



**FORMAL NOTICE OF THE 2023 ANNUAL MEETING
OF THE MEMBERS OF THE
PRESTONWOOD FOREST MAINTENANCE ASSOCIATION**

DATE: Thursday – May 18, 2023
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
One Director Position – One Year Term
- 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 15, 2023 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 the nominees who have volunteered for the ballot 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
2023 ANNUAL MEETING OF MEMBERS
ONLINE/VIDEO/AUDIO CONFERENCING DETAILS

The Board of Directors will be conducting the 2023 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 18, 2023 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 - 2023 Annual Meeting

Date/Time: May 18, 2023 7:00 PM

Join Zoom Meeting:

<https://us02web.zoom.us/j/3748660253?pwd=dIVjNFdiYnRiU1cxZEQ4T0Z6ejY0QT09>

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!