



The Shops At
Prestonwood
Homeowners Association

Annual Meeting

October 7, 2024

Agenda

- I. Call to Order
- II. Introduction of Board Members
- III. Proof of Notice of Meeting
- IV. Verification of quorum present
- V. Acceptance of minutes from October 9, 2023
- VI. Reports from Board Members
 - A. Approve 2025 Budget
- VII. Reports of the committees
- VIII. Election of Directors
 - A. Candidate Introductions
 - B. Voting
 - C. Election of Candidates Announcement
- IX. Adjournment

Meeting Quorum

*381 Homes – 39 Homeowners
present in person or by proxy*

NOTICE OF ANNUAL MEMBERSHIP MEETING
Monday, October 7, 2024
6:30 P.M.

Dear Shops at Prestonwood HOA Member,

In accordance with Article 6, Section 6.5 of the Bylaws for Shops at Prestonwood Homeowners Association, Inc., you are hereby given notice that the Annual Meeting of the Members is scheduled for Monday, October 7, 2024, at 6:30 p.m. The purpose of this meeting is to elect two homeowner board members to serve on the Board of Directors and to approve the 2025 Budget.

Location: Prestonwood Baptist Church
6801 W. Park Blvd.
Plano, TX 75093
Room S206 (2nd floor of the Sports & Fitness Center)

Date: October 7, 2024

Time: 6:30 PM to 8:00 PM

Enclosed with this notice, you will also find a Proxy; in the event you are unable to attend the meeting and a Board Candidate form to complete if you would like to run for a seat on the Board of Directors.

To conduct the Meeting, a quorum of ten percent (10%) of members must be present either in person or by proxy. If you are attending by proxy, please complete and return the proxy to michelle@legacysouthwestpm.com no later than noon, Monday, October 7, 2024.

The meeting will begin promptly at 6:30 PM, with check-in beginning at 6:15 PM. We look forward to having you join us. If you have any questions, please contact Michelle Dando at 214-705-1615 Option 11 or. If a quorum is not reached in person or by proxy, the meeting will be moved to a later date.

Regards,

Michelle Dando
Community Manager

Proof of Notice

Introductions

- HOA Board of Directors
 - Elaine Locke, President
 - Kevin Simmons, Vice President
 - Jeffrey Chiapetti, Secretary
 - Gregory Langworthy, Treasurer
 - Timothy Brozovich
- Legacy Southwest Property Management
 - Michelle Dando, Community Property Manager

Meeting Minutes – 10/09/23

October 9, 2023
Annual HOA Meeting

1. Meeting called to order at 6:40PM
 - a. All board members in attendance
 - b. Quorum was established and confirmed
 - c. Introductions of new property manager and team
 - i. Michelle/Ryan/Brooke
 2. Minutes from transition meeting were approved as presented
 3. Budget Discussion
 - a. Budget at \$1.4M
 - b. No HOA due increases for 2024
 - c. Property insurance is expected to rise an approximate 20% in 2024
 - i. March 1, 2024 is when our broker will review the community numbers
 - d. Landscaping will take priority
 - e. We are saving \$23K per year by having offsite management vs. onsite
 - f. We will update our reserve study in 2024
 - g. Budget to include funding for the following areas
 - i. Social Events (\$5000)
 - ii. Fitness Center (\$10,000)
 - iii. Common Areas (\$10,000)
 4. With a new Board in place, the following has transpired in 103 days
 - a. Monthly board meetings are being held
 - b. All financials have been reviewed
 - c. Contracts with all outside vendors have been thoroughly reviewed
 - d. Transparency and visibility has been established for all residents
 - e. Social events are being held
 - f. Budget has been reviewed
 5. Community Website
 - a. Residents to use “Contact Us” to register an issue or report a concern
 - b. Kevin Simmons to help establish information on GroupMe app
 6. Community Committees
 - a. Have established a Welcoming Committee and Landscaping Committee
- Internal Communication: For internal & partner use only.
-
7. Meeting adjourned at 7:17PM
 8. Board members stayed afterwards to answer any individual questions that residents may have had

Board Member Reports

- Quarterly Board meetings
- Financial review
- Annual budget

2024 Financial Review

	<u>2024 Budget</u>	<u>YTD 8/31/24</u>	<u>2023 Actuals</u>	<u>2024 Forecast</u>	<u>Increase/ (Decrease)</u>
Total Revenues	\$ 1,405,536	\$ 939,960	\$ 1,530,221	\$ 1,407,047	\$ (123,174)
Reserves	130,500	119,125	134,000	162,625	28,625
Insurance	797,620	458,379	680,074	723,698	43,624
Landscaping	291,390	246,494	237,202	313,900	76,698
Water	78,000	25,909	84,744	50,000	(34,744)
Lake	5,500	6,416	5,648	9,624	3,976
Pet Clean Up	8,000	4,300	5,846	6,450	604
Gym/Amenity	57,065	29,213	30,024	43,581	13,557
Pool	13,050	6,112	9,006	11,250	2,244
Home Repairs/Roofs	80,000	57,729	67,243	72,541	5,298
Administration	73,811	44,292	82,096	66,589	(15,508)
Taxes	1,100	9,990	-	9,990	9,990
Total Expenses	\$ 1,405,536	\$ 888,834	\$ 1,201,884	\$ 1,307,624	\$ 105,740
Operating Acct Net	<u>\$ (130,500)</u>	<u>\$ (67,999)</u>	<u>\$ 194,337</u>	<u>\$ (63,202)</u>	<u>\$ (257,539)</u>

- ½ of costs are insurance – difficult market!
- Landscaping
 - Land Care Management started 1/1
 - \$41k spent on sprinkler repairs
 - Reduction in water costs
- May storm
 - \$19,600 tree cleanup
 - \$39,030 roof repairs
- Property Management- down \$15,500 by removing dedicated onsite manager

2025 Budget

	<u>2023 Actuals</u>	<u>2024 Budget</u>	<u>2024 Forecast</u>	<u>2025 Budget</u>
Total Revenues	\$ 1,530,221	\$ 1,405,536	\$ 1,407,047	\$ 1,538,100
Reserves	134,000	130,500	162,625	130,500
Insurance	680,074	797,620	723,698	851,400
Landscaping	237,202	291,390	313,900	238,000
Water	84,744	78,000	50,000	50,000
Lake	5,648	5,500	9,624	6,600
Pet Clean Up	5,846	8,000	6,450	8,000
Gym/Amenity	30,024	57,065	43,581	84,000
Pool	9,006	13,050	11,250	12,500
Home Repairs/Roofs	67,243	80,000	72,541	80,000
Administration	82,096	73,811	66,589	70,100
Taxes	-	1,100	9,990	7,000
Total Expenses	\$ 1,201,884	\$ 1,405,536	\$ 1,307,624	\$ 1,407,600
Operating Acct Net	<u>\$ 194,337</u>	<u>\$ (130,500)</u>	<u>\$ (63,202)</u>	<u>\$ -</u>

- 10% monthly due increase
 - Maximum increase allowed
 - Last increase 2020 - \$100 then buys \$83 today with inflation!
 - Used for property tax insurance
- 20% premium increase for insurance renewal – market increase
- Landscaping
 - No improvements included – need to do in special assessment
 - Added \$10k for tree trimming
- Gym includes \$30k for new equipment, current equipment is old and we are spending more on repairs and having difficulty with replacements
- Reserve Study

Committees

- Welcoming
- Social
- Fitness Center
- Architectural Control

Online Volunteer Form :

<https://shopsatprestonwoodhoa.com/homeowner/online-forms/committee-volunteer-form.aspx>

Candidate Bio – Tim Brozovich

Introduction

I have lived in the community for ~6 years. I'm currently a Senior Technology Manager for JP Morgan Chase as an Application Program Manager with approximately a \$2.5 million budget. Prior to joining JP Morgan, I have also worked for Northwestern Mutual Life in Milwaukee, Lone Star Gas, TXU Energy, and Capgemini Energy as a technologist and Technology Manager.

Reason for wanting to serve on the Board

My major goals and objectives would be to keep the community clean, safe, and maintained with reasonable cost solutions.

Improvement on current Board

Our community is clean, safe and well maintained, but the third-party contracts should be reviewed to assure we are getting what we are paying for. Additionally, a review of the common areas should be done to see if there are investments that can be made to make this community more desirable.

Where I can make the Greatest Contribution

During my almost 40-year career I have experience in

- Vendor Selection and Negotiations for Multi-Million-dollar Contracts
- Vendor Management – ongoing review to assure Contract compliance to meet Service Level Agreements
- Project Prioritization, Solution Review, Quality Assurance and Methodology Assurance for an annual project budget of up to ~\$8.5 million
- Client management status reporting and account management
- IT management status and metric reporting
- Resource planning and performance management for a distributed team of up to 50 business analysts, project managers, and developers

I believe that these experiences translate to what is necessary for an effective board member.

Other Commitments

None



Candidate Bio – Kevin Simmons – Page 1

Answers to questions

1. *Introduce yourself; include business, Homeowner Association experience and number of years as a member of Shops of Prestonwood Homeowners Association, Inc.*

My name is Kevin Simmons. I have lived in this neighborhood since March 31, 2015. My background is investigations, information technology, cyber and physical security, manufacturing, and team sports. I have multiple patents and trademarks. I have created and sold (3) three businesses from the ground up and sold (2) two of them. I have experience creating, growing, and managing multi-million dollar budgets, protecting assets via insurance policies and negotiating complex contractual agreements for mutual success of all parties.

I have experience serving (2) two Boards. Both are 501(c)(3) nonprofit charities; Dallas Children's Charities and Association of Professional Ball Players of America (APBPA).

I served on the Board of Directors for Dallas Children's Charities for (6) six years as a Director. During my service, I held multiple roles with high degree of responsibility. Most notable, I served a (2) two-year position, Vice President of Sponsors, raising \$2.5M from DFW small businesses and corporations for direct benefit to underserved children in DFW including laptop program, medical and educational needs. Currently, my status with Dallas Children's Charities is serving as Director Emeriti.

Currently, I serve on Board of Directors for APBPA as (1) one of (12) twelve Board Members including Kameron Loe, Orel Hershiser, Mark Grace, Howie Bedell, Tony LaRussa, Manny Para, Gerald Smiley, Steve Bumbry, Nick Corso, Dr. Erin Shannon, and Peter Weinstein. I manage a litany of legal and assistance issues. Further, I was elected by said Board to serve as 1st Vice President. My responsibilities include vetting former professional baseball players in need of assistance including but not limited to financial bridge assistance, medical needs, battling addiction, etc. In addition, I am responsible for growing our Membership program.

My current business is managing all facets of The AutoGraph Ball. It is a sports novelty item for the sports collectibles market. I have (2) two USPTO registered trademarks and (4) four patents pending. I have grown my business organically; however, I am actively negotiating partnerships/licensing agreements with Fanatics.com (formerly Topps Company aka Topps Trading Cards), Major League Baseball and Minor League Baseball.

Further, I was a candidate for Texas State House of Representatives in 2018. Political affiliation is not important. I was the best moderate candidate for the job. My primary opponent accepted tremendous campaign contributions from special interest groups and blew his campaign treasury of \$500,000 to defeat me for a position that paid \$18,000. My opponent was victorious in the primary election; however, my opponent was handily and rightfully defeated in the general election.

I am prepared to offer my service to my neighbors to their best interest and benefit. My primary focus will be not necessarily in this order;

- 1) Assessment of current contractual agreements pertaining to insurance policies, roofing, landscaping, irrigation, pool and amenity maintenance, and all matters affecting budget et al.
- 2) Addressing overall aesthetics of the neighborhood by means of an open-door policy of open communication and transparency with my fellow homeowner.
- 3) Budget awareness for the community.

2. *Reason(s) for wanting to serve on the Board of Directors. Include all neighborhood interests and goals that you would like to see accomplished for the Association.*

As my background advocates, I am offering my litany of experience and sense of community to my fellow neighbors. I would be a conduit to artfully address matters of concerns for my neighbors. My personal interest and goals of no consequence. The reality is we need individuals to serve the interests and goals to the prouder betterment of the neighborhood. A board seat is not about me. It is about the homeowners we serve. I am an advocate of and would plan community gatherings. It is extremely difficult to "get sideways" with a friend. When we create a true sense of prouder community, we can all work together to achieve mutual goals.

Most issues can be easily resolved by conducting simple "walkarounds" of the neighborhood, taking essential notes regarding areas of decline, and acting on concerns expressed by neighbors. I have a number of low to no cost solutions to make this neighborhood an A+ community. Our HOA should be a positive selling point to prospective buyers.

3. *Areas that you think can be improved upon the Association and Board Directors.*

- 1) A review of existing contracts and operations.
- 2) Transparency to homeowners.
- 3) Clear and open communication to neighbors.
- 4) Pride in community.

4. *In what areas could you make the greatest contribution: Architectural, financial, legal, maintenance, social, etc.*

With my background, I will benefit this neighborhood in all and more of the listed areas as previously addressed in this candidacy form. On that note, I grew up in a great community with excellent neighbors. The key element to a successful neighborhood is a sense of belonging and community. We had approximately 156 homeowners in our subdivision. Rarely, did we ever experience a serious issue. Why? Because we joined together monthly in fellowship to socialize. My definition of fellowship is to create a community of interest, activity, feeling and experience. All other matters are simply an issue of competence and diligence.

Candidate Bio – Kevin Simmons – page 2

5. *Do you have commitments that will deter you from attending Board of Directors meetings?*

No, I do not have commitments that would deter me from attending Board of Directors meetings. Further, I would ensure a common-sense approach to scheduling of Board of Directors meetings involving the community. Scheduling Board Meetings involving homeowners needs to be during times to ensure maximum participation of homeowners.



THANK YOU

If you have questions or concerns that were not covered in tonight's meeting, please email michelle@legacysouthwestpm.com

2025 Budget Detail

	Account	Description	2023 Actuals	2024 Budget	2024 Forecast	2025 Budget
Operating Accounts						
Income Accounts						
Income						
	40-4010-00	Assessment Income	1,406,357.55	\$1,361,736.00	\$1,361,736.00	\$1,491,200.00
	40-4050-00	Capital Contribution (CAP)	79,500.00	\$30,000.00	\$25,000.00	\$30,000.00
	40-4060-00	Collection Fees	1,770.00	\$2,500.00	\$2,000.00	\$2,500.00
	40-4115-00	Interest - Collections	1,207.17	\$3,200.00	\$2,000.00	\$3,200.00
	40-4120-00	Late Fees	4,138.50	\$0.00	\$925.00	\$0.00
	40-4125-00	Legal Fees	1,713.55	\$0.00	\$2,011.00	\$0.00
	40-4160-00	NSF Charges	300.00	\$0.00	\$275.00	\$0.00
	40-4175-00	Pool Key	(245.69)	\$0.00	\$100.00	\$0.00
	40-4999-00	Transfer to Reserves	(134,000.00)	-\$130,500.00	-\$162,625.00	-\$130,500.00
		Sub-total Income	\$1,360,741.08	\$1,266,936.00	\$1,231,422.00	\$1,396,400.00
Reserve Income						
	90-9901-01	Transfer from Operating	134,000.00	\$130,500.00	\$162,625.00	\$130,500.00
	90-9910-01	Interest Income - Reserves	35,479.73	\$8,100.00	\$13,000.00	\$11,200.00
Income Accounts Total			1,530,220.81	1,405,536.00	1,407,047.00	1,538,100.00

2025 Budget Detail

	Account	Description	2023 Actuals	2024 Budget	2024 Forecast	2025 Budget
Expense Accounts						
General & Administrative						
	50-5510-00	Accounting Fees	1,020.00	\$1,020.00	\$1,020.00	\$1,000.00
	50-5515-00	Administrative Supplies	2,342.86	\$2,200.00	\$2,153.40	\$2,200.00
	50-5590-00	Collection Costs	2,760.00	\$3,200.00	\$2,115.00	\$3,200.00
	50-5700-00	Fire Inspection		\$101.00	\$0.00	\$100.00
	50-5710-00	Holiday Decorations	1,300.00	\$2,500.00	\$0.00	\$1,800.00
	50-5730-00	Legal Fees - Collections	2,138.12	\$3,200.00	\$2,893.37	\$3,200.00
	50-5735-00	Legal Fees - General	1,808.25	\$5,000.00	\$6,235.00	\$5,000.00
	50-5750-00	Management Fees	63,193.36	\$46,200.00	\$46,200.00	\$46,300.00
	50-5755-00	Tax Preparation		\$490.00	\$365.00	\$500.00
	50-5756-00	1099s	286.60	\$300.00	\$407.00	\$400.00
	50-5770-00	Meetings	100.00	\$500.00	\$300.00	\$500.00
	50-5771-00	Association Document Storage	300.00	\$300.00	\$300.00	\$300.00
	50-5820-00	Office Equipment	909.25	\$100.00	\$0.00	\$0.00
	50-5830-00	Office Supplies	474.18	\$800.00	\$400.00	\$800.00
	50-5850-00	Postage & Delivery	3,286.59	\$2,200.00	\$1,500.00	\$1,600.00
	50-5900-00	Social/Community Events	1,526.49	\$5,000.00	\$2,000.00	\$2,500.00
	50-5930-00	Website	650.65	\$700.00	\$700.00	\$700.00
		Sub-total	\$82,096.35	\$73,811.00	\$66,588.77	\$70,100.00
Insurance & Taxes						
	55-7310-00	Directors & Officers	7,438.77	\$9,000.00		\$0.00
	55-7315-00	Excess Liability (WHBD)	48,457.90	\$172,000.00		\$0.00
	55-7330-00	Liability Insurance	-	\$1,300.00		\$0.00
	55-7335-00	Crime Insurance	1,165.90	\$1,550.00		\$0.00
	55-7370-00	Other Insurance		\$1,200.00	\$330.00	\$0.00
	55-7385-00	TX Comm Property	617,173.34	\$606,520.00	\$723,038.00	\$851,400.00
	55-7390-00	Umbrella Policy	4,622.36	\$5,500.00		\$0.00
	55-7400-00	Workers Compensation	385.00	\$550.00	\$330.00	\$0.00
	55-7410-00	Franchise Taxes	831.19	\$800.00		\$0.00
	55-7420-00	Property Taxes	-	\$300.00		\$0.00
	55-7430-00	Income Taxes (1120 H)			\$9,990.00	\$7,000.00
		Sub-total	\$680,074.46	\$798,720.00	\$733,688.00	\$858,400.00

2025 Budget Detail

	Account	Description	2023 Actuals	2024 Budget	2024 Forecast	2025 Budget
Landscaping						
	60-6050-00	Irrigation Maintenance	37,880.48	\$35,000.00	\$50,000.00	\$25,000.00
	60-6060-00	Landscape Contract	163,545.47	\$192,000.00	\$168,900.00	\$173,000.00
	60-6075-00	Landscape Improvements	28,685.18	\$50,390.00	\$70,000.00	\$30,000.00
	60-6080-00	Landscape Repairs	3,897.00	\$9,000.00		
	60-6160-00	Tree Removal / Tree Thinning	3,193.38	\$5,000.00	\$25,000.00	\$10,000.00
		Sub-total	\$237,201.51	\$291,390.00	\$313,900.00	\$238,000.00
Maintenance & Repairs						
	61-6320-00	Gym/Amenity Center A/C Unit	500.00	\$1,200.00	\$3,185.94	\$0.00
	61-6330-00	Building Repairs		\$2,500.00	\$1,275.00	\$10,250.00
	61-6340-00	Gym/Amenity Center Repairs	1,640.00	\$4,000.00	\$3,073.05	\$0.00
	61-6345-00	Gym Equipment Repairs	4,122.59	\$11,480.00	\$1,263.00	\$35,000.00
	61-6358-00	Common Area Misc Expense		\$10,000.00	\$10,356.12	\$10,000.00
	61-6360-00	Common Area Painting		\$2,000.00	\$0.00	\$5,000.00
	61-6370-00	Electrical Repairs		\$500.00	\$0.00	\$0.00
	61-6420-00	Fences/Walls		\$1,200.00	\$0.00	\$0.00
	61-6470-00	Gate Repair	263.53	\$285.00	\$690.09	\$0.00
	61-6530-00	Janitorial Contract	5,304.29	\$6,500.00	\$7,233.59	\$7,500.00
	61-6545-00	Keys & Locks		\$125.00	\$0.00	\$650.00
	61-6560-00	Lighting Maintenance		\$250.00	\$0.00	\$0.00
	61-6565-00	Maintenance & Repairs -General	38,498.10	\$40,000.00	\$12,541.14	\$40,000.00
	61-6620-00	Painting	5,975.00	\$10,000.00	\$0.00	\$10,000.00
	61-6632-00	Pest Control	508.78	\$575.00	\$1,524.71	\$600.00
	61-6636-00	Pet Clean Up	5,845.94	\$8,000.00	\$6,450.06	\$8,000.00
	61-6660-00	Plumbing Repairs		\$250.00	\$0.00	\$0.00
	61-6665-00	Pond Maintenance	5,242.75	\$4,500.00	\$3,206.91	\$4,500.00
	61-6668-00	Pond Chemicals	405.47	\$1,000.00	\$6,417.48	\$2,100.00
	61-6670-00	Porter Service	6,906.43	\$0.00	\$476.50	\$0.00
	61-6690-00	Roofs	22,770.00	\$30,000.00	\$60,000.00	\$30,000.00
		Sub-total	\$97,982.88	\$134,365.00	\$117,693.58	\$163,600.00

2025 Budget Detail

	Account	Description	2023 Actuals	2024 Budget	2024 Forecast	2025 Budget
Pool & Spa						
	68-6890-00	Pool Contract	8,562.54	\$9,000.00	\$9,000.00	\$9,300.00
	68-6900-00	Pool Equipment	341.86	\$1,500.00	\$1,500.00	\$1,500.00
	68-6930-00	Pool Keys		\$650.00	\$650.00	\$0.00
	68-6970-00	Pool Permit	102.00	\$150.00	\$100.00	\$200.00
	68-6980-00	Pool Repairs		\$1,500.00	\$0.00	\$1,500.00
	68-6990-00	Pool Supplies		\$250.00	\$0.00	\$0.00
		Sub-total	\$9,006.40	\$13,050.00	\$11,250.00	\$12,500.00
Utilities						
	70-7010-00	Electricity	6,747.89	\$12,000.00	\$9,867.96	\$10,600.00
	70-7045-00	Internet/Alarm Monitoring	1,526.48	\$1,600.00	\$1,602.96	\$1,800.00
	70-7080-00	Telephone	2,504.48	\$2,600.00	\$3,032.54	\$2,600.00
	70-7150-00	Water	84,743.60	\$78,000.00	\$50,000.00	\$50,000.00
		Sub-total	\$95,522.45	\$94,200.00	\$64,503.46	\$65,000.00
Reserve Contribution						
	90-9900-00	Reserve Contribution				\$130,500.00
Expense Accounts Total			\$1,201,884.05	\$1,405,536.00	\$1,307,623.80	\$1,538,100.00
Operating Accounts Net				\$0.00		\$0.00

Ballot

BALLOT

2025 ANNUAL MEETING

Please select two (2) candidates by checking the boxes below:

Tim Brozovich

Kevin Simmons