



## PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.

February 6, 2025

### Notice of 2025 Annual Meeting of the Association

Dear Homeowner:

The 2025 Annual Meeting of the Prestonwood Country Club Condominium Association, Inc. (the Association) will be held on **SUNDAY, FEBRUARY 23, 2025, at 3:00 p.m.** at The Clubs of Prestonwood - The Creek; **sign-in will begin at 2:30.** Please remember - **a picture ID is required.**

Online voting is available prior to the meeting. You will receive an email\* from **PWCCCA@ivotehoa.com**, our voting site, on **Sunday, February 16<sup>th</sup>** and will have until **Friday, February 21<sup>st</sup> at 6:00 p.m. to vote.** \*

Please help ensure that a quorum is present, and business can be conducted at the meeting by either **voting online** or by **completing, signing, and returning the Directed Proxy by FRIDAY, FEBRUARY 21<sup>st</sup>, 6:00 p.m. whether or not you plan to attend the meeting.** Proxies will be entered into the electronic system as they are received. If you do not vote electronically or by proxy, a ballot will be issued to you at the meeting.

**Sunday, February 16<sup>th</sup>**, at the Library from **2 p.m. to 4 p.m.**

~ **Meet the Candidates** and

~ Get answers about the **Attic Insulation Restoration Project**

~ **Make your voting decisions while enjoying a sweet treat with your neighbors!**

Sincerely,

*Phyllis Wells*

Phyllis Wells, Secretary

\*If you do not receive the email, go to the website, <https://http://PWCCCA/ivotehoa.com//register>, to request your code to access the electronic ballot.

Enclosed:

- Unapproved Minutes for February 25, 2024, Annual Association Meeting
- Annual Financial Report 2025
- Bank Balances as of 12/31/2024 and Expense Percentage Chart
- Candidate's Profiles
- **Directed Proxy 2025** (return to Office or email to [manager@pwcca.org](mailto:manager@pwcca.org) by **FRIDAY, FEB. 21ST, 6:00 p.m.**)
- **Attic Insulation Restoration Project – Proposed Special Assessment**

## **Unapproved Minutes-2024-Annual Association Meeting-February 25, 2024**

- I. **Call to Order** - The President, Jeff Hughes called the meeting to order at 3:12 P.M. Jeff greeted, welcomed the Homeowners, and thanked them for their participation, then reminded everyone that the Zoom meeting is recorded, and member comments will be heard at the end of the meeting.
- II. **Roll Call, Certifying of Proxies** -certification of the proxies. A Quorum was reached by a combination of electronic votes, directed proxies, and attendees in person at the meeting: present via electronic vote 44%, present via directed proxy 8%, by in person ballots 2% for a total of 54% exceeding the Quorum minimum of 25%.
- III. **Proof of Notice of Meeting** - Mailed February 13, 2024, as announced by Jeff Hughes.
- IV. **Reading and Approval of Minutes for 2023** - Jeff Hughes moved for approval of the minutes which were approved by a raise of hands.
- V. **Reports of Officers and Committees**
  - A. **Finance** -Jim Eason - Review of finances was detailed in the Annual Meeting Package's INCOME/EXPENSE DETAIL 2020- UNAUDITED 2023 & PLAN 2024 and the BANK BALANCES YEAR END 2022 & 2023. Year end 2023 TOTAL RESERVE FUNDS \$681,140.71.
  - B. **Building** – Jeff Hughes – in Dan Burbine’s absence Jeff reported that the upgrades to the condos were following protocol under committee supervision. New maintenance crewmember, Delisha Hart Is very helpful and works well for operations. The committee is also reaching out to the trade schools and other resources for apprentices to our maintenance crew.
  - C. **Bylaws & Rules** – Phyllis Wells – commented that we are doing well as a community with most of residents maintaining pet rules and thanked everyone for their cooperation.
  - D. **Landscaping** – Jim Eason – reported that the committee was prioritizing projects according to the budget.
  - E. **Communications** – Carrie Bailey for Gaela Rene Hall–The association transitioned to an electronic version of the newsletter. Currently, we have an underutilized website which the committee plans to update in2024. Committee member Susie Brown reminded homeowners to become involved through the following committees: landscape, social, building, finance, rules, communications. If interested, please contact the office or that committee chair. All our candidates are serving on committees.
  - F. **Social & Hospitality** – Jeff Hughes for Martha Burks reported that Martha will be announcing upcoming events and commented that she has done such a wonderful job this past year.
  - G. **Community Networking** – Nancy Baker reported on local neighborhood and city projects and safety scam information.
- VI. **Election of Managers for 3 Vacancies**
  - A. **Nominating Committee – Phyllis Wells Chair, Susie Brown, Barbara Wertz.**
    1. Phyllis Wells introduced the 5 nominees and each to spoke about their qualifications and reason for running: Nancy Baker, Jim Eason, Malena Marshall, Marty Park, Rick Wilson.
    2. Collection and counting of In-Person Ballots.
- VII. **Unfinished Business** - None
- VIII. **New Business**
  - A. **Board Vacancy and Appointment** – Jeff Hughes – on February 1 Gaela Rene Hall resigned from the board as Chair of Communications. As chair she rolled out the digital format of the quarterly newsletter. On February 7, the board appointed Barbara Wertz to serve out her term.

## **B. Board Comments**

1. **Jeff Hughes** on behalf of the Board thanked Judith Lyle for her 15 years of service and contributions to the community and presented her with a beautiful arrangement of 15 red roses.
2. **Carrie Bailey** discussed the impact of property insurance increases. The Board will be investigating passing deductible charges to owners because Loss Assessment coverage will pay for the loss. Additional information will follow.

## **C. Member Comments**

1. **David Campbell** – asked for clarification of the traffic light issue. Jeff responded that he has submitted a reset request to the TXDOT for the traffic light at Arapaho to alleviate congestion on Preston that blocks our entrance.
2. **Susie Brown** – reported that Barbara Wertz has contacted an official requesting lines be painted across the intersection for greater marked clarity.
3. **Susie Collins Turner** – asked a question about the increase in cost for utilities from 2020 - 2023. Carrie answered that the water cost is higher than electricity. Gas and water cannot be contracted. The 4-Pipe Chilled Water HVAC system uses about 20% of the water. Payroll and Administration costs increased because Lupe Gonzalez sustained an on-the-job injury and was off work for several months requiring temporary workers. Susie recommended using the resources available from The Skilled Work Force Commission as an apprenticeship trainee for our maintenance crew. Susie also asked if the association is doing anything to increase member participation. Carrie responded that in November our committees hosted a successful meeting to organize which was led by Susie Brown. This resulted with Owners joining committees based on their interests and skills. Each Committee set goals for 2024 and planned the next meetings
4. **Rick Wilson** – clarified that the HOA utility breakdown is just for utility usage with the assessment fee separate.

**D. IRS Revenue Ruling 70-604** –Jeff Hughes moved to approve IRS Revenue Ruling 70-604 for 2023 so that excess income from 2023 will be “carried forward” for Reserve spending in 2024, in lieu of paying tax on that income to the IRS. Betty seconded the motion. The motion carried by a show of hands.

**E. Election Results** –Carrie Bailey announced that 44% of ownership voted online. Total homeowner participation 54%. The candidates elected for the 2024-2027 board terms are Nancy Baker, Jim Eason and Marty Park.

**IX. Adjourn Meeting** - Jeff Hughes called for a motion to adjourn the meeting. Nancy seconded the motion. The motion carried by a show of hands and the meeting was adjourned at 4:21 P.M.

Judith Anne Lyle, Secretary





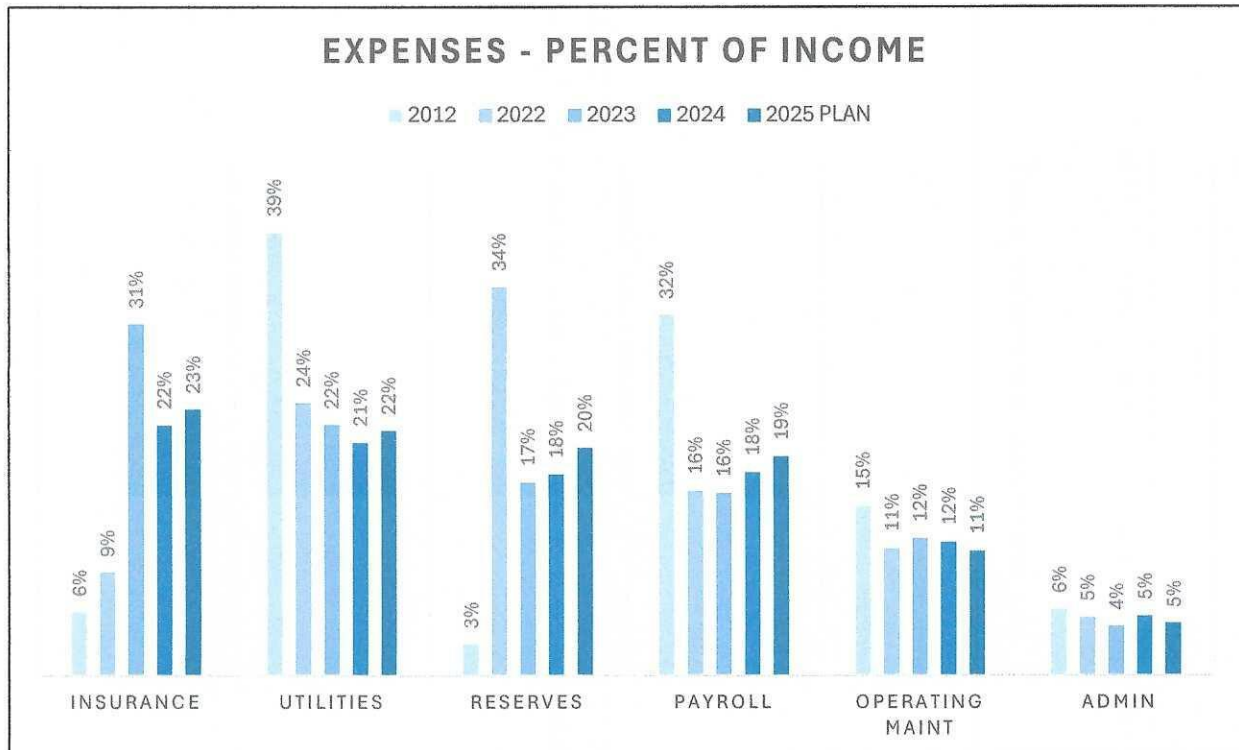
## PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION

PWCCCA ANNUAL FINANCIAL REPORT 2025					
	2012	2022	2023	2024	2025 Proj. Rev. 2/6/2025
<b>Income</b>					
ASSESSMENTS	712,879	1,325,494	1,495,585	1,738,674	1,696,067
UTILITY INCOME	451,380	424,332	445,666	469,368	475,000
OTHER INCOME		48,322	75,623	78,786	30,000
<b>Total Income</b>	<b>1,164,259</b>	<b>1,798,148</b>	<b>2,016,874</b>	<b>2,286,828</b>	<b>2,201,067</b>
<b>Expenses</b>					
INSURANCE	65,739	170,723	624,607	504,520	515,766
UTILITIES	455,330	448,690	445,373	469,376	475,000
PAYROLL	370,732	304,568	324,722	409,846	425,000
OPERATING MAINTENANCE EXPENSES	174,620	210,329	244,593	270,189	242,800
ADMIN EXPENSES	68,433	95,772	87,821	119,801	101,100
<b>Total Maintenance Operating Expenses</b>	<b>1,134,854</b>	<b>1,230,082</b>	<b>1,727,116</b>	<b>1,773,732</b>	<b>1,759,666</b>
<b>Other Expenses</b>					
<b>Bad Debt Expense</b>	<b>25,685</b>				
Reserve Expenses	32,280				
Nano-Bubble System				27,500	37,500
HVAC Water Pipe Replacement		77,165	36,710	96,459	100,000
Unit Fan Coil Replacements		16,232	15,343	21,402	25,000
Domestic Boiler & Tank Replacement			8,504		
HVAC Chiller & Cooling Tower Rehab		47,952			5,000
HVAC Thermostat Replacements		2,316	3,246	1,674	1,800
HVAC Pump and Motor Replacement		22,862	38,877	6,176	8,000
Emergency Generator Rental		30,110	35,226	41,518	
Building Renovation		103,150	40,764	41,494	51,951
Landscape Improvement		6,392	848	1,831	5,000
Maintenance Equipment			10,390		15,000
Drainage Improvement				4,800	
Plumbing/Sewer Line Replacement		5,535	9,875		5,000
Controlled Access-Pool & Bldg		5,800	20,621	28,854	10,000
Patio/Fences/Balconies		35,600	81,925	43,000	50,000
Structural Repairs		31,429	37,609	20,325	5,000
Parking Lot Refurbish		244,727			
Utility Building Renovations			399	19,794	12,000
Pool Pump & Motor Replacement				7,432	
Pool/Library Furniture		4,265	25	5,856	
Signs		3,595	1,075		150
Office Equipment		2,805	157	1,169	
Office Furniture			1,869		
Gutters				15,047	
Website Upgrade				4,332	
Mansard Roof Replacement					110,000
Electrical Line Replacement - Stillwood				16,668	
<b>Total Reserve &amp; Bad Debt Expenses</b>	<b>57,965</b>	<b>639,933</b>	<b>343,462</b>	<b>405,331</b>	<b>441,401</b>
<b>Net Income</b>	<b>(28,560)</b>	<b>(71,867)</b>	<b>(53,704)</b>	<b>107,765</b>	<b>-</b>
<b>Proposed Attic Insulation Restoration-From Reserve Account</b>					<b>38,536</b>



## PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION

BANK BALANCES			
OPERATING	12/31/2024	12/31/2023	% Chg 23/24
OPERATING/RESERVE MONEY MKT	\$ 28,425.97	\$ 56,810.66	
CHECKING	\$ 15,274.55	\$ 46,269.99	
DEBIT CARD	\$ 3,066.81	\$ 786.07	
<b>CASH</b>	<b>\$ 46,767.33</b>	<b>\$ 103,866.72</b>	<b>-55%</b>
RESERVES			
CD - AAB General Reserves	\$ 213,773.35	\$ 207,088.08	
CD - VERITEX General Reserves	\$ 134,802.28	\$ 129,158.99	
CD - NDBT Insur Loan Security	\$ 252,910.75	\$ 344,893.64	
CD - NDBT General Reserves	\$ 103,603.27		
<b>RESERVE FUNDS</b>	<b>\$ 705,089.65</b>	<b>\$ 681,140.71</b>	<b>4%</b>
LOAN			
<b>INSURANCE LOAN - NDBT</b>	<b>\$ 413,650.61</b>	<b>\$ 517,662.44</b>	<b>-20%</b>
NET			
<b>AVAILABLE RESERVE FUNDS</b>	<b>\$ 291,439.04</b>	<b>\$ 163,478.27</b>	<b>78%</b>



## CANDIDATES FOR THE BOARD OF MANAGERS 2025

**Susie Brown, 15922 Club Crest Dr. 1107**

**Owner and Resident since 2015 - Committee Service**



Over the past nine years, Susie has frequently served the community on the Nominating Committee, Communications with occasional newsletter articles and at social events and Annual Meetings helping with organizing. She also chairs the Committee Development Ad Hoc Committee. Prior to professional retirement, Susie served on the staffs of an elected official in Washington, DC, two major performing arts organizations in Texas and a tier 1 state university. Credentials earned include Certified Grantwriter (CGW) permanent credentials and Certificate of Nonprofit Board Consulting. *PWCCC is a wonderful community in which to live, and I would be honored to serve on the Board of Managers to help in a useful capacity. I enjoy*

*waving from my window to many of you walking your cute dogs down the Club Crest sidewalk.*

**Blanca Sanchez de Sanchez, 5807 Copperwood Ln. 1119**

**Owner and Resident since 2021**



Blanca has a bachelor's degree in electrical engineering and has extensive experience in project development and organization in this field. She can resolve problems and create solutions using good communications with her teams. Now retired, Blanca recently earned a Certification in Project Management Professional (PUP) which is an international designation. She promises to help the community by meeting all the requirements of Board service.

**Amanda Wells, 15906 Archwood Ln. 1019**

**Owner and Resident since 2020**



*I am a full-time employee working for the same company for almost 15 years. I am detail oriented and loyal. I am interested in the inner workings of the BOM. As a dog walker, I see the whole neighborhood daily and interact with other dog walkers. I'm a single cat and dog mom and have family that lives within a couple of miles so this community is perfect for me. I believe I can offer a millennials perspective on topics.*

## CANDIDATES FOR THE BOARD OF MANAGERS 2025

**Barbara Wertz, 15910 Club Crest Dr. 1115**  
**Resident since 2017, Owner since 2019, Current Board Member**



Barbara's experience includes managing marketing and sales for her furniture manufacturing company. She is a member of the country club and, being an avid golfer, currently serving on their Greens Committee. She is interested in serving on Board, 1) because of her proximity to the meetings, 2) since she does not walk the property with a pet, it is a great way to get to know other owners and 3) she is interested in maintaining the market value of her home.

**Rick Wilson, 15935 Preston Road, 1009**  
**Owner and resident since 2022**



Prior to moving to Texas, Rick served as president of the board for 6 years in his HOA in Missouri. *I want to serve on the Board because I believe in the importance of fostering a harmonious community and protecting the interests of our association. I'm committed to acting with professionalism, dignity, kindness and respect in all interactions with residents, owners and staff. I'm eager to actively participate in meetings, committees and social events to gain a deep understanding of our community's needs and operations. I will uphold and educate others about our governing documents, ensuring they are enforced fairly. I am prepared to contribute to the development of solutions for community issues, always prioritizing the best interests of the association over any personal interests.*



**PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.  
DIRECTED PROXY 2025**

**PLEASE RETURN TO THE OFFICE, FAX OR SCAN BY 6:00 P. M. FRIDAY, FEBRUARY 21<sup>ST</sup>.**

I, the undersigned, being the record Owner of the Unit identified below, do hereby give and grant to the person identified below, upon the terms and conditions herein set out, my revocable proxy to consent and to vote, as directed herein below, in my name, place and stead as a Member of Prestonwood Country Club Condominium Association, Inc. (Association), in the same manner and to the same extent and with the same effect as if I was personally present and consented or voted:

**CHECK ONLY ONE:**

To the Secretary of the Association, **Phyllis Wells**, OR, in the instance of her absence, incapacity or unwillingness to so act as my proxy, to the Vice President, **Betty Walley**.

To: \_\_\_\_\_, OR, in the instance of his/her absence, incapacity or unwillingness to so act as my proxy; to: \_\_\_\_\_.

The above-designated proxy holder is hereby appointed to vote on my/our behalf for all matters considered at the annual meeting of Prestonwood Country Club Condominium Association, Inc. to be held on **Sunday, February 23rd, 2025, at 3:00 p.m. at The Clubs of Prestonwood–The Creek, 15909 Preston Road, Dallas, Texas**, or as such meeting may be rescheduled, adjourned, or recessed and reconvened. Notwithstanding the foregoing, the undersigned hereby directs the said proxy holder so acting on my behalf to vote as indicated herein below on the following matters:

**CANDIDATES FOR THE BOARD OF MANAGERS 2025**

**CHECK UP TO THREE (3) PERSONS FOR WHOM THE PROXY HOLDER IS TO VOTE.**

**SUSIE BROWN**

**BLANCA SANCHEZ DE SANCHEZ**

**AMANDA WELLS**

**BARBARA WERTZ**

**RICK WILSON**

**ATTIC INSULATION RESTORATION PROJECT 2025**

**SPECIAL ASSESSMENT TO BE ASSESSED IN 6 PAYMENTS FROM MAY THROUGH OCTOBER 2025.**

**APPROVE**

**REJECT**

**PROXY for unit (s):** \_\_\_\_\_

\_\_\_\_\_  
**Name of Owner**

\_\_\_\_\_  
**Signature**



# ATTIC INSULATION RESTORATION

Granted: *If It Ain't Broke, Don't Fix IT*

**but, Pictures speak for themselves:  
2x8 rafters, as yardstick, 3.5" depth or even bare**



1st Layer Original "Rockwool" and, back then it contained **asbestos**  
2nd Layer, "Cellulose" (shredded newspaper, over time packs & holds moisture)  
3rd Layer, pink fiberglass, sporadically found

Agreed attic restoration is much needed & due, yet we ask how much energy costs are saved yearly. 80% of condos face east & west direct sun exposure, so there is 15 to 17% especially during our summer months

- **HOA will pay 10 percent of costs**
- **IRS tax credit, form 5695: Energy Efficient Credit covers 30% of Insulation upgrades**
- Intangibles are Indoor Air Quality with reduced moisture problems and removal of old pest infestation as original insulation is disposed.
- **Building Code Compliance: "R38" with**
  1. All old insulation removed & hazard waste disposed
  2. Air Seal, Handifoam Fireblock polyurethane foam sealant
  3. Sanitize & deodorize , Simple Green PRO 3 Plus
  - 4 **Fiberglass Insulation, 14"**, John Mansville Climate Pro B77, Owens Corning Propink L77

Note: 6 years, 4 months to recover capital based on HOA's utility rates

Please see the Back for the Math

M & A INSULATION

**ATTIC INSULATION RESTORATION 2025**  
**Proposed Special Assessment Worksheet**

Total Cost \$385,361

Association Reserves will pay \$38,536

Total Special Assessment \$346,825

Payment will be invoiced in 6 installments beginning in May and ending in October. The work will be scheduled to begin in September and be finished in November of 2025

Your Assessment \$ \_\_\_\_\_ / divided by .54 (cents) = Your Square Footage (sq. ft.) \_\_\_\_\_.

Your sq. ft. \_\_\_\_\_ X \$1.33= Your Cost \_\_\_\_\_

Most owners should be eligible for the IRS Residential Energy Credits - Form 5695. This allows a 30% tax credit for this project. \*Confirm your eligibility with your tax professional.

\*Net Cost After IRS Tax Credit = Your Cost \_\_\_\_\_ X times 0.7 = \_\_\_\_\_

**Example: 1 bedroom 611 sq. ft., Your Cost \$812.63 less Tax Credit= Net Cost \$568.84.**

**AI OVERVIEW:**

*“When going from R11 to R38 insulation, you can expect an approximate 245% increase in efficiency; this is calculated by dividing the higher R-value (R38) by the lower R-value (R11) and subtracting 1, resulting in a 2.45 increase, or 245%.”*