



THE BOARD OF DIRECTORS OF PRESENTONWOOD FOREST MAINTENANCE ASSOCIATION, INC., HELD ITS REGULAR MEETING ON THURSDAY, January 2, 2020 AT 7 PM AT 13800 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.

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**ESTABLISHMENT OF QUORUM**-A Quorum was established with the following Directors present: President Gloria Goodwin, Vice President Pete Lugo, Director Levy Bouligny, Director Chris Collins, Director Ernesto Avellaneda and Director Erin Stapleton. Absent were, Director Larry Hogan, Director Guadalupe Ramirez and Director Vicky Jackson

**RESIDENTS AND OTHERS PRESENT**- Derryl York, Edna Gunn, Tommie Taylor, Claudette McCamley, Marlo Wilson, Bonnie O'Neill, Bruno Hernandez. Deputy Valdez and Sargent Gonzalez

**CALL TO ORDER**- President Goodwin called the meeting to order at 7:00 PM.

**CONSTABLE'S REPORT**-Deputy Valdez presented the Constable's report for December 2019 (copy attached).

**COMMITTEE REPORTS**

**TENNIS REPORT**: Director Levy Bouligny provided the Tennis Report

**DEED RESTRICTIONS REPORT**: Director Levy Bouligny provided a Report on Deed Restrictions

**TRASH REPORT**: Director Levy Bouligny provided a trash report

**CLUBHOUSE REPORT**: Director Pete Lugo provided a clubhouse report.

**LANDSCAPE REPORT**-Director Chris Collins provided a neighborhood landscape report.

**HOMEOWNER FORUM-**

Darryl York asked for an update on burned homes in PWF. President Gloria Goodwin provided an update. Tommie Taylor reported that Monarch crews are blowing leaf and grass debris back into cul-de-sac and not cleaning up well. Director Chris Collins will address with High Sierra. Mark White stated that the PWF website is not up to date. President Gloria Goodwin stated she would address. Mark suggested that ropes be removed from pool for off season months and tables and umbrellas were left out too long. Director Erin Stapleton stated he would address. Claudette McCamley suggested that a description of each board members role be addressed on website. It was stated the roles are in place on site. Marlo Wilson asked if there was a known schedule for Harris County Precinct 4 street sweepers that come through PWF. Claudette McCamley suggested Mrs. Lewis contact Precinct 4 for the schedule. Bruno Hernandez asked if there was a deed restriction that addressed parking on the street. Claudette McCamley referred to # 17 of the deed restrictions. President Gloria Goodwin suggested that this concern be addressed with Constables.

**There was no further business to come before the Board, a motion was made to adjourn at 8:15 pm. The next meeting was set for Thursday, February 6, 2020.**



..Prestonwood Forest Maintenance Association

## General Meeting

Prestonwood Clubhouse

February 6, 2020

Board members in attendance:

Gloria Goodwin, Larry Hogan, Pete Lugo (no quorum)

Residents in attendance:

Bonnie O'Neil, Edna Guinn, Claudette McCamley, Derryl York, Cindy Ems, Noe Pena, Dwayne & Mellaneage Green.

Precinct 4 Constables in attendance:

Sgt. Gonzales presented the Constable's report for January 2020 (copy attached). He noted there were few incidents to report.

Meeting agenda:

There being no quorum, no business was conducted.

Homeowner forum

Mr. and Mrs. Green inquired about a letter received from High Sierra Mgt. concerning a vehicle parked on the grass at 14115 Ravenhurst. They've lived in the home for ten years and are confused by the charge. The Greens were asked to contact High Sierra for further explanation. The Board will follow up as well.

Cindy Ems announced the formation of a Prestonwood Garden Club. The inaugural meeting will be Sunday, March 8<sup>th</sup> at the clubhouse from 1:00 to 3:00.

Adjournment: There was no further discussion.

Respectfully submitted:

Larry Hogan, Acting Secretary

2/06/20

PRESTONWOOD HOA

Bonnie O'Neill  
Etha Gunn

Claudette McCamley

DERRYL YORK

Cindy Eng

Dwayne + Melanese Green

Star Pine



# HARRIS COUNTY CONSTABLE, PRECINCT 4

## CONSTABLE MARK HERMAN

*"Proudly Serving the Citizens of Precinct 4"*

6831 Cypresswood Drive \* Spring, Texas 77379 \* (281) 376-3472 \* [www.ConstablePct4.com](http://www.ConstablePct4.com)

Monthly Contract Stats

## PRESTONWOOD FOREST

For January 2020

### Categories

|                        |                         |                       |
|------------------------|-------------------------|-----------------------|
| Burglary Habitation: 0 | Burglary Vehicle: 0     | Theft Habitation: 0   |
| Theft Vehicle: 0       | Theft Other: 2          | Robbery: 0            |
| Assault: 0             | Sexual Assault: 0       | Criminal Mischief: 0  |
| Disturbance Family: 0  | Disturbance Juvenile: 0 | Disturbance Other: 0  |
| Alarms: 6              | Suspicious Vehicles: 1  | Suspicious Persons: 0 |
| Runaways: 0            | Phone Harrassment: 0    | Other Calls: 9        |

### Detailed Statistics By Deputy

| Unit Number | Contract Calls | District Calls | Reports Taken | Felony Arrests | Misd Arrests | Tickets Issued | Recovered Property | Charges Filed | Mileage Driven | Days Worked |
|-------------|----------------|----------------|---------------|----------------|--------------|----------------|--------------------|---------------|----------------|-------------|
| C60         | 110            | 0              | 13            | 0              | 0            | 16             | 0                  | 0             | 893            | 20          |
| TOTAL       | 110            | 0              | 13            | 0              | 0            | 16             | 0                  | 0             | 893            | 20          |

### Summary of Events

#### Theft Other

8100 Barnsdale Lane - Complainant reported suspect(s) removing the tires and rims from his vehicle while it was parked in his driveway in the nighttime hours.

8100 Durklyn Lane - Complainant reported being involved in a verbal argument with a known female where his vehicle key was taken and not given back.

Deputies responded to other calls that include, but is not limited to:

- 6 Alarms
- 4 Animal Humane
- 1 Animal Aggressive
- 17 Contract Checks
- 1 Domestic Prevention
- 3 Meet the Citizen
- 2 Park Check
- 4 Traffic Stop
- 1 Welfare check

Grand Total: 51 Calls



THE BOARD OF DIRECTORS OF PRESENTONWOOD FOREST MAINTENANCE ASSOCIATION, INC., HELD ITS REGULAR MEETING ON THURSDAY, March 5, 2020 2020 AT 7 PM AT 13800 PRESTONWOOD FOREST DR., HOUSTON, TEXAS.  
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ESTABLISHMENT OF QUORUM-A Quorum was established with the following Directors present: President Gloria Goodwin, Vice President Pete Lugo, Director Chris Collins, Director Larry Hogan and Director Guadalupe Ramirez. Absent were, Director Levy Bouligny, Director Erin Stapleton, Director Ernesto Avellaneda and Director Vicky Jackson.

RESIDENTS AND OTHERS PRESENT- Bonnie O'Neill, Edna Gunn, Claudette McCamley, Marlo Wilson, Noe Pena, Luis Dunavin and Mark White. Deputy Valdez and Lieutenant Cowen

CALL TO ORDER- President Goodwin called the meeting to order at 7:00 PM.

CONSTABLE'S REPORT-Deputy Valdez presented the Constable's report for February, 2020. (Copy attached).

COMMITTEE REPORT

CLUBHOUSE REPORT: Director Pete Lugo provided a clubhouse report.

LANDSCAPE REPORT-Director Chris Collins provided the neighborhood landscape report.

HOMEOWNER FORUM-

Mark White inquired on the status of Pool II replaster and Pool I deck spidering problem. He also inquired on status of light at clubhouse and Pool II. Additionally, Mr. White inquired on summer lifeguard contract and the (Trash) carry forward on PWF financials. Larry Hogan provided explanation. Luis Dunavin expressed concern on exterior home paint color schemes. Reminder: must be approved by HOA. Please complete **Application for Home Improvements and Home Modification**. Application under Documents Tab/Architectural Guidelines. Claudette McCamley inquired on when she would receive a call back from High Sierra Management on her concern of composting. Ms. McCamley also inquired on a line item, "Transfer Fee" on financials. Director Larry Hogan addressed. Marlo Wilson reminded all present of the upcoming Garden Club Meeting on 3/8/2020. Ms. Wilson also inquired on the status of burned home on Cleobrook. Edna Gunn thanked the HOA for the cul-de-sac tree trimming. Bonnie O'Neill addressed Block Captain issues.

There was no further business to come before the Board, a motion was made to adjourn at 8:00 pm. The next meeting was set for Thursday, April 2, 2020

APPROVED_____ **DATE**_____



THE EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING JUNE 18, 2020 was called to order at 6:30 p.m. for the purpose of reviewing: 209 Hearing, collection matters; deed restriction violations; discretionary information; and, review of the financial and collection reports.

ESTABLISHMENT OF QUORUM – Quorum was established with the following Directors present through telecommunication video and audit conferencing: Gloria Goodwin, Guadalupe Ramirez, Larry Hogan, Pete Lugo, Ernesto Avellaneda, Erin Stapleton, Chris Collins and Vicki Jackson. Absent member was Levy Bouligny. High Sierra Management representative present was Sherri Carey. Homeowners attending through video conference were also present to observe the meeting.

MINUTES

The minutes of the May 21, 2020 meeting were presented to the Board for review. A motion was made by Director Stapleton and seconded by Director Jackson to approve the minutes as presented. The Board members present unanimously approved the motion.

FINANCIAL REPORT

The financial report for the month ending May 31, 2020 was presented to the Board for review. Also presented was the collection report and updated attorney status report. All delinquency accounts were discussed. Treasurer Hogan also presented an annual budget projection with historical data for Board review. Further discussion regarding the information will be ongoing as the year progresses.

Management presented the proposed statement of values produced by the Association's insurance carrier providing replacement cost values of all community assets for the upcoming insurance policy renewals. The Board had no questions or changes.

Management also advised that collection notices have been sent out including notice of trash suspension for all owners that have not made arrangements to pay their 2020 dues.

EXECUTIVE MEETING ADMINISTRATION

The Board discussed the upcoming July 4th parade and picnic. The Board agreed that due to the current COVID 19 situation, the Association should cancel holding the pool and picnic portion of the event. The picnic will still be tentatively scheduled as long as safety precautions can be adhered to. Several volunteers agreed to provide further assistance for the event.

The Board discussed proposed changes and additions to the website. Management advised the web master is currently working on new website formats for Board review. Further information will be presented as received.

The Board discussed the 2020 Annual Meeting delay due to COVID 19 and will continue to monitor the situation for rescheduling of the meeting later in the year.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review and discussion.

Management also presented a status on the repairs on the burned house on Cleobrook and presented ACC applications for said repairs. Management also advised that information pertaining to a tentative sale of the property has been received and will monitor the property for further updates at the next meeting.

CONTRACTS, MAINTENANCE AND BIDS

COVID 19 Facilities Closures – Management provided an update for the Board regarding ongoing restrictions preventing the pools and clubhouses from being opened pursuant to local, State and Federal guidelines as well as current potential State orders being provided by pool

company professionals providing additional safety features that will allow pools to open under the current guidelines. Management also advised of new precautions and guidelines allowing tennis facilities to re-open under strict capacity limits. The Board agreed that the pools should remain closed at the time due to increased safety issues surrounding COVID 19 epidemic. The Board will continue to monitor the situation to determine whether or not the facilities can be opened at a later date.

Management presented the proposed specifications for lifeguard contract service bids for Board review. The Board agreed to table further discussion at this time and will re-open the discussion should the facilities be allowed to open.

Landscaping – Management presented bids for landscape and irrigation repairs and replacements to the Board for review. A motion was made by Director Collins and seconded by Director Jackson to approve irrigation repairs totaling \$296.27. The Board members present unanimously approved the motion. A motion was made by Director Collins and seconded by Director Jackson to approve the updating and renovation of the landscape bed surrounding the clubhouse marque and monument totaling \$2,089.45. The Board members present unanimously approved the motion. The Board agreed to table further discussion for replacement of turf areas and landscape plants materials around the clubhouse until such time as funds can be budgeted for the extensive project. Management will also be scheduling power washing and touch up painting on all monuments.

Mosquito Fogging – The Board instructed management to increase mosquito fogging to 4 time per week until further notice.

OPEN FORUM

The floor was opened for additional questions and comments from the membership present.

There being no further business to come before the Board, a motion was made to adjourn at 8:35 p.m. The motion was unanimously approved by the Board members present.



THE OPEN AND EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING JULY 23, 2020 was called to order at 7:00 p.m. for the purpose of reviewing: 209 Hearing, collection matters; deed restriction violations; discretionary information; and, review of the financial and collection reports.

ESTABLISHMENT OF QUORUM – Quorum was established with the following Directors present by teleconference: Gloria Goodwin, Larry Hogan, Pete Lugo, Ernesto Avellaneda, Erin Stapleton, Chris Collins and Vicki Jackson. Absent member was Guadalupe Ramirez. High Sierra Management representative present was Sherri Carey.

MINUTES

The minutes of the June 25, 2020 Executive meeting and June 18, 2020 Open and Executive meeting were presented to the Board for review. A motion was made by Director Stapleton and seconded by Director Jackson to approve the minutes as presented. The Board members present unanimously approved the motion.

FINANCIAL REPORT

The financial report for the month ending June 30, 2020 was presented to the Board for review. Also presented was the collection report and updated attorney status report. All delinquency accounts were discussed. Management also advised the 2019 audit and tax return are in progress but will be delayed due to physical records review restrictions caused by COVID 19.

OPEN MEETING

Residents were previously invited to attend the meeting through virtual teleconference. The floor was opened for resident comments or questions. The following items were discussed:

- HOA landscape crew parking issues when servicing the community.
- Issues with WCA Waste damaging trash cans, missed pick up, leaving trash in street.
- Harris County Flood Control ditch maintenance and trash being dumped in the railroad easement.
- Pool Opening.
- Clubhouse sidewalk repairs needed.
- Possible abandoned vehicle parking in the community.
- Executive discussion with resident Claudette McCamley regarding concerns about neighbor composting. After additional discussion, the Board instructed management to obtain a brief opinion from the Association's legal counsel pertaining to the Association's further obligation in this matter.

EXECUTIVE MEETING ADMINISTRATION

Community events have been placed on hold due to COVID 19 until further notice.

The Board discussed proposed changes and additions to the website. Discussion ensued regarding re-enlisting the assistance of resident volunteers to help maintain and update the community website. Further discussion will take place at the next meeting.

The 2020 Annual Meeting has been delayed until further notice due to COVID 19. The Board will continue to monitor the situation monthly to determine when the meeting can be scheduled safely.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review and discussion.

CONTRACTS, MAINTENANCE AND BIDS

Management presented proposed bids for irrigation repairs. A motion was made by Director Jackson and seconded by Secretary Collins to approve the bid from Monarch Landscape totaling \$1,627.77. The Board members present unanimously approved the motion.

Management presented the proposed lifeguard contract services for Board review per request prior to the meeting for the Board to re-visit opening one of the pool facilities during August. Several Board members expressed concerns about opening the pool due to COVID 19 restrictions and that the costs savings can better be used toward replenishing the reserves. Other Board members discussed the need to provide residents with some use of the facilities if safety precautions can be taken to do so safely. The Board also discussed several changes needed to the proposed lifeguard contract. After further discussion, Vice President Lugo made a motion to open pool 1 for limited hours through the remainder of the swim season contingent upon safety precautions being taken and proposed changes to the contract are agreed upon. The motion was seconded by Treasurer Hogan and passed by a vote of four to two. The Board agreed that Vice President Lugo, Treasurer Hogan and Director Avellaneda will work to prepare a formal hours of operation based on safety protocol and capacity restrictions. The Board also agreed that the splash pad and slide will remaining closed at this time.

Repairs and Maintenance – Management presented the updated work order report and advised of several pool repairs completed and other ongoing repairs and maintenance at all facilities. Additional items discussed were as follows:

- Dog bags needed
- pool II plaster repair schedule
- clubhouse flag pole repair
- entry monument pressure washing and paint touch ups

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.



THE OPEN AND EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING AUGUST 20, 2020 was called to order at 7:00 p.m. for the purpose of reviewing: 209 Hearing, collection matters; deed restriction violations; discretionary information; and, review of the financial and collection reports.

ESTABLISHMENT OF QUORUM – Quorum was established with the following Directors present by teleconference: Larry Hogan, Pete Lugo, Ernesto Avellaneda, Erin Stapleton, Chris Collins and Guadalupe Ramirez. Absent member was Vickie Jackson. High Sierra Management representative present was Sherri Carey.

BOARD RESIGNATION/APPOINTMENT OF OFFICER

Management presented the resignation previously submitted by Gloria Goodwin. A MOTION WAS MADE BY Treasurer Hogan and seconded by Director Stapleton to accept the resignation from Ms. Goodwin and further appoint Vice President Lugo to the acting President position until such time as the next annual meeting and Board officer appointment is held. The Board members present unanimously approved the motion. The Board also discussed duties and expectations and goals for future meeting organization.

MINUTES

The minutes of the July 23, 2020 Open and Executive meeting were presented to the Board for review. A motion was made by Director Ramirez and seconded by Treasurer Hogan to approve the minutes as presented. The Board members present unanimously approved the motion.

FINANCIAL REPORT

The financial report for the month ending July 31, 2020 was presented to the Board for review. Also presented was the collection report and updated attorney status report. All delinquency accounts were discussed. Management also advised the 2019 audit and tax return are in progress but will be delayed due to physical records review restrictions caused by COVID 19.

OPEN MEETING

Residents were previously invited to attend the meeting through virtual teleconference. The floor was opened for resident comments or questions. The following items were discussed:

- Issues with WCA Waste damaging trash cans, missed pick up, leaving trash in street.
- Harris County Flood Control ditch maintenance and trash being dumped in the railroad easement.
- Pool Opening.
- Send meeting reminder with more advanced notice.
- Updates needed to community website.
- Volunteer article submissions for the newsletter and website monthly with helpful information.
- Executive discussion with resident Claudette McCamley regarding concerns about neighbor composting. After additional discussion, the Board instructed management to obtain a brief opinion from the Association's legal counsel pertaining to the Association's further obligation in this matter.

EXECUTIVE MEETING ADMINISTRATION

The Board discussed potential plans for a fall festival and Nite of Lites with contingencies related to Covid 19. Further discussion will be held at the next meeting.

The Board discussed proposed changes and additions to the website. Discussion ensued regarding re-enlisting the assistance of resident volunteers to help maintain and update the community website. Management will reach out to the volunteers discussed to see if there is interest in participating.

The 2020 Annual Meeting has been delayed until further notice due to COVID 19. The Board will continue to monitor the situation monthly to determine when the meeting can be scheduled safely.

The Board reviewed the proposed home improvement paint pallet policy created to streamline and update approved paint colors throughout the community. A motion was made by Secretary Collins and seconded by Treasurer Hogan to adopt the revised ARC paint pallet policy as presented. The Board members present unanimously approved the motion.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review and discussion. The Board instructed further action on the following:

- 109304390 – Send to the attorney for trailer and misc items storage
- 109303980 – Send to the attorney for mildew cleaning needed on house
- 109300240 – Send to the attorney to relocate backyard shed into backyard and replace fencing
- 109304720 – Send to the attorney misc storage, inoperable vehicle, finish painting/repairing house
- 109307021 – Send to the attorney to complete painting of house trim
- 109303653- Send to the attorney for fence repair/replacement
- 109307330 – send to the attorney for lot maintenance/cleanup
- 109302840 – send to the attorney for proper storage of items in the garage breezeway

CONTRACTS, MAINTENANCE AND BIDS

Repairs and Maintenance – Management presented the updated work order report and advised of several pool repairs completed and other ongoing repairs and maintenance at all facilities. Additional items discussed were as follows:

- Dog bags needed
- pool II plaster repair schedule
- clubhouse flag pole repair
- entry monument pressure washing and paint touch ups

There being no further business to come before the Board, a motion was made to adjourn at 9:50 p.m. The motion was unanimously approved by the Board members present.



THE OPEN AND EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING SEPTEMBER 17, 2020 was called to order at 7:00 p.m. via virtual telecommunications for the purpose of reviewing: 209 Hearing, collection matters; deed restriction violations; discretionary information; and, review of the financial and collection reports.

ESTABLISHMENT OF QUORUM – Quorum was established with the following Directors present by virtual teleconference: Larry Hogan, Pete Lugo, Ernesto Avellaneda, Vicki Jackson, Erin Stapleton, Chris Collins and Guadalupe Ramirez. High Sierra Management representative present was Sherri Carey.

CONSTABLE REPORT

Harris County Constable Patrol representatives were present via virtual telecommunications to provide the reports for the prior month's activity. Questions were answered from the floor.

MINUTES

The minutes of the August 20, 2020 meeting were presented to the Board for review. A motion was made and seconded to approve the minutes as presented. The Board members present unanimously approved the motion.

FINANCIAL REPORT

The financial report for the month ending August 31, 2020 was presented to the Board for review. Also presented was the collection report and updated attorney status report. All delinquency accounts were discussed. Management presented a list of accounts for Board review and approval for referring to legal council to pursue further collection action for delinquent assessments. A motion was made from the floor to approve the following accounts for legal collections action:

109305251
109300690
109300650

109302732

109304921

109304301

109302761

109303131

109303931

109306571

109307050

109302480

The motion was seconded and unanimously approved by the Board members present.

Also presented to the Board was the completed 2019 tax return and submission confirmation.

OPEN MEETING

Residents were previously invited to attend the meeting through virtual teleconference. The floor was opened for resident comments or questions. The following items were discussed:

- Issues with WCA Waste damaging trash cans, missed pick up, leaving trash in street.
- Harris County Flood Control ditch maintenance and trash being dumped in the railroad easement.
- Pool Opening under COVID 19 restrictions – requests from residents
- Additional Constable patrol questions and proposed patrol hours changes
- Annual Meeting Rescheduling
- Landscaping changes and tree trimming needed

PENDING BUSINESS

- Community Events - The Board discussed the cancellation of the annual fall festival and agreed that due to ongoing health and safety concerns related to COVID 19, the event should be suspended until 2021. The Board also discussed Nite of Lites with contingencies related to Covid 19. Further discussion will be held at the next meeting to finalize information to be published for the community.
- 2020 Annual Meeting – The Board discussed options for the rescheduling of the 2020 annual meeting. Management advised that the meeting could be held in an outdoor open area to meet the health and safety requirements relating to COVID 19. The Board agreed to tentatively schedule the meeting for November in the tennis court area. Further confirmation will be made at the next meeting for notifications to the membership.
- Pool Repairs – Management advised that the pool 2 plaster issues would not be covered under the previous replastering warranty due to the damages suffered in the back to back flood events. Further information regarding repair options and costs will be presented as received.
- Tennis Court Lighting – Mr. Lugo advised that he is investigating additional options for replacement of the tennis court 1 lights and further information will be presented at the next meeting.
- Pool Opening – The Board discussed the status reduced hours and safety requirements in place for pool opening and usage and that there have been no issues thus far. The Board and management will continue to monitor the progress.
- Newsletter Information – The Board was presented with a proposed article written by a community resident relating to turf treatment to deter pest issues. The Board approved the article for publishing in the next newsletter.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review and discussion. Management also presented an update regarding the rebuild of the burned house at 109300382 through communications from the new owner. Management has advised the new owner as to the application process and additional documents needed for review and prior approval from the Association. Management provided communications pertaining to a neighbor dispute between 1093047401 and 1093044601 regarding a shared fence line repair. Management will continue to monitor the situation and provide any updates as needed.

CONTRACTS, MAINTENANCE AND BIDS

Repairs and Maintenance – Management presented the updated work order report and advised of several pool repairs completed and other ongoing repairs and maintenance at all facilities. Additional items discussed were as follows:

- Dog bags needed
- Landscape repairs needed
- Pool facilities cleaning and trash issues needing to be addressed

There being no further business to come before the Board, a motion was made to adjourn at 9:23 p.m. The motion was unanimously approved by the Board members present.



THE EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING OCTOBER 15, 2020 was called to order at 7:00 p.m. via virtual telecommunications for the purpose of reviewing: 209 Hearing, collection matters; deed restriction violations; discretionary information; and, review of the financial and collection reports.

ESTABLISHMENT OF QUORUM – Quorum was established with the following Directors present: Guadalupe Ramirez, Larry Hogan, Pete Lugo, Ernesto Avellaneda, Chris Collins, Pete Lugo. Absent members were Erin Stapleton, Vicki Jackson. High Sierra Management representative present was Sherri Carey.

MINUTES

The minutes of the September 17, 2020 meeting was presented to the Board for review. A motion was made and seconded to approve the minutes as presented. The Board members present unanimously approved the motion.

FINANCIAL REPORT

The financial report for the month ending September 30, 2020 was presented to the Board for review. Also presented was the collection report and updated attorney status report. All delinquency accounts were discussed.

2021 PROPOSED BUDGET

Management presented the proposed budget for 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 2021. Management also advised of 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 2021 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, 2021. A motion was made by Treasurer Hogan and seconded by Secretary Collins to approve the preliminary 2021 budget with the option to revisit expense costs prior to December 31, 2020 and make needed changes, while not changing the total income/expense amounts and increase the assessment by the governing document required CPI from the past 12 months of 1.4% to \$669.00 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 2021. The Board members present unanimously approved the motion.

RESOLVED, The Prestonwood Forest Maintenance Association Board of Directors majority approve the 2021 budget of income and expense at \$523,265.00 and set the annual assessment rate at \$669.00 per lot.

PENDING BUSINESS

- Community Events - The Board discussed the upcoming Nite of Lites event and management was advised that Nite of Lites has been scheduled for December 12 through December 31. Also discussed was additional patrol needed for Nite of Lites and the reduction of hours to lessen costs associated. Management was instructed to schedule the bike patrol hours as follows:

Fridays 7 pm – 12 am

Saturdays 7 pm – 12 am

Sundays 7 pm – 11 pm

The Board discussed proposed changes and additions to the website. Management advised the web master is currently working on new website formats for Board review. Further information will be presented as received.

- Tennis Court Light Repairs – Management presented proposed bid for the replacement of deteriorated light fixtures and poles at tennis court 1. Mr. Lugo also advised that he has requested additional costs for Board review at the next meeting.
- Clubhouse Sidewalk – Management presented bids for the replacement of the deteriorated front walkway at the clubhouse to the Board for review. A motion was made and seconded to approve the bid from Concrete Eurway totaling \$5,715.60. The motion was unanimously approved by the Board members present.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review and discussion.

CONTRACTS, MAINTENANCE AND BIDS

- Repairs and Maintenance – Management presented the updated work order report and advised of several pool repairs completed and other ongoing repairs and maintenance at all facilities.

There being no further business to come before the Board, a motion was made to adjourn at 9:52 p.m. The motion was unanimously approved by the Board members present.