grounds	2021 YTD Actual	2021 Budget \$669 per lot	YTD Variance
62000 - Landscape Contract	\$33,896.42	\$33,720.00	(\$176.42)
62200 - Irrigation Repairs	\$2,199.23	\$2,500.00	\$300.77
62500 - Pest Control - Mosquito Fogging	\$2,595.14	\$5,000.00	\$2,404.86
62600 - Entry Monument Repair & Electrical	\$208.12	\$1,500.00	\$1,291.88
63780 - Trees	\$5,071.73	\$6,000.00	\$928.27
64100 - Grounds Contracts Extra	\$12,817.84	\$5,800.00	(\$7,017.84)
Total Grounds	\$56,788.48	\$54,520.00	(\$2,268.48)
Recreation			
60400 - Pest Control - Facilities	\$177.57	\$650.00	\$472.43
65000 - Clubhouse - General Repair	\$9,658.57	\$1,500.00	(\$8,158.57)
65100 - Pool I - Lifeguard Contract	\$30,785.00	\$38,000.00	\$7,215.00
65102 - Pool I and II - Maintenance Contract	\$31,441.88	\$32,000.00	\$558.12
65110 - Pool I - Furniture & Repairs	\$8,314.23	\$6,500.00	(\$1,814.23)
65120 - Pool I - Chemical/Supplies	\$179.09	\$500.00	\$320.91
65130 - Pool I - Pump & Electrical Repairs	\$3,675.23	\$2,500.00	(\$1,175.23)
65140 - Pool I - Splashpad	\$650.00	\$2,500.00	\$1,850.00
65150 - Pool II - Lifeguard Contract	\$19,207.00	\$23,000.00	\$3,793.00
65152 - Pool II - Furniture & Repairs	\$3,915.26	\$500.00	(\$3,415.26)
65153 - Pool II - Chemical/Supplies	\$0.00	\$500.00	\$500.00
65154 - Pool II - Pump & Electrical Repairs	\$5,546.30	\$2,000.00	(\$3,546.30)
65201 - Tennis Court I - Repairs/Electrical/Supplies	\$3,227.31	\$3,500.00	\$272.69
65210 - Tennis Court II - Repairs/Electrical/Supplies	\$412.91	\$500.00	\$87.09
65800 - Clubhouse - Janitorial Contract	\$4,344.28	\$4,500.00	\$155.72
Total Recreation	\$121,534.63	\$118,650.00	(\$2,884.63)
Utilities			
67600 - Trash	\$160,165.54	\$178,900.00	\$18,734.46
67700 - Telephone/911 Phone	\$5,340.98	\$4,500.00	(\$840.98)
6771 - Cable/Internet	\$1,358.89	\$2,800.00	\$1,441.11
Total Utilities	\$166,865.41	\$186,200.00	\$19,334.59
Total Expense	\$495,085.31	\$523,265.00	\$28,179.69
Operating Net Income	(\$37,639.75)	\$0.00	(\$93,999.13)

2022 OPERATING BUDGET

2022 Budget
Increase based on CPI @
5% to \$702 per lot

Income	
40000 - Assessments	\$551,070.00
40100 - Replacement Transfer	(\$22,000.00)
40150 - Late Charges	\$2,500.00
40160 - Late Interest	\$2,500.00
40200 - Legal - Collections	\$2,500.00
40210 - Legal - Deed Restrictions	\$500.00
40650 - PFUD Contribution	\$5,000.00
4330 - Recreation Keys/Access Cards	\$100.00
43900 - Rec Center Rent and Fees	\$1,000.00
Total Income	\$543,170.00

Expenses

Administration

50001 - Facilities Hazard & Liability	\$19,000.00
50010 - Directors & Officers Liability	\$3,100.00
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	\$3,600.00
51800 - Website/Portal Maintenance	\$2,200.00
51803 - Web Hosting Service	\$600.00
52100 - Patrol Contract	\$78,000.00
52103 - Extra Patrol - Nite of Lights	\$6,000.00
54250 - Property Taxes	\$25.00
54900 - Bad Debt	\$1,500.00
55200 - Administrative Notices	\$2,355.00
55250 - Postage and Copies	\$6,500.00
56300 - Meeting Expense	\$850.00
57041 - Fall Festival	\$3,500.00
57042 - Fourth of July	\$1,500.00
57045 - Nite of Lights	\$500.00
57046 - Easter Egg Hunt	\$300.00
58050 - Bank Charges	\$100.00
58800 - ACC Review	\$1,000.00
59000 - Miscellaneous/Records Storage	\$2,500.00
59001 - Keys and Locks	\$200.00
Total Administration	\$163,730.00

Grounds

62000 - Landscape Contract	\$36,000.00
62200 - Irrigation Repairs	\$2,500.00
62500 - Pest Control - Mosquito Fogging	\$4,000.00
62600 - Entry Monument Repair & Electrical	\$1,500.00
63780 - Trees	\$3,500.00
64100 - Grounds Contracts Extra	\$10,000.00
Total Grounds	\$57,500.00

Recreation

60400 - Pest Control - Facilities	\$650.00
65000 - Clubhouse - General Repair	\$1,500.00
65100 - Pool I - Lifeguard Contract	\$35,000.00
65102 - Pool I and II - Maintenance Contract	\$32,000.00
65110 - Pool I - Furniture/Repairs/Supplies	\$5,000.00
65130 - Pool I - Pump & Electrical Repairs	\$3,500.00
65140 - Pool I - Splashpad	\$2,500.00
65150 - Pool II - Lifeguard Contract	\$21,000.00
65152 - Pool II - Furniture/Repairs/Supplies	\$30,990.00
65154 - Pool II - Pump & Electrical Repairs	\$3,000.00
65201 - Tennis Court I - Repairs/Electrical/Supplies	\$3,500.00
65210 - Tennis Court II - Repairs/Electrical/Supplies	\$3,500.00
65800 - Clubhouse - Janitorial Contract	\$4,500.00
Total Recreation	\$146,640.00

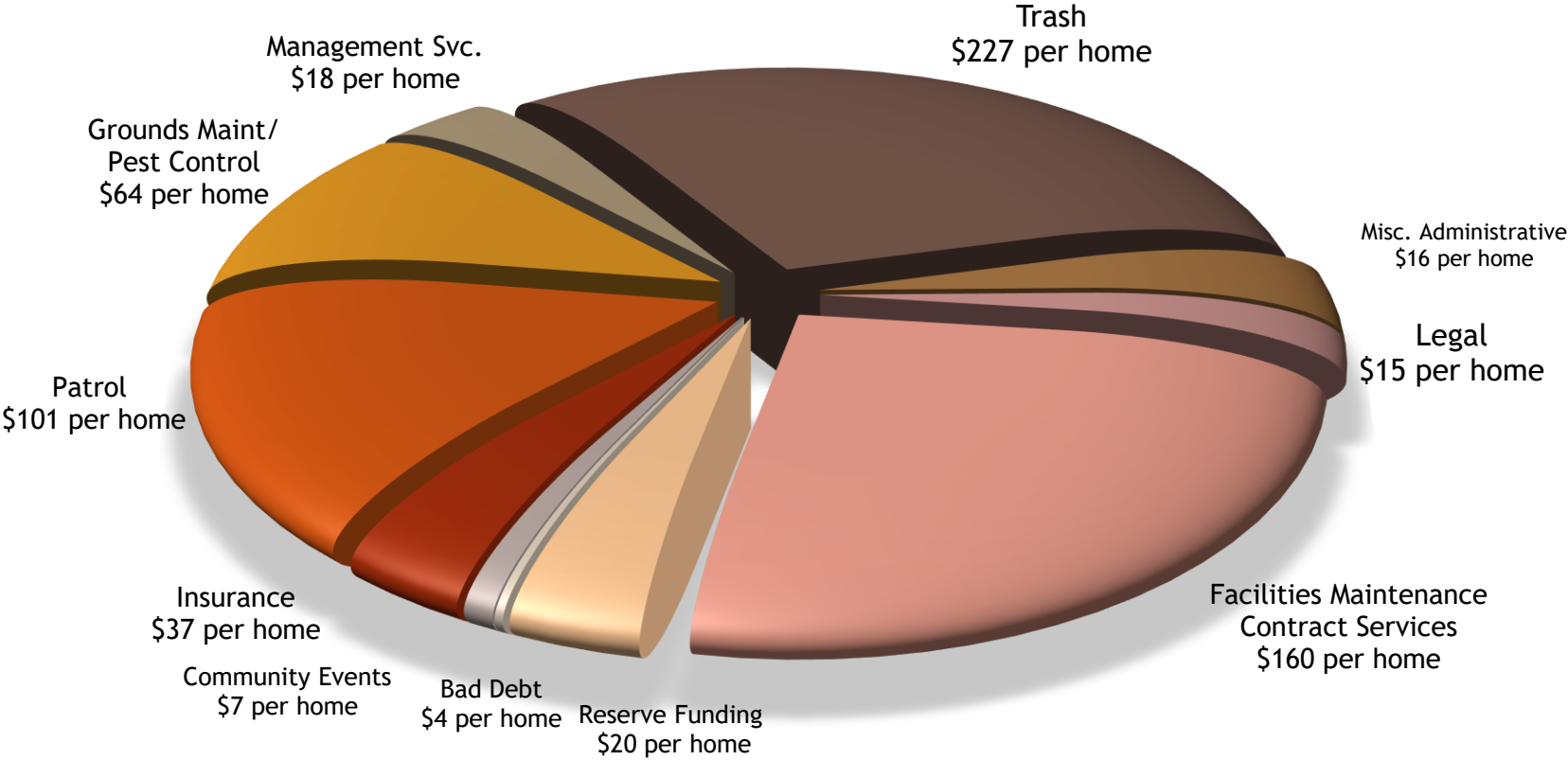
Utilities

67600 - Trash	\$168,000.00
67700 - Telephone/911 Phone	\$4,500.00
6771 - Cable/Internet	\$2,800.00
Total Utilities	\$175,300.00

Total Expense	\$543,170.00
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Operating Net Income	\$0.00
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How does my \$702 assessment breakdown annually?



Deed Restrictions/Home Improvements

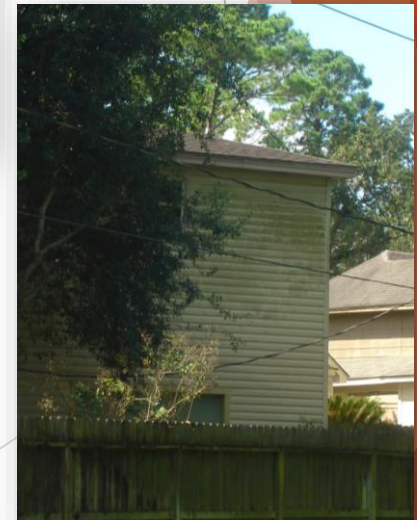
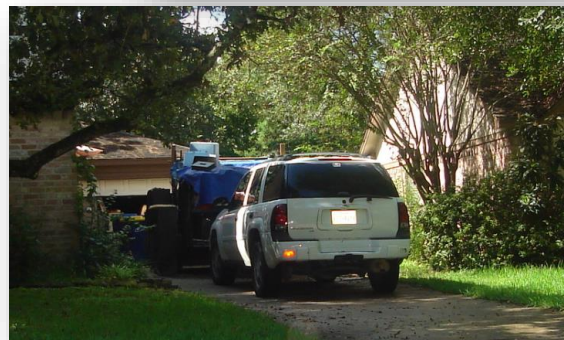


Violation/ACC Enforcement

- House Maintenance
- Fencing
- Recreational/Commercial Vehicles
- Yard Maintenance
- Street Parking
- Paint Color Chart
- Apply before your start!



You can find all governing documents and forms on the website and homeowner portal!



AMENITIES



CLUBHOUSE

- Official Meeting Place
 - PF Board of Directors & Membership
 - PF Utility District
- Private Rentals
- Website information
- Rental Contract/Calendar

TENNIS COURTS

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

POOLS/SPLASH PAD

- ACCESS CARD ENTRY
- WEBSITE INFORMATION
- CALENDAR & RULES
- RENTAL & RULES
- ONLINE ACCESS CARD REGISTRATION
- PF FLYERS SWIM TEAM
- REPAIRS & MAINTENANCE

Association Service PROVIDERS

- ☞ Management
 - High Sierra Management, AAMC
- ☞ General Maintenance
 - PROMSCO
- ☞ Waste Collection
 - GFL Environmental (Formerly WCA)
- ☞ Mosquito Fogging/Facilities Treatment
 - Northwest Pest Patrol
- ☞ Landscaping
 - Monarch Landscape
- ☞ Website
 - Exploration Enterprise
- ☞ Constable Patrol
 - Harris County Constable 281-376-3472
- ☞ Pool Facilities
 - Maintenance - Hunters Pool Service
 - Lifeguards - Greater Houston Pools



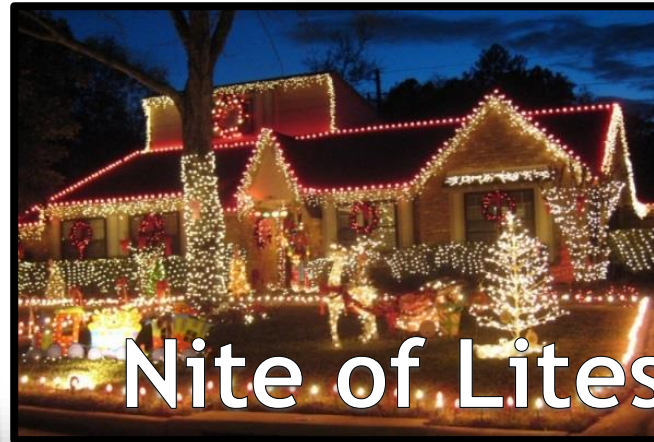


4th of July
Parade



Champion
Swim Team

Neighborhood Events



Nite of Lites



Fall Festival



Easter Egg Hunt

GET INVOLVED!

- Prestonwood Seniors
- Block Captains Committee
- Community Events Committee
- Nite of Lites Committee
- Garden Club/Yard of the Month Committee
- Men's Tennis League
- Prestonwood Flyers Swim Team
- Welcome Committee
- Board of Directors



DON'T FORGET TO REGISTER ON THE HOMEOWNER PORTAL AND VISIT THE COMMUNITY WEBSITE
REGULARLY TO STAY UP TO DATE ON ASSOCIATION OPERATIONS INFORMATION!

WWW.PRESTONWOODFORESTONLINE.COM

FOR HOMEOWNER PORTAL ACCESS, LOG ON TO

WWW.HIGHSIERRAMANAGEMENT.COM AND CLICK ON "HOMEOWNER WEB PORTAL" IN THE
RESIDENT SERVICES SECTION!



AND....

FACEBOOK PRESTONWOOD FOREST RESIDENTS PAGE

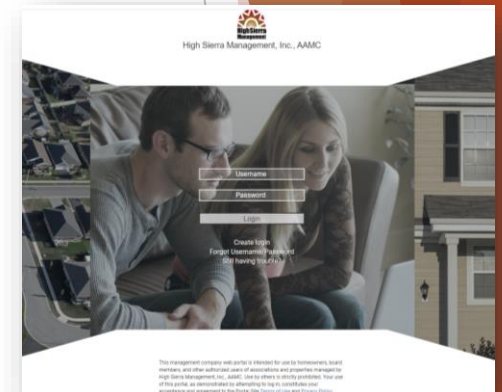
AND....

REGISTER WITH

WWW.NEXTDOOR.COM

TO BE A PART OF SOCIAL NETWORKING OF YOUR NEIGHBORS AND SURROUNDING NEIGHBORHOODS!

(NEXTDOOR AND FACEBOOK ARE NOT AN OFFICIAL SITES OF PRESTONWOOD FOREST MAINTENANCE ASSOCIATION)





Thank you for attending!