



Annual Election Meeting of the Members

Tuesday, December 08, 2020

6:30 pm – 7:30 pm

Jim & Betty Hughes Elementary School

McKinney, TX

Dial In Registration URL:

<https://attendee.gotowebinar.com/register/2137571961566892815>

Webinar ID: 768-114-891

www.prestwyckhoa.com

Agenda

- **Establish Quorum (30%) Call Meeting to Order**
- **Proof of Notice** **Page 1**
- **Introduction of Board of Directors**
 - **John Authers, President**
 - **Patrick McGuire, Vice President**
 - **Ronda Beinfeld, Secretary**
 - **Matthew Davis, Treasurer**
 - **David Woody, Member 1**
- **Introduction of Essex Association Management, L.P. Representatives**
 - **Sean Corcoran, Director of Operations**
 - **Ashton Barnes, Community Association Manager**
 - **Essex Support Staff**
- **Introduction & Open Discussion with City of McKinney Representatives**
 - **Officer Trent Davis, Neighborhood McKinney Police**
 - **Jenny Baker, Parks Planning & Development**
 - **Dana Riley, Housing & Community Development**
- **Neighborhood Crime Watch & New Community Park Planning Discussion** **Pages 2-6**
- **Approval of 2019 Annual Election Meeting Minutes** **Pages 7-8**
- **Financial Review**
 - **2019 Year End Balance Sheet & Income Statement Summary** **Pages 9-10**
 - **October 2020 Balance Sheet & Income Statement Summary** **Pages 11-12**
 - **2021 Approved Budget** **Page 13**
- **Board / Community Updates** **Pages 14-15**
- **Other Reports** **Pages 16-17**
 - **Compliance / ACC / Web Submissions**
- **Adjournment** **Page 18**

Neighborhood Crime Watch

Open Discussion with McKinney Neighborhood Police Officer Trent Davis

Preventing Crime – Neighborhood Watch

Knowing your neighbors and getting involved in Neighborhood Watch are two of the best ways to protect against crime in your neighborhood.

How to Get Started Today

- **Block Organizer:** Attend a training session
- **Block Organizer:** Survey neighbors to determine who will participate. The most effective group is only one block long
- **Designate a Captain and Co-Captain:** These volunteers organize the block, plan regular meetings and disseminate crime statistics report information
- **Schedule Your First Meeting:** Talk about what your group wants and expects from the Neighborhood Crime Watch Organization

To be Eligible for a Crime Watch Sign: Have an organized Crime Watch Group on your block with a Captain and Co-Captain

Non-Emergency Police Department Number

972-547-2741

For More Information Visit: www.mckinneytexas.org/Neighborhood-Watch



City Parks Planning & Development

Open Discussion on the New Community Park with Jenny Baker & Dana Riley, Neighborhood Services Coordinator

- Construction is to Begin this Week
- The New Park will Include
 - Play Equipment
 - Splash Pad
 - Pavilion
 - Sports Court
 - Shade Structures
 - Off Street Parking
 - Learning Stations
 - Fitness Stations
 - Pedestrian Bridge
 - Trails
 - Landscaping
- Expected Completion – Fall 2021

For Further Information Please Contact the Parks Development Department at:
Contact-ParksDevelopment@McKinneyTexas.org or (972) 547-7448

Master Concept Plan



To be Posted the Association's Website

Concept Plan – Splash Pad



Concept Plan – Splash Pad



2019 Annual Election Meeting Minutes (1 of 2)

**Annual Meeting of the Members
Prestwyck Homeowners Association, Inc.
October 9th, 2019**

Name	Title	Present
John Authers	President	Y
John Cantrell III	Vice President	N
Ronda Beinfeld	Secretary	Y
Colton McKey	Treasurer	Y
David Woody	Member 1	N
Homeowners Present	88 presents in person or by proxy	Y

Present from Essex Association Management, L.P.

Sean Corcoran, Director of Association Services
Ashton Barnes, Assistant Community Association Manager

Annual Meeting Details

Jim & Betty Hughes Elementary School
1551 Prestwyck Hollow Drive
McKinney, Texas 75071
Wednesday, October 9th, 2019 @ 7:00 pm

Quorum was verified with fifty-eight (58) homes represented in person and thirty (30) proxies.

Meeting called to order at 7:17 p.m.

Sean presented proof of notice.

Introductions: Sean gave introduction of the Essex Association Management team.

Approval of 2018 Annual Election Meeting Minutes:

- Minutes of meeting were presented. Sean asked for a motion from the Board to approve as written Colton #1 motioned to approve. Ronda #2 seconded motion. With all in favor and no opposed, motion so carried. Approved 2018 Annual Meeting Minutes to be posted to the Association website.

Prestwyck Homeowners Association, Inc.

10.09.2019

- Sean asked for a motion to open the floor for nominations. Kiwi motioned to open the floor. Ronda seconded motion. With all in favor and no opposed, floor was opened up for nominations.
- With no other interested parties, Sean asked for motion to close the floor. Homeowner motioned to close. This was seconded. With all in favor and no opposed, floor was closed and those who self-nominated or who appeared on ballot via submission of Board Candidacy form prior to meeting were all given opportunity to give brief introduction.
- Ballots were completed and collected. Sean asked for volunteer from the floor to oversee ballot count. Kathleen Wood volunteered and votes were tallied.

Financial Review:

- Sean gave brief review of the 2018 Year End Income Statement Summary, explaining any significant variances.
- Sean reviewed the August 2019 Balance Sheet in its entirety, explaining each line item.
- Sean reviewed the August 2019 Income Statement Summary. **Will post to Association website and distribute to new members of the Board.**

Community Updates:

- Kiwi reviewed 2019 Community Updates to include:
 - Mulch installed around trees and flower beds. (Completed)
 - Landscaping/Maintenance at entrance (Originally approved by City including the improvements of ditch at front the Associations did not spend 30k last year to save.)
 - Reserve Study (Bids Received) Colton stated this will be data driven providing information on finances.
 - Repair stop sign at entrance (City of McKinney)
 - Holiday lighting (In progress)

Committee Volunteers:

- Kiwi mentioned we need volunteers for the community, if interested please have a Volunteer Form filled out online on the Associations website and have submitted to the Board.
 - Volunteers
 - Homeowners Events
 - Social Events
 - Welcoming Committee
 - Safety in the Community

2019 Annual Election Meeting Minutes (2 of 2)

Prestwyck Homeowners Association, Inc.

10.09.2019

Compliance and ACC Submissions:

- Top three (3) violations in 2018 were grass/weeds in bedding area/tree ring, lawn maintenance, and trash cans visible. Sean informed homeowners that Trash Can violation is no longer being addressed with Essex Compliance Department but with City Ordinance. Basketball Goal violations are no longer with Essex Compliance Department but is to be maintained by all homeowners.
- Kiwi explained the ACC process, its purpose and what it entails
- Inspections of community and the fine/enforcement policy was clarified

Web Submission program was explained to those present, with most common inquiries being Compliance, Pool and General Questions.

Election Results:

- Kiwi announced the new Board of Directors.
- Matthew Davis (aka Matt), and David Woody were elected to the Board of Directors.
Ashton and Sean to arrange an Organizational meeting, and will then reach out to the legal department to update the State.

Floor was opened up for homeowner Q&A:

- Homeowner inquired about Spectrum being requested throughout the community.
 - Kiwi mention to keep in mind the irrigation repairs that follow from infrastructure install.
 - Homeowner mentioned survey from was completed for Spectrum and asked for Essex's to submit how many households would be interested in the community on switching to. Sean mentioned if this could be looked into but to keep in mind if doing this project the assessments for the whole community will increase.
- Renting Policy for 2020
 - New Law for 2020 no longer being (12%) of the community being renters. Kiwi stated if there is any concerns to please contact the Board. Sean stated moving forward with renters all violations will be held more aggressively to help contain any concerns this may cause for the community.

- Electronic Notifications
 - Ronda mentioned to be aware of emails, notifications or any upcoming events, the goal for the community is to go paperless to help with lowering costs for compliance.

With no other business to discuss, Kiwi asked for motion to adjourn. Ronda motioned to adjourn. Colton seconded motion. With all in favor and no opposition, meeting was adjourned at 8:16 p.m.

Post Meeting Action Items:

Action	Assigned To	Status
Set up an Organizational meeting with the new board members.	Sean / Ashton	Completed
Have a clear version PDF of CC'Rs post on website	Lori / Ashton / Sean	Completed
Look at amending the CC'Rs for all community communication to be electronic.	Essex Staff	Completed

Next Meeting of the Board:

Signature of Secretary or Board President

Date

**This is not an approval of meeting minutes but rather a confirmation of accuracy. Minutes will be approved at the next Annual Meeting of the Members.*

Minutes Prepared by: Ashton Barnes, Essex Association Management, L.P.

2019 Year End Balance Sheet Report

	<u>Balance Dec 31, 2019</u>	<u>Balance Dec 31, 2018</u>	<u>Change</u>
<u>Assets</u>			
Assets			
1010 - CIT Bank Operating Account	41,474.61	32,703.82	8,770.79
1011 - CIT Bank Reserve Account	43,983.77	29,820.72	14,163.05
Total Assets	85,458.38	62,524.54	22,933.84
Receivables			
1400 - Accounts Receivable	(46,791.73)	(49,104.52)	2,312.79
Total Receivables	(46,791.73)	(49,104.52)	2,312.79
Total Assets	38,666.65	13,420.02	25,246.63
<u>Liabilities</u>			
Liabilities			
2000 - Accounts Payable	16,653.36	5,452.38	11,200.98
Total Liabilities	16,653.36	5,452.38	11,200.98
Total Liabilities	16,653.36	5,452.38	11,200.98
<u>Owners' Equity</u>			
Equity			
3000 - Opening Bal Equity	2,667.16	2,667.16	0.00
3900 - Retained Earnings	19,346.13	5,300.48	14,045.65
Total Equity	22,013.29	7,967.64	14,045.65
Total Owners' Equity	22,013.29	7,967.64	14,045.65
Net Income / (Loss)	0.00	0.00	0.00
Total Liabilities and Equity	38,666.65	13,420.02	25,246.63

2019 Year End Income Statement Summary

Income Statement Summary Prestwyck Homeowner's Association, Inc.

December 01, 2019 thru December 31, 2019

	Current Period			Year to Date (12 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	2,411.91	1,689.00	722.91	367,772.77	350,915.00	16,857.77	350,915.00
Total Income	2,411.91	1,689.00	722.91	367,772.77	350,915.00	16,857.77	350,915.00
Total General & Administrative	4,174.95	4,861.00	(686.05)	62,230.40	60,490.00	1,740.40	60,490.00
Total Taxes	0.00	0.00	0.00	792.50	400.00	392.50	400.00
Total Insurance	318.85	309.59	9.26	4,516.02	3,714.59	801.43	3,714.59
Total Utilities	2,305.81	4,050.00	(1,744.19)	58,327.19	48,600.00	9,727.19	48,600.00
Total Infrastructure & Maintenance	227.75	4,050.28	(3,822.53)	14,189.04	19,218.28	(5,029.24)	19,218.28
Total Pool	1,431.88	1,986.00	(554.12)	19,269.98	33,890.00	(14,620.02)	33,890.00
Total Landscaping	12,965.33	14,797.96	(1,832.63)	194,401.99	177,583.96	16,818.03	177,583.96
Total Reserves	14,045.65	7,018.17	7,027.48	14,045.65	7,018.17	7,027.48	7,018.17
Total Expense	35,470.22	37,073.00	(1,602.78)	367,772.77	350,915.00	16,857.77	350,915.00
Net Income / (Loss)	(33,058.31)	(35,384.00)	2,325.69	0.00	0.00	0.00	0.00

October 2020 Balance Sheet

<u>Assets</u>	<u>Balance Oct 31, 2020</u>	<u>Balance Sep 30, 2020</u>	<u>Change</u>
Assets			
1010 - CIT Bank Operating Account	64,299.47	47,126.01	17,173.46
1011 - CIT Bank Reserve Account	44,066.93	44,061.32	5.61
Total Assets	108,366.40	91,187.33	17,179.07
Receivables			
1400 - Accounts Receivable	(1,825.99)	(42,329.42)	40,503.43
Total Receivables	(1,825.99)	(42,329.42)	40,503.43
Total Assets	106,540.41	48,857.91	57,682.50
Liabilities			
Liabilities			
2000 - Accounts Payable	6,495.42	8,659.54	(2,164.12)
Total Liabilities	6,495.42	8,659.54	(2,164.12)
Total Liabilities	6,495.42	8,659.54	(2,164.12)
Owners' Equity			
Equity			
3000 - Opening Bal Equity	2,667.16	2,667.16	0.00
3900 - Retained Earnings	19,346.13	19,346.13	0.00
Total Equity	22,013.29	22,013.29	0.00
Total Owners' Equity	22,013.29	22,013.29	0.00
Net Income / (Loss)	78,031.70	18,185.08	59,846.62
Total Liabilities and Equity	106,540.41	48,857.91	57,682.50

October 2020 Income Statement

Income Statement Summary Prestwyck Homeowner's Association, Inc. October 01, 2020 thru October 31, 2020

	Current Period			Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Income	85,946.04	84,330.00	1,616.04	364,208.75	347,375.00	16,833.75	350,725.00
Total Income	85,946.04	84,330.00	1,616.04	364,208.75	347,375.00	16,833.75	350,725.00
Total Expenses	0.00	167.00	(167.00)	0.00	1,667.00	(1,667.00)	2,000.00
Total General & Administrative	3,554.03	5,447.00	(1,892.97)	46,004.85	48,293.00	(2,288.15)	57,910.00
Total Taxes	0.00	0.00	0.00	0.00	200.00	(200.00)	200.00
Total Insurance	0.00	293.00	(293.00)	5,172.75	2,923.00	2,249.75	3,507.00
Total Utilities	5,711.00	4,183.00	1,528.00	52,159.87	41,833.00	10,326.87	50,200.00
Total Infrastructure & Maintenance	1,687.55	243.00	1,444.55	6,522.94	4,426.00	2,096.94	4,910.00
Total Pool	1,477.88	1,411.00	66.88	19,359.48	19,358.00	1.48	22,179.88
Total Landscaping	13,668.96	16,131.00	(2,462.04)	156,957.16	161,319.00	(4,361.84)	193,584.00
Total Reserves	0.00	0.00	0.00	0.00	0.00	0.00	16,234.12
Total Expense	26,099.42	27,875.00	(1,775.58)	286,177.05	280,019.00	6,158.05	350,725.00
Net Income / (Loss)	59,846.62	56,455.00	3,391.62	78,031.70	67,356.00	10,675.70	0.00

2021 Approved Budget with Increase

	<u>2021 Budget</u>		<u>2021 Budget</u>
Income		Utilities	
4100 - Assessments	388,125.00	6000 - Telephone	600.00
4200 - Late/NSF Fee	8,000.00	6010 - Electric	8,500.00
4250 - Collection Fee Charge	4,800.00	6020 - Water/Sewer	50,000.00
4350 - Violation Fine Charge	50.00		
4410 - Demand Letter Income	1,000.00	Total Utilities	59,100.00
4500 - Interest Income	100.00	Infrastructure & Maintenance	
4801 - Acquisition Assessment	6,000.00	6021 - Waste Trash Removal	265.00
4831 - Pool Key Revenue	150.00	6250 - Pest Control	653.00
4902 - Insurance Claims	0.00	6260 - Electrical Repairs & Maintenance	1,500.00
	Total Income	6264 - Holiday Decoration	3,500.00
	408,225.00	6272 - Sign Purchase & Repairs	1,000.00
		6290 - Common Area Maint/Cleaning	3,200.00
		6600 - Security	2,300.00
		Total Infrastructure & Maintenance	12,418.00
	Total Prestwyck HOA Income	Pool	
	408,225.00	6310 - Pool Key Expense	500.00
Expenses		6320 - Pool Service Monthly Contract	14,130.00
8000 - Contingency	5,000.00	6330 - Pool Supplies & Gen Maint (Non Contract)	2,000.00
		6340 - Pool Equipment & Repairs	3,200.00
		6350 - Pool Furniture & Fixtures	6,000.00
		6361 - Pool Access Gate System	1,500.00
	Total Expenses	Total Pool	27,330.00
	5,000.00	Landscaping	
General & Administrative		6400 - Landscaping (Contract Services)	171,142.00
5100 - Neighborhood Portal	840.00	6402 - Landscape Maint & Imprv (Non Contract)	30,000.00
5101 - Postage	2,000.00	6500 - Irrigation	10,000.00
5104 - Printing and Reproduction	1,500.00		
5106 - Homeowner Functions/Social	3,500.00	Total Landscaping	211,142.00
5109 - Licenses, Permits, & Fees	850.00	Reserves	
5110 - Professional Management	34,500.00	6001 - Reserve Contributions	37,005.00
5120 - Collection Fees Billed Back	4,800.00		
5121 - Property Inspections	1,100.00	Total Reserves	37,005.00
5122 - Annual Meeting Expenses	800.00		
5160 - Bad Debt Expense	0.00		
5170 - Bank Fees	90.00		
5176 - Legal Fees	800.00		
5177 - Legal Fees Billed Back	0.00		
5181 - Tax Preparation	350.00		
	Total General & Administrative		
	51,130.00		
Taxes			
5201 - Property Taxes	200.00		
	Total Taxes		
	200.00		
Insurance			
5310 - General Liability	4,700.00		
	Total Insurance		
	4,700.00		
		Total Prestwyck HOA Expense	408,025.00
		Total Association Net Income / (Loss)	200.00

Board & Community Updates *(1 of 2)*

Completed Projects

- Repaired & Repainted Welcome Signs along Prestwick Hollow
- Removed Broken Flower Pots at Entrances & Repaired Existing Flower Pots
- Seasonal Flower Planted and Mulch Installed throughout Community Flower Beds
- Removed Graffiti at Dam and Coit Entrance
- Added Mesh on Pool Gates & Covers to Push Exit Buttons
- Multiple Pool Repairs – Post Pool Inspection
 - Repaired & Rewired Pool Gate Access System & Connection
 - Replaced Back Wash Valve
 - Added a Chlorine Feeder
 - Sand Filler Installed on Pool Decking
- Installed Kiddie Kusion at Playground
- Removed Multiple Trees/Branches at Beckton Bridge and Common Areas

Completed Board Updates

- Appointed New Member to Board – Patrick McGuire as Vice President (10/22/2019)
- Reserve Study Completed
- Assessment Increase Letter Sent Out to Homeowners

Board & Community Updates *(2 of 2)*

Projects in Progress

- Pricing & Design for Flower Pots at Entrances
- Erosion Control Repair at HWY 380 Entrance – Tx Dot Land Improvement
- Replacing Torn/Tattered TX Flags
- Additional Umbrellas/Tables for at the Pool
- Security Cameras for Amenity Pool
- Pest Control Increased around Amenity Pool during Construction of New Park
- Irrigation/Landscape Improvements

Board Updates in Progress

- Tax Exemption Status – Non Profit
- Insurance Providers
- Breakdown/Monitor Water & Sewer for 2021 on Adjustment that can be made
- GOING PAPERLESS

Upcoming Food Truck Event

- December 10th – Pizzeria Testa (5:00pm – 7:00pm)
 - Pre-Order Link Now Available & Select Pick Up Times

Enforcement / Fining Policy

Covenants Count Report

Prestwyck Homeowner's Association, Inc.

January 01, 2020 thru December 31, 2020

Description	Violations
Trash Containers	383
Lawn Maintenance	62
Improper Storage/Unsightly	18
Improper Signage	14
Exterior Maintenance/Disrepair	14
Landscaping	12
Unauthorized Parked	10
Basketball Goals	8
No ACC Submitted	7
Paint/Stain of Exterior Features	3

Total Number of Violations: 531

- **Inspections Conducted Twice Monthly**
- **3 Notices are Sent Prior to Fine Being Assessed**
 - 1st Courtesy Notice
 - 2nd Notice of Violation
 - 3rd Final Notice / Fine Warning (PC209)
 - 1st Fine Notice
 - Homeowner will Continue to be Fined Until Cured
- **State Standard and per the 1st, 2nd, and 3rd Notices**
 - 10 Days to Cure
 - If Violation of Same or Similar Nature is Observed Within 180 Day Period, Enforcements will Escalate to the Next Notice as Indicated Above

Help Keep the Community Beautiful!

Actively Seeking Volunteers in Many Capacities to Include Compliance!

Web Submissions

Prestwyck HOA Community Charts

Conversation Started: 01/01/20 to 12/07/20

Total Number of Submissions for Date Range: 151

Statistics by Category Data

Selection	Count
Billing	75
Compliance	20
General Question	18
Pool	13
ACC	10
New Homeowner	5
Maintenance	5
Insurance	3
Resale	2

Statistics by Age Data

Aged	Count
0 day(s)	60
1 day(s)	45
2 day(s)	22
4 day(s)	7
3 day(s)	6
6 day(s)	4
5 day(s)	3
15 day(s)	1
12 day(s)	1
14 day(s)	1
19 day(s)	1

Statistics by Conversation Thread

Threads	Count
2 thread(s)	133
1 thread(s)	14
4 thread(s)	2
5 thread(s)	2
7 thread(s)	1

Statistics by Submission Group

Entity	Count
a homeowner	140
a realtor	4
a vendor	4
a renter or lessee	3

Meeting Adjourn

Thank You For

A T T E N D I N G



Homeowner Questions?

For any questions, comments, or concerns please submit an inquiry via the “Contact Us” tab through your Associations website and an Essex Representative will respond back shortly.



www.prestwyckhoa.com

Office Information

Essex Association Management, L.P.

Monday – Friday
9:00 am – 5:00 pm

1512 Crescent Dr. Suite 112

Carrollton, Texas 75006

Phone: (972) 428-2030

Fax: (469) 342-8205

After Hours Emergency Line: (888) 740-2233

www.essexhoa.com

The Role of Essex Association Management, L.P.

The day to day functions of your management team includes many different tasks.

Such tasks may include but are not limited to:

- Advise and provide administrative, managerial and operational counsel to the Board of Directors in order to assist the Board in decision making and in the operation of the business affairs of the Association
- Perform periodic site inspections of the community's common areas and routine site inspections of the individual homes
- Direct the enforcement of the restrictive covenants
- Assist in the processing of Architectural Modification Requests
- Obtain bids, evaluate and assist in acquiring insurance consistent with the restrictions and/or needs of the Association
- Supervise maintenance activities and contractor performances of vendors, obtain bids and provide proposals to the Board of Directors for new service and renewing contracts
- Provide Association financial reports, kept in accordance with GAAP (Generally Accepted Accounting Principles)
- Accounts payable and accounts receivable including the collection of delinquent accounts
- Develop and prepare Association budgets
- Work with an independent CPA firm to audit the Association books and records
- Serve as a receiving center for Association related homeowner and vendor telephone calls of all type and nature
- Reserve Fund Contribution

What Your Assessments Pay For

Essex Association Management, L.P. has been selected by the Board of Directors of your Association to provide professional management services. It is the goal of Essex Association Management to provide your community with quality service while fostering a mutual relationship of respect and trust.

- **General maintenance of all common areas:**
 - Mowing, edging, tree trimming, chemical treatments
 - Porter services
 - Replacement of trees and shrubs in the common areas
 - Installation and maintenance of seasonal color changes and mulch
- **Electricity**
 - To operate and maintain the Association's common elements and amenities, including lighting and irrigation systems
- **Repairs and General Maintenance of the Common Areas, Elements, and Amenities**
- **Legal and tax services**
 - Filing corporate, federal and state taxes, annual audits, and continual maintenance of Association books and records
- **Insurance premiums**
 - Ensuring the proper insurance is obtained, maintained, and premiums met
- **General and Administrative services (including but not limited to)**
 - Prestwyck Homeowner's Association, Inc. website, correspondence, collection letters, ACC's, postage, supplies, inspections, filing of Association documents, meetings and more.

- **Modification Request Forms may now be Submitted Online.**
- **Income Statements and Balance Sheets**
- **Governing Documents**
- **Important Phone Numbers**
- **Bulletin Board**
- **Volunteer Forms**
- **Email Updates: Sign up Now!**

