



PRESTONWOOD FOREST

2023 Annual Meeting Of Members

May 18, 2023

Agenda

- I. Call To Order/Confirmation of Quorum
- II. Introductions
- III. Constables Report
- IV. 2022 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 2025
➤ *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*

Jesse Burgos Director Term Expires 2025
➤ *Community Events/Committees/Clubhouse*

Guadalupe Ramirez Director Term Expires 2024
➤ *Security /Pool Facilities*

Ernesto Avellaneda Director Term Expires 2025
➤ *Tennis Courts/Pool Facilities*

Jim Scott Director Term Expires 2024
➤ *Deed Restrictions/Nominating Committee*

OPEN POSITION *Director* *Term Expires 2024*



- ▶ 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
- ▶ Kim Horton Accounts Receivable
▶ khorton@highsierramanagement.com

Office: 722 Pin Oak Rd. #230

Katy, Texas 77494

Phone: 281-391-7914

www.highsierramanagement.com

2022 Annual Meeting Minutes



THE BOARD OF DIRECTORS OF PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. HELD ITS 2022 ANNUAL MEETING OF MEMBERS MAY 19, 2022 AT 7:00 P.M. AT THE COMMUNITY CLUBHOUSE LOCATED AT 13702 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.

.....

CALL TO ORDER/ESTABLISHMENT OF QUORUM – The 2022 Annual Meeting of Members was called to order at 7:10 p.m. and 87 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, Vice President Pete Kurz and Treasurer Larry Hogan. High Sierra Management representatives present were Sherri Carey and Tamara Henderson.

2021 ANNUAL MEETING MINUTES

The 2021 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:

- Pete Lugo (Incumbent)
- Jess Burgos (Incumbent)
- Ernesto Avellaneda (Incumbent)

The floor was opened for further nominations. There were no further nominations. A motion was made from floor to accept the ballot by acclamation.

Pete Lugo, Jesse Burgos and Ernest Avellaneda will serve terms on the Board of Directors expiring in 2025.

FINANCIAL REPORT

The financial report for the year ending December 31, 2021 and proposed expenses and income for 2022 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 8:55 p.m.

Election of Directors

- Three (3) Positions
 - Three (3) Year Terms
- One (1) Position
 - One (1) Year Term
- Nominations from the Floor
- Introduction of Nominees
- Vote
- Election Results



Financial Summary

Homes in Prestonwood Forest

- 785

Current Assessment

- \$760 per Home annually

Total Income from assessments only

- \$596,600.00 Annually

Delinquency as of 12-31-22

- \$18,176.00 Dues (Down 35% from prior year!)
- \$10,943.49 Legal & Collection Costs
- Association 98% collected for 2022!
- As of 04.30.23.... 189 homeowners still owing for 2023 Dues.....\$144,046.54
- Aggressive Collection Policy in place beginning 2010

2022 Balance Sheet *Unaudited*

Prestonwood Forest Maintenance Association Inc.
Balance Sheet
12/31/2022

Assets

Cash & Investments - Operating Fund

10500 - Checking - AAB 0076	\$5,133.45
12030 - Reserve - AAB 7800	\$55,125.29

Cash & Investments - Operating Fund Total \$60,258.74

Accounts Receivable

14000 - Accts. Rec. - Accounts Receivable	\$45,083.99
---	-------------

Accounts Receivable Total \$45,083.99

Current Assets - Operating Fund

15610 - Due from Other	\$291.82
16000 - Allowance for Doubtful Accounts	(\$20,611.97)
17200 - Prepaid Insurance	\$8,532.92

Current Assets - Operating Fund Total (\$11,787.23)

Current Assets - Reserve Fund

15600 - Due from Operating	\$36,982.74
----------------------------	-------------

Current Assets - Reserve Fund Total \$36,982.74

Fixed Assets

19050 - Furniture & Fixtures	\$2,619.64
19100 - A/D Furniture & Fixtures	(\$1,652.46)

Fixed Assets Total \$967.18

Assets Total **\$131,505.42**

Liabilities and Equity

Current Liabilities - Operating Fund

20000 - Operating Accounts Payable	\$30,111.09
22000 - Prepaid Assessments	\$135,671.95
25000 - Clearing Account	\$51.43
26600 - Due to Replacement	\$36,982.74
27010 - Processing Fee Suspende	\$170.00

Current Liabilities - Operating Fund Total \$202,987.21

Retained Earnings (\$42,895.31)

Net Income (\$28,586.48)

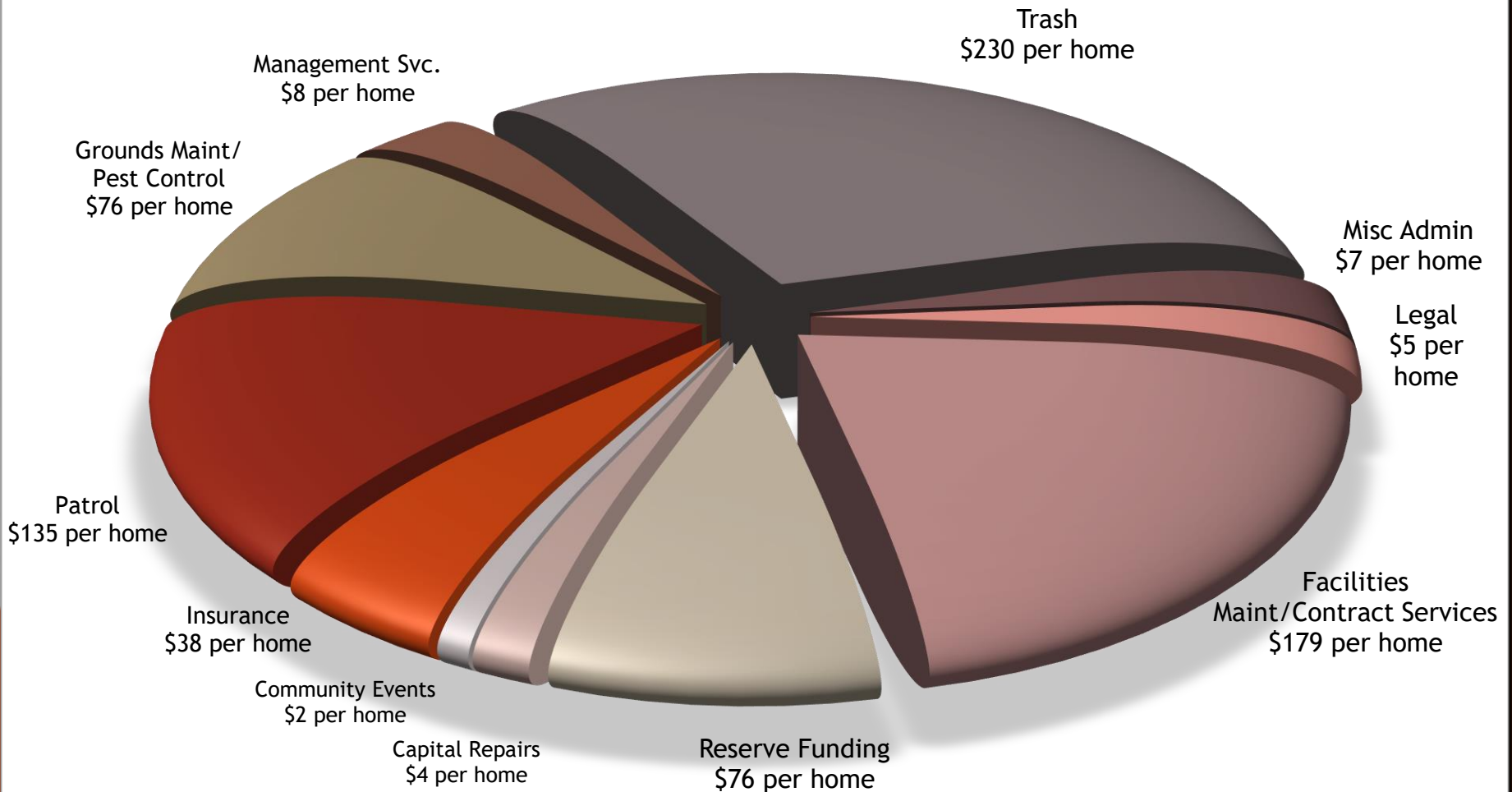
Liabilities & Equity Total **\$131,505.42**

2023 Operating Budget

	2023 Annual Budget \$760 per lot 8.3% Increase (CPI as of Sept 2022)
Income	
Cash Loss Carry Forward from Prior Years	(\$30,000.00)
40000 - Assessments	\$596,600.00
40100 - Replacement Transfer	(\$54,600.00)
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	\$526,100.00
Expense	
Administration	
50001 - Facilities Hazard & Liability	\$26,000.00
50010 - Directors & Officers Liability	\$4,000.00
50100 - Management Fee	\$18,000.00
50200 - Legal - Collections	\$10,000.00
50210 - Legal - Deed Restrictions	\$2,500.00
50410 - Force Mow/Deed Enforcement	\$400.00
51700 - Audit & Tax Preparation	\$4,845.00
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	\$7,000.00
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
59000 - Miscellaneous/Records Storage	\$2,500.00
59001 - Keys and Locks	\$225.00
Total Administration	\$173,400.00

Grounds	
62000 - Landscape Contract	\$37,500.00
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	\$59,000.00
Recreation	
60400 - Pest Control - Facilities	\$650.00
65000 - Clubhouse - General Repair	\$1,500.00
65100 - Pool I - Lifeguard Contract	\$36,500.00
65102 - Pool I and II - Maintenance Contract	\$32,000.00
65110 - Pool I - Furniture & Repairs	\$2,500.00
65130 - Pool I - Pump & Electrical Repairs	\$7,000.00
65140 - Pool I - Splashpad	\$2,500.00
65152 - Pool II - Furniture & Repairs	\$2,000.00
65154 - Pool II - Pump & Electrical Repairs	\$7,000.00
65201 - Tennis Court I - Light Poles/Electrical/Surface	\$7,500.00
65203 - Tennis Court I - Nets/Windcreens	\$3,000.00
65210 - Tennis Court II - Light Poles/Electrical/Surface	\$6,000.00
6525 - Signage	\$250.00
65800 - Clubhouse - Janitorial Contract	\$6,000.00
Total Recreation	\$114,400.00
Utilities	
67600 - Trash	\$172,000.00
67700 - Telephone/911 Phone	\$4,500.00
6771 - Cable/Internet	\$2,800.00
Total Utilities	\$179,300.00
Total Expense	\$526,100.00
Operating Net Income	\$0.00

How does my \$760 assessment breakdown annually?



Deed Restrictions/Home Improvements

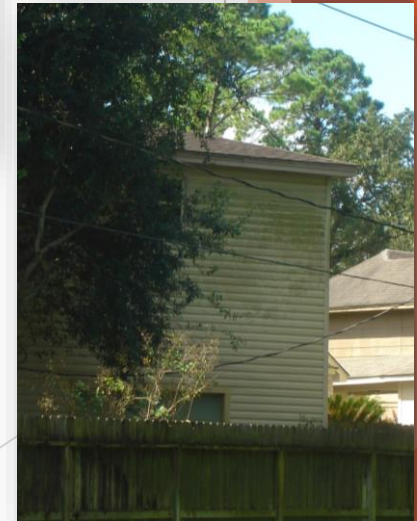
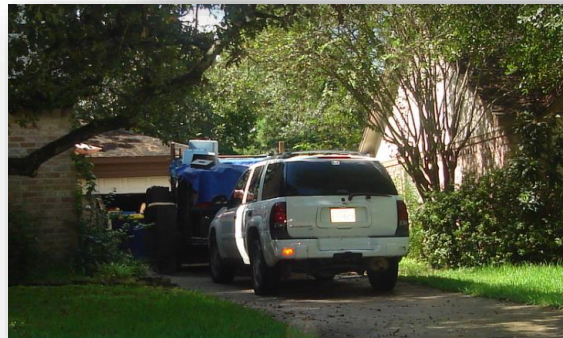


Violation/ACC Enforcement

- 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



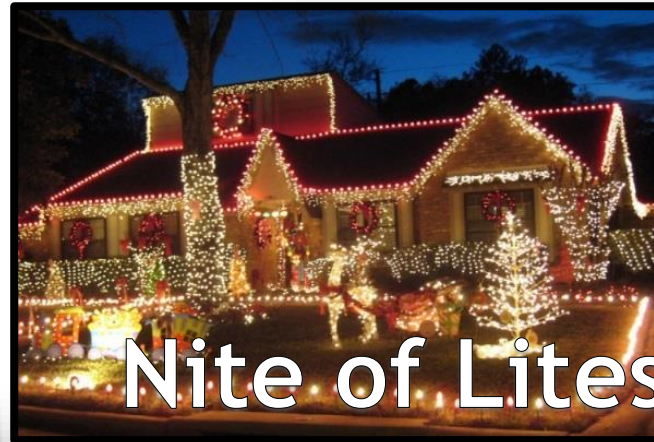


4th of July
Parade



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



Proposed Commercial Vehicle Parking Restriction Petition

Based on the number of concerns we have received from residents, the Prestonwood Forest Maintenance Association Board of Directors would like to make a formal request to Harris County Commissioners Court to install “No Overnight Parking of Commercial Motor Vehicles” signs at the entrances of the community, which will allow law enforcement to ticket and tow any vehicle exceeding the County’s definition of a commercial vehicle based on structure, size and weight. Below is the definition of “commercial motor vehicle” and “overnight”.

In order for Harris County Commissioners Court to approve and proceed with the installation of these signs, the Association will need to provide a petition to their office in their prescribed form, signed by at least 25 percent (25%) of the owners or tenants of residences in Prestonwood Forest HOA, who are 18 years of age or older.

“Commercial motor vehicle” means a motor vehicle or combination of motor vehicles used to transport passengers or property that:

- has a gross combination weight rating of 26,001 or more pounds, including a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- has a gross vehicle weight rating of 26,001 or more pounds;
- is designed to transport 16 or more passengers, including the driver; or
- is transporting hazardous materials and is required to be placarded under 49 C.F.R. Part 172, Subpart F.
- “Motor vehicle” means a vehicle, machine, tractor, trailer, or semi-trailer propelled or drawn by mechanical power and used on a highway. The term does not include a vehicle, machine, tractor, trailer, or semi trailer operated exclusively on a rail. TEX. TRANSP. CODE ANN. } 522.003 (21) (Vernon 1997)
- **“Overnight” means that period of time after 10 p.m. and before 6 a.m. in any given twenty-four (24) hour period.**

If you would like to assist the Association in proceeding with the installation of the “No Overnight Parking of Commercial Motor Vehicles” signs, you can complete and return the petition form by mail, email or fax at the below contact information. We would like to pursue this matter as quickly as possible, so we are asking for your immediate attention and response if you are in agreement. If you have any additional questions or concerns, please contact management for further assistance.

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

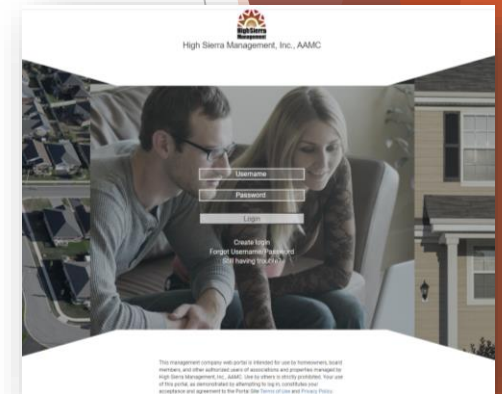
AND...

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!