



**FORMAL NOTICE OF THE 2022 ANNUAL MEETING
OF THE MEMBERS OF THE
PRESTONWOOD FOREST MAINTENANCE ASSOCIATION**

DATE: Thursday – May 19, 2022
TIME: 7:00 P.M.
PLACE: Clubhouse - 13702 Prestonwood Forest Drive
(Meeting will also be live streamed – login information included)

This is the formal notification to all Members of the Prestonwood Forest Maintenance Association Annual Meeting to follow the below agenda:

AGENDA

- I. Call to Order and Establish a Quorum
- II. Constables Report
- III. Review and Approve Agenda and Previous Minutes
- IV. Nomination of Candidates from the Floor
- V. Introduction of all Nominees
- VI. Election of Directors – Three Director Positions - three year terms
- VII. Committee Reports
- VIII. Financial Report
- IX. Association Operational Report
- X. Open Forum for Q&A
- XI. Election Results
- XII. Adjourn by 9:00 pm

Next Board Meeting Date – June 16, 2022 at 7:00 p.m.

A QUORUM OF 10% OF THE MEMBERSHIP REPRESENTED IN PERSON OR BY PROXY IS REQUIRED TO FORMALLY CONDUCT THE BOARD ELECTION. IF A QUORUM IS NOT ACHIEVED, THE ELECTION WILL BE CONTINUED THROUGH THE MAIL OR ONLINE. You are entitled to one (1) vote per lot. The Nominating Committee has confirmed three incumbent Board members for placement on the ballot and no other additional homeowners have volunteered as of the date of mailing. The floor will also be opened for further nominations at the meeting pursuant to the governing documents and write in nominations are allowed on the enclosed absentee ballot. If you are unable to attend the meeting and wish to submit your proxy for quorum purposes or submit an absentee ballot, please complete one of the enclosed forms and deliver it to the assignee, an Association Director or mail/fax/email to the addresses listed on the forms. **We have also established a convenient online process for you to submit a proxy or absentee ballot by logging on to www.highsierramanagement.com and selecting Resident Services, where you will then find Online Forms: Proxies & Absentee Ballots.** Then select your Association. Proxies and absentee ballots will also be accepted prior to the meeting being called to order. **Candidate information may also be found on the homeowner portal, Association website, as well as the management website under the Online Voting/Proxy forms and will be updated should any additional nominee(s) volunteer.**

PRESTONWOOD FOREST MAINTENANCE ASSOCIATION, INC.
2022 ANNUAL MEETING OF MEMBERS
ELECTION OF DIRECTORS
ABSENTEE/ELECTRONIC BALLOT NOTIFICATION

Annual Meeting Scheduled for May 19, 2022

By casting your vote via absentee/electronic ballot you will forgo the opportunity to consider and vote on any additional Board of Director Candidate nominated from the floor at the meeting, if a quorum is obtained and the meeting is held. If you desire to retain this ability, please attend the meeting in person or appoint a proxy in your absence. You may submit an absentee/electronic ballot and later choose to attend the meeting in person, in which case any in person vote will prevail. The electronic version of the below absentee ballot and enclosed proxy information can be found on the management website by logging on to www.highsierramanagement.com. You will then find the Prestonwood Forest - 2022 Annual Meeting-Election of Directors Online Absentee Ballot or 2022 Annual Meeting-Proxy in the "Resident Services" section of the site, under "Online Forms." Should the required quorum of members not be achieved for the initial meeting, all ballots and proxies received will count toward any continuance thereof. Candidate information may also be found on the Association website, as well as the management website under the online voting/proxy forms.

I (We) hereby cast our vote for election to the Board of Directors of Prestonwood Forest Maintenance Association, Inc. Due to the fact that Candidate nominations can be taken from the floor at the meeting, the ballot available at the Annual Meeting is subject to change. Write in candidates will be accepted and formally nominated at the meeting but they must be a qualified owner of property within the Association. If a written in candidate's formal ownership cannot be verified, the write in nomination will be disqualified. There are three (3) positions available for election to the Board of Directors for three (3) year terms. In the case of duplicate ballot submissions, the ballot with the most recent date will be used and all others disqualified.

Please vote for up to and no more than three (3) candidates by placing a mark in the box next to your choice(s). Any ballot showing more than three (3) votes will be disqualified but the person voting will be contacted to provide the opportunity for re-submittal. Candidates are listed in alphabetical order.

Ernesto Avellaneda (Incumbent)

Jesse Burgos (Incumbent)

Pete Lugo (Incumbent)

Write In Nomination _____ **Address** _____

Write In Nomination _____ **Address** _____

All absentee/electronic ballots must provide the following information in its entirety to be qualified and accepted:

Printed Name: _____ Property Address _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Please return this form no later than close of business on May 19, 2022 via mail, email scan or fax to:

Prestonwood Forest Maintenance Association, Inc.

c/o High Sierra Management

Po Box 940267

Houston, Texas 77094

Fax: 281-391-7913

Email: scarey@highsierramanagement.com

2021 ANNUAL MEETING OF THE MEMBERS

Clubhouse - 13702 Prestonwood Forest Dr.

May 19, 2022

Proxy

I/We, (Please Print) _____, the
owner(s) of the property located at (please print) _____ affirm
that I/we hereby assign my/our proxy to: (Please Print) _____.

If there is no assignee named, I/we hereby assign my/our proxy to the Board of Directors
of the Prestonwood Forest Maintenance Association. I/We understand that if I/we so
choose, I/we may appear at the annual meeting and cast my/our ballot in person.

Signed _____

Signed _____

Date _____

Pursuant to the By-Laws of the Association, Directors are elected to the expiring positions on the
Board of Directors of the Prestonwood Forest Maintenance Association at each annual meeting
of the Members. A voting quorum of at least 10% of eligible Members is required, in person or by
proxy. All homeowners are allowed one vote per lot.

Return your proxy, no later
than May 19, 2022 to:

Prestonwood Forest Maintenance Association
C/O High Sierra Management
P0 Box 940267
Houston, TX 77094-7267

Or send by Fax/Email to:

281-391-7913
scarey@highsierramanagement.com

**Or log on to www.highsierramanagement.com and select Resident Services, where you
will then find Online Forms: Proxies & Absentee Ballots.**

****Proxies will be accepted in person up to the meeting being officially called to order.****

**PRESTONWOOD FOREST MAINTENANCE ASSOCIATION
2022 ANNUAL MEETING OF MEMBERS
ONLINE/VIDEO/AUDIO CONFERENCING DETAILS**

The Board of Directors will be conducting the 2022 Annual Meeting of Members and also providing the option of attending the meeting via online live through the Zoom video/audio meeting app as a convenience to all members. The meeting is scheduled for **Thursday, May 19, 2022 beginning at 7:00 pm**. The below link and information for the meeting will also be emailed to all residents in advance of the meeting that have registered their contact information with management. If you want to ensure your information is on file with the Association, please email management to inquire. Homeowners are welcome to login to the online meeting pursuant to the following guidelines:

1. Meeting Login information is as follows:

Topic: Prestonwood Forest - 2022 Annual Meeting

Time: May 19, 2022 07:00 PM

Join Zoom Meeting:

<https://us02web.zoom.us/j/3748660253?pwd=d1VjNFdiYnRiU1cxZEQ4T0Z6ejY0QT09>

Meeting ID: 374 866 0253

Passcode: 11032021

2. Meeting attendees will be subject to initial approval before entering the meeting, therefore the meeting administrator must be able to recognize your screen name for video entry or phone number for audio entry.

3. All attendees will be placed on mute upon entry into the meeting to ensure that the Board can conduct their business without audio interference. Participants can use their virtual signals to raise their hand with a question or use the chat feature to type in a question or comment at any time.

4. *Video attendees have the ability to use the applications showing a "raised hand" signaling you have a comment or question and you will be called upon during the open forum section of the meeting. Or you can use the "chat" feature to ask a question in advance and the moderator will provide such to the Board to answer in order of submission.*

5. *Audio attendees can either send an email question(s) in advance to scarey@highsierramanagement.com and such will be answered during the meeting and the person(s) who sent in the question(s) will be called upon by the Board to speak. Or you can send an email during the beginning of the meeting to the same email address and we will make every attempt to keep track of such and answer your question.*

6. The meeting will begin promptly at 7:00 pm and attendees can log on as early as 6:30 pm.

7. The meeting agenda will be available for view during the meeting through the administrators shared screen or can be found in the online homeowner portal.

8. Any inappropriate actions or comments will result in immediate dismissal from the meeting.

Please feel free to reach out to management with any additional questions or information needed!