



THE EXECUTIVE SESSION OF THE PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC. BOARD OF DIRECTORS MEETING FEBRUARY 2, 2021 was called to order at 7:00 p.m. via virtual telecommunications for the purpose of Board Officer and Duties assignments, Landscape bid review and Pool RFP review.

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

BOARD OFFICER & DUTY ASSIGNMENTS

The floor was opened for Board Officer nominations and Duty Assignments. A motion was made and seconded to approve the following appointments:

<u>Officers</u>
President
Vice President
Secretary
Treasurer
Director
Director
Director
Director
Director

<u>Directors</u>
Pete Lugo
Pete Kurz
Chris Collins
Larry Hogan
Erin Stapleton
Vicki Jackson
Guadalupe Ramirez
Ernesto Avellaneda
Jim Scott

<u>Directorships/Liaisons</u>
Clubhouse and Clubhouse Rental
Deed Restrictions/ACC
Landscape
Pool Facilities
Security
Tennis Courts and Court Rentals
Waste Collection
Pest Control
Community Events/Committees
Website/Communications/Press
Nominating Committee

<u>LEAD</u>	<u>BACK-UP</u>
Vicki Jackson	Ernesto Avellaneda
Pete Kurz	Jim Scott
Chris Collins	Jim Scott
Erin Stapleton	Pete Lugo
Guadalupe Ramirez	Chris Collins
Ernesto Avellaneda	Vicki Jackson
Pete Kurz	Ernesto Avellaneda
Ernesto Avellaneda	Pete Kurz
Guadalupe Ramirez	Larry Hogan
Pete Lugo	HSM
Ernesto Avellaneda	Guadalupe Ramirez

The motion was approved unanimously by the Board members present.

LANDSCAPE BIDS

Management presented bids received for landscape contract services to the Board for review. Additional bids are still forthcoming and further review will be tabled until the next meeting.

POOL LIFEGUARD SERVICE

Management presented the proposed scope of work and request for proposal to the Board for review. Also presented were the proposed pool operating hours contingent upon COVID 19 safety restrictions being lifted. The Board approved the documents and management will begin soliciting bids for review at the next meeting.

There being no further business to come before the Board, a motion was made to adjourn at 8:20 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 MARCH 18, 2021 was called to order at 7:00 p.m. via virtual live stream and telecommunication for the purpose of reviewing operating business and Executive matters.

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

CONSTABLE REPORT

Constable patrol representatives were present to provide a report for February 2021. Questions were answered from the membership present.

FINANCIAL REPORT

The financial report for the month ending February 28, 2021 was presented to the Board for review. Management also advised the 2020 audit and tax return are in progress and reports will be forwarded for review once available.

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.
- Commercial vehicle parking issues
- Proposed patrol hours changes
- Yard of the month postponed until May
- Committee organizational meeting
- Ongoing deed restriction violation issues

COMMUNICATIONS

The Board discussed the possibility of changing the clubhouse message board to a digital message Board. Also discussed was the possibility of pursuing subsidy for such from the PFMUD. After further discussion, the Board agreed to table this item for future consideration and when available funds might allow for such.

Website coordinator volunteer Mark White gave updates on website progress and communications through the monthly e-newsletter. The Board also discussed adding landscape articles to assist residents in the cleanup needed since the winter freeze event.

FACILITIES

Management advised that bid solicitations for lifeguard services have been sent out and bids received will be forwarded to the pool coordinators as received for review and further advisement on setting a meeting date with the perspective contractors.

Management provided a draft COVID 19 Liability Waiver recommended by legal for use in opening the clubhouse facility for rentals. The Board agreed that clubhouse rentals can now resume pursuant to CDC and County/State guidelines for gatherings and safety precautions and that the waiver be added to the clubhouse rental agreement for future use.

CONTRACTS, MAINTENANCE AND BIDS

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

- Dog bags needed
- pool II plaster repair schedule
- entry monument pressure washing and paint touch ups
- Schedule meeting with landscaper to review additional maintenance needed
- Investigate how to clean area in between TC 2 fence and neighboring property
- Perform TC 1 inspection for needed repairs and maintenance
- Mr. Lugo and Mr. Scott will revisit the lighting repair issue at TC 1 and report back to the Board.
- Light repairs needed around the clubhouse.

Management presented the proposed renewal agreement for mosquito fogging in 2021. A motion was made by Treasurer Hogan and seconded by Secretary Collins to approve the renewal agreement for mosquito fogging from Northwest Pest Patrol totaling \$70.00 plus tax per spray beginning in April at one time per week. The motion was approved unanimously by the Board members present.

There being no further business to come before the Board in open session, the meeting was adjourned to Executive discussion at 7:42 pm.

EXECUTIVE MEETING ADMINISTRATION

The Executive portion of the Board meeting was called to order at 7:45 pm and quorum was established with the following Directors present by teleconference: Larry Hogan, Pete Lugo, Ernesto Avellaneda, Erin Stapleton, Chris Collins, Jim Scott and Guadalupe Ramirez. Absent members were Vickie Jackson and Pete Kurz. High Sierra Management representative present was Sherri Carey.

Legal Action Notice – Management provided an update from Association counsel pertaining to the legal demand received from 1093047401 and the response provided. Insurance carrier has been advised of the demand and assigned counsel to defend the Association and management against the unwarranted demands and allegations.

COLLECTIONS

Management provided an update for assessment collections and attorney status. Management advised that demand letters advising of trash suspension would be sent to all delinquent members beginning April 1, 2021 and further update will be provided at the next meeting.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review. The Board discussed how landscape repairs should be pursued in order to give residents additional time to recover from the freeze event. The Board agreed that management should focus on separate landscape repairs each month and start with palm tree clean up in April.

Management presented home improvement applications requesting solar panel installation on roofs. Management also presented additional information per Board request relating to State Legislation on solar panel allowance and the guidelines recorded for the Association based on such.

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 APRIL 15, 2021 was called to order at 7:00 p.m. via virtual live stream and telecommunication for the purpose of reviewing operating business and Executive matters.

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

CONSTABLE REPORT

Constable patrol representatives were present to provide a report for March 2021. Questions were answered from the membership present.

MINUTES

The minutes of the March 18, 2021 meeting were presented to the Board for review. A motion was made and seconded 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 March 31, 2021 was presented to the Board for review. Management also advised the 2020 audit and tax return are in progress and reports will be forwarded for review once available. Management also presented the proposed renewals for flood insurance coverage for the pool 2 facilities. A motion was made and seconded to approve the flood insurance renewals totaling \$2,666.00. The motion was unanimously approved by the Board members present.

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.
- Commercial vehicle parking issues
- Proposed patrol hours changes
- Yard of the month postponed until May
- Committee organizational charters needed
- Ongoing deed restriction violation issues

Website coordinator volunteer Mark White gave updates on website progress and communications through the monthly e-newsletter. The Board also discussed adding landscape articles to assist residents in the cleanup needed since the winter freeze event.

CONTRACTS, MAINTENANCE AND BIDS

Management presented bids for lifeguard service to the Board for review. After further discussion, the Board agreed that Mr. Lugo and Mr. Stapleton meet with two of the final contractors selected from the bid package, to then make their final recommendation to the Board for the awarding of the contract.

Landscaping irrigation and freeze damage repair bids were presented to the Board for review. A motion was made and seconded from the floor to approve the irrigation repairs totaling \$734.75 from Monarch Landscape. The motion was unanimously approved by the Board members present. A motion was made and seconded from the floor to approve the repair of landscape beds and replacement of freeze damaged plant materials at all entrances and at the clubhouse totaling \$6,394.32 from Monarch Landscape. The motion was unanimously approved by the Board members present. Also presented were proposed renovations at all entrances, turf replacement at the clubhouse and proposed budgets for

culdesac landscaping upgrades. After further review and discussion, the Board agreed to table consideration of additional discretionary landscaping improvements until such time as funds are available for such.

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

- Dog bags needed
- pool II plaster repair schedule - ongoing
- entry monument pressure washing and paint touch ups – ongoing
- Schedule meeting with landscaper to review additional maintenance needed
- Perform TC 1 windscreen repairs
- Mr. Lugo and Mr. Scott will revisit the lighting repair issue at TC 1 and report back to the Board.
- Light repairs needed around the clubhouse
- Investigate dead tree on Thetford culdesac

There being no further business to come before the Board in open session, the meeting was adjourned to Executive discussion at 7:48 pm.

EXECUTIVE MEETING ADMINISTRATION

The Executive portion of the Board meeting was called to order at 7:50 pm and Quorum was established with the following Directors present by teleconference: Larry Hogan, Pete Lugo, Pete Kurz, Ernesto Avellaneda, Erin Stapleton, Chris Collins, Jim Scott and Guadalupe Ramirez. Absent members were Vickie Jackson and Chris Collins. High Sierra Management representative present was Sherri Carey.

Legal Action Notice – Management provided an update from Association counsel pertaining to the legal demand received from 1093047401 and the response provided.

COLLECTIONS

Management provided an update for assessment collections and attorney status. Management advised that demand letters advising of trash suspension has been sent to all delinquent members beginning April 1, 2021 and further update will be provided at the next meeting.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review. The Board discussed how landscape repairs should be pursued to begin focusing on clean up from the freeze event in February.

CONSTABLE PATROL HOURS

Mrs. Ramirez presented the proposed hours of patrol options received from the Constable's office. After review and discussion regarding concerns about current patrol visibility and whether or not the Association is benefiting from the amount of patrol hours currently being received, the Board agreed to further pursue a change in the patrol hours creating a split shift and different patrol days. The hours change will be submitted to the Patrol office and further information will be presented at the next meeting.

There being no further business to come before the Board, a motion was made to adjourn at 9:10 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 JUNE 17, 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; Larry Hogan, Pete Lugo, Ernesto Avellaneda, Vicki Jackson, Chris Collins, Jim Scott and Guadalupe Ramirez. Absent members were Chris Collin, Erin Stapleton and Pete Kurz. High Sierra Management representative present was Sherri Carey.

RESIGNATION

The Board was presented a letter from Erin Stapleton resigning from his Board position due to the sale of his home in the community.

CONSTABLE REPORT

Constable patrol representatives were present to provide a report for May 2021. Questions were answered from the floor. Also discussed was an update regarding the patrol hours change request.

FINANCIAL REPORT

The financial report for the month ending May 31, 2021 was presented to the Board for review. Management also presented the draft 2020 audit for review. Approval or changes were tabled until the next meeting to allow additional time for review.

BOARDS OFFICER/DUTY ASSIGNMENTS

The Board discussed officer and duty assignments and agreed to table until the next meeting when all members can be present. A motion was also made from the floor to extend the current officer positions until the next meeting. Seconded and carried. The Board also discussed possible appointments to the now open position. Further review and discussion will be held at the next meeting.

CONTRACTS, MAINTENANCE AND BIDS

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

- Dog bags needed
- pool II plaster repair schedule
- entry monument pressure washing and paint touch ups
- Schedule meeting with landscaper to review additional maintenance needed and status of improvements already approved
- Light repairs needed around clubhouse
- Mosquito fogging increase
- Investigate possible changes to culdesac islands
- Schedule repairs to the walkway between the clubhouse and TC 1
- Obtain pricing to update surveillance camera system at both facilities

PENDING BUSINESS

Legal Action Notice – Management provided an update from Association counsel pertaining to the legal demand received from 1093047401 and the response provided. Since there has been no further response from opposing counsel, the Association’s attorney is closing their file.

COLLECTIONS

Management provided an update for assessment collections and attorney status. Management advised that demand letters advising of trash suspension has been sent to all delinquent members and further update will be provided at the next meeting.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review. The Board discussed how landscape repairs should be pursued after providing ample time to recover from the freeze event earlier this year. The Board agreed that management should focus on separate landscape issues and prepare helpful information to publish on the website and in the newsletter. The Board also discussed the ongoing increase of commercial vehicles being parked in the community, as well as personal vehicle street parking issues. Management will monitor and pursue further to determine the most frequent types of violations needing to be addressed specifically.

COMMUNITY EVENTS

The Board discussed the upcoming Independence Day Parade and Picnic to be held on July 3, 2021. Duties were assigned and further review of events for the remainder of the year will be held at the next meeting.

There being no further business to come before the Board, a motion was made to adjourn at 9:45 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 22, 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; Larry Hogan, Pete Lugo, Ernesto Avellaneda, Vicki Jackson, Chris Collins, Jim Scott and Guadalupe Ramirez, Chris Collin, and Pete Kurz. High Sierra Management representative present was Sherri Carey.

APPOINTMENT OF DIRECTOR

Jesse Burgos was present to volunteer for appointment to the open Board position vacated by Eric Stapleton. Mr. Burgos also received the next highest number of votes during the annual meeting election in May 2021. A motion was made by Director Jackson and seconded by Director Ramirez to appoint Jess Burgos to the unexpired vacated position on the Board with a term expiring in May 2022. The motion was unanimously approved by the Board members present.

BOARD OFFICER & DUTY ASSIGNMENTS

The floor was opened for Board Officer nominations and Duty Assignments. A motion was made, seconded and unanimously approved to appoint the following Director assignments:

<u>Officers</u>
President
Vice President
Secretary
Treasurer
Director
Director
Director
Director
Director

<u>Directors</u>
Pete Lugo
Pete Kurz
Chris Collins
Larry Hogan
Jesse Burgos
Vicki Jackson
Guadalupe Ramirez
Ernesto Avellaneda
Jim Scott

<u>Directorships/Liaisons</u>
Clubhouse and Clubhouse Rental
Deed Restrictions/ACC
Landscape
Pool Facilities
Security
Tennis Courts and Court Rentals
Waste Collection
Community Events/Committees
Website/Communications/Press
Nominating Committee

LEAD	BACK-UP
HSM	Jesse Burgos
Pete Kurz	Jim Scott
Chris Collins	Jesse Burgos
Guadalupe Ramirez	Ernesto Avellaneda
Guadalupe Ramirez	Pete Lugo
Ernesto Avellaneda	Guadalupe Ramirez
HSM	N/A
Vicki Jackson	Jesse Burgos
Pete Lugo	HSM
Jim Scott	Pete Kurz

CONSTABLE REPORT

Constable patrol representatives were present to provide a report for June 2021. Questions were answered from the floor. Also discussed was an update regarding the patrol hours change request.

FINANCIAL REPORT

The financial report for the month ending June 30, 2021 was presented to the Board for review. Management also presented the draft 2020 audit for review. Treasurer Hogan made a motion and Vice President Kurz seconded the motion to accept the 2020 audit. The motion was unanimously approved by the Board members present. Management also presented an updated collection report to the Board for review and approval to proceed with legal demand on accounts that remain delinquent for 2021 dues. A motion was made by Vice President Kurz and seconded by Treasurer Hogan to proceed with legal collection demand on the following accounts:

109300082	109304730	109305251
109301280	109304220	109303341
109301361	109304590	109301471
109301760	109304631	
109302120	109304882	
109300050	109305331	
109302480	109306260	
109303720	109306281	
109301910	109306612	
109300650	109306660	
109302891	109307270	
109304020	109304260	
109303641	109304610	
109307311	109305312	
109307612	109301770	

The motion was unanimously approved by all Board members present.

CONTRACTS, MAINTENANCE AND BIDS

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

- Dog bags needed
 - pool II plaster bids - Forthcoming
 - entry monument pressure washing and paint touch ups - PENDING
 - Schedule meeting with landscaper to review additional maintenance needed and status of improvements already approved - PENDING
 - Investigate possible changes to culdesac islands
 - Schedule repairs to the walkway between the clubhouse and TC 1 – PENDING
 - Research options for replacement or removal of the deteriorated wooden observation deck at TC1
- Management presented bids for the replacement of the outdated camera system at both facilities with an updated system including wifi capabilities. Director Avellaneda made a motion and Director Ramirez seconded to approve the bid from Technical Touch LLC totaling \$3,628.00. The motion was unanimously approved by all Board members present.

PENDING BUSINESS

Management presented more details regarding the Texas Legislative changes and how homeowners association are to comply with such. The Association’s legal counsel will be preparing the draft policies for Board review at a later date.

DEED RESTRICTIONS

The deed restriction and attorney action update reports were provided to the Board for review. The Board also discussed the ongoing increase of commercial vehicles being parked in the community, as well as personal vehicle street parking issues. Management will monitor and pursue further to determine the most frequent types of violations needing to be addressed specifically. A motion was made by Director Scott and seconded by Director Avellaneda to pursue further legal action against the following account for outstanding violation resolution:

109307610

109307790

109302480

109302840

109303030

109305760

109303652

109301400

109304311

The motion was unanimously approved by all 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 – January 2

There being no further business to come before the Board, a motion was made to adjourn at 9:25 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 19, 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 and Jesse Burgos. Joining from the clubhouse; Larry Hogan, Pete Lugo, Guadalupe Ramirez, Chris Collins and Jim Scott. 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 July 2021. Questions were asked about the new format of the monthly reports and for clarifications as to in contract patrol time vs. out of contract patrol time. After further discussion, it was decided that the officers would meet with the Board to go over the information in more detail so that all understand the patrol process and contract parameters. Also discussed was the ongoing issue with trailers, boats and commercial vehicles being parked on the community streets for long periods of time and how the Constable can assist in resolving the issues timelier.

MINUTES

The Board of Directors meeting minutes from July 22, 2021 were presented for review. The following sentence was amended to correct the name Erin Stapleton; *“Jesse Burgos was present to volunteer for appointment to the open Board position vacated by Erin Stapleton.”* A motion was made by Secretary Collins and seconded by Director Jackson to approve the minutes as amended. The motion was unanimously approved by the Board members present.

FINANCIAL REPORT

The financial report for the month ending July 31, 2021 was presented to the Board for review. Management also presented the draft 2020 audit for review. Management also presented an updated collection report to the Board for review and approval to proceed with legal demand on accounts that remain delinquent for 2021 dues. A motion was made by Director Jackson and seconded by Vice President Kurz to proceed with legal collection demand on the following accounts:

109301770
109305251
109303341
109301471
109302021
109302440

The motion was unanimously approved by all Board members present.

Management presented the proposed engagement letter from Terese Cox CPA for preparation of the 2021 tax return and audit. The Board requested to table the decision until the next meeting to further discuss changing the audit schedule to every other year to save costs associated.

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 – Additional Forthcoming
- Entry monument pressure washing and paint touch ups - PENDING
- Schedule meeting with landscaper to review additional maintenance needed and status of improvements already approved - PENDING
- Investigate possible changes to culdesac islands – Secretary Collins and Management will investigate further and report back to Board. President Lugo also advised that the Birchglen and Thetford culdesac residents have proposed replacement of the trees in the culdesac medians. The Board discussed further and agreed

the Birchglen culdesac would be approved to install a Southern Magnolia tree and the Thetford culdesac would be approved to install a Silver Leaf Maple tree.

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

--Solicit bids for options for replacement or removal of 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.

--Director Jackson will make contact with CyFair ISD facility maintenance to address the tree trimming needed along the property line at Hancock Elementary creating a hazard for pedestrians on the adjacent sidewalk. Mrs. Jackson will advise management whether or not to further pursue the Association's tree contractor to assist with the needed trimming.

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.

Management presented bids for irrigation repairs at the Ravenhurst/Schroder and Hwy 249 entrances. A motion was made by Director Ramirez and seconded by Director Jackson to approve the irrigation repair bids from Monarch Landscape totaling \$1,698.09. The motion was unanimously approved by the Board members present.

PENDING BUSINESS

Management presented more details regarding the Texas Legislative changes and how homeowners association are to comply with such and the Board discussed potential changes to the draft policy language presented. The Association's legal counsel will be preparing the draft policies for Board review at a later date.

Homeowner Richard Hixon presented a letter outlining his understanding and proposed pursuit of gathering the required number of resident signatures on a petition to restrict overnight parking of commercial vehicles in the community pursuant to the guidelines received by Harris County. Mr. Hixon also advised that will not be able to also pursue the requirements needed to petition the County and State for lowering of the speed limit in the community at this time. The Board agreed with Mr. Hixon's strategy and will assist as needed.

Homeowner Noe Pena, representing the Flyers Swim Team, advised that a new board has been appointed and will forward management the updated contacts for redistribution of facility keys and access requirements.

Homeowner Claudette McCamley, who previously volunteered to prepare guidelines for composting, submitted said information for Board review. The Board agreed to minimal additions to the article and management will post on the website and submit for the next eNews.

DEED RESTRICTIONS

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

COMMUNITY EVENTS

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

End of Summer Movie Night Sponsored by High Sierra Management – September 18

Fall Festival – October 2

Nite of Lites – December 11 – January 2

There being no further business to come before the Board, a motion was made to adjourn at 9:25 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 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.



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.