Sierra Crest Homeowners Association, Inc.

Professionally Managed by: **DANA Properties**www.danaproperties.com

(915) 581-0900

600 Sunland Park Dr Building 1 - Suite 400– Main Office

El Paso TX 79912

Annual Members Meeting

10:00am-12:00pm, Saturday December 13, 2025

Location: Main Library Downtown, 501 N. Oregon St., El Paso TX 79901

The Sierra Crest Board of Directors has prepared this information packet and a separate ballot as a way to vote on items that will be presented at the 2025 Annual General Meeting.

Ways to Vote: According to Texas Law Section 209.00592 there are several ways to cast your vote.

Sec. 209.00592. VOTING; QUORUM. (a) Subject to Subsection (a-1), the voting rights of an owner may be cast or given:

- (1) in person or by proxy at a meeting of the property owners' association;
- (2) by absentee ballot in accordance with this section;
- (3) by electronic ballot in accordance with this section; or
- (4) by any method of representative or delegated voting provided by a dedicatory instrument.

How to Submit Your Vote: Please file your ballot one of the following ways:

1.) At the Meeting: With the Sierra Crest HOA Secretary in person or via proxy at the meeting per Bylaws Article V, Section 3 and 8.

https://sierra-crest.org/legal-documents

Please submit ONE (1) Ballot per Address that you Own.

Example: If you own 3 properties and pay 3 dues, you MUST submit 3 separate Ballots – each with the address of each property you own. Otherwise you votes will not be counted.

2.) **By Proxy:** If you choose to cast your vote via proxy, please sign the Proxy form(s) that accompanies this letter and hand your Proxy form to the person you have appointed to be your representative at the meeting.

Please submit ONE (1) Proxy per Address that you Own.

Example: If you own 3 properties and pay 3 dues, you MUST submit 3 separate Proxies – each with the address of each property you own. Otherwise you ballots will not be counted.

3. **Absentee Ballot**: You may also submit your absentee ballot(s) to Dana Properties at 600 Sunland Park Dr Building 1 - Suite 400

El Paso TX 79912-1947

If you will be casting your ballot(s) at Dana Properties, the deadline is 1:00pm on Friday, December 12, 2025.

NOTE: Per Texas Code Section 2009.00592

"By casting your vote via absentee ballot you will forgo the opportunity to consider and vote on any action from the floor on these proposals, if a meeting is held. This means that if there are amendments to these proposals your votes will not be counted on the final vote on these measures. If you desire to retain this ability, please attend any meeting in person. You may submit an absentee ballot and later choose to attend any meeting in person, in which case any in-person vote will prevail."

4. **Electronically**: You can manually fill out this ballot and email it to <u>board@sierra-crest.org</u> AND oscar@danaproperties.com. The deadline for electronic (email) voting is 1:00pm Friday December 12, 2025.

ZOOM MEETING DETAILS

Annual Members Meeting

ZOOM: If you can't attend in person, you can also register to view the meeting live via zoom here.

https://us06web.zoom.us/meeting/register/JAj7qegkSouZoxKOctaS4Q

Meeting ID: 896 6215 9019

Passcode: SCHOA

AGENDA

- 1. Registration of attendants 10:00am to 10:15am.
- 2. Turn in ballots for counting. Select 3 counters.
- 3. Call Meeting to Order at 10:15am. Establish Quorum (30% is required).
- 4. Committee Presentations.
- 5. Budget Discussion. Voting to pass budget.
- 6. Results of Election to the Board for 2026-2027.
- 7. New Business.
- 8. Adjourn.

PROPOSED 2026 BUDGET

NCOME STATEMENT	Sierra Crest HOA						12/14/2024		11/11/2025		11/11/2025
NCOME STATEMENT	Sierra erest riox										
REVENUES Association Dues Association Dues Association Dues Late Fees S 858.58 \$ 1,119.73 \$. \$ 1,405.49 \$ 1,500.00 Donations S - \$. \$. \$. \$. \$. \$. \$. \$. \$. \$							пррготса		Littinated		Lotimated
REVENUES Association Dues Late Fees \$ 885.59 \$ 1,119.73 \$ - \$ 1,405.49 \$ 1,500.00 Donations \$ 5	INCOME STATEMENT		ACTUAL		ACTUAL		BUDGET		ACTUAL		BUDGET
Association Dues \$ 305,515.01 \$ 333,218.00 \$ 330,000.00 \$ 228,700.05 \$ 328,500.00			2023		2024		2025E		2025E		2026E
Late Fees	REVENUES										
Donations	Association Dues	\$	305,515.01	\$	333,218.00	\$	330,000.00	\$	328,700.05	\$	328,500.00
NSF Check Fees	Late Fees	\$	858.58	\$	1,119.73	\$	-	\$	1,405.49	\$	1,500.00
Legal Fees	Donations		-	\$	-	\$	-	\$	-	\$	-
Interest	NSF Check Fees		25.00	\$	25.00	\$	-	\$	-	\$	-
S	Legal Fees		1,706.06	\$	-		-		-		-
REGULAR REVENUES	Interest		453.23	\$	1.28	\$	-	\$	1.13	\$	-
Dues Not Collected S			-								
Previous Dues Collected		\$	308,557.88		334,364.01		330,000.00		330,106.67		330,000.00
Truck Sale					-		-		-		-
Lot Sale											-
TOTAL REVENUES			44 040 50	•	5,000.00	- 1	•		-	•	-
EXPENSES SECURITY GUARDS \$ 152,181.90 \$ 152,868.79 \$ 154,780.00 \$ 162,379.21 \$ 156,480.00 \$ 162,379.21 \$ 156,480.00 \$ 162,379.21 \$ 156,480.00 \$ 162,379.21 \$ 148,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148,000.00 \$ 148,000.00 \$ 148,895.11 \$ 149,000.00 \$ 148		_						_	- 220 400 07	<u> </u>	
SECURITY GUARDS \$ 152,181.90 \$ 152,888.79 \$ 154,780.00 \$ 162,379.21 \$ 156,480.00 Security Guard Service \$ 148,832.81 \$ 148,000.00 \$ 148,955.11 \$ 149,000.00 Guardhouse Repairs \$ 185.00 \$ 616.83 \$ 1,200.00 \$ 479.97 \$ 480.00 Guardhouse Supplies \$ 1,304.28 \$ 2,053.71 \$ 1,200.00 \$ 1,469.94 \$ 1,500.00 Gate Repairs \$ 1,497.11 \$ 1,542.87 \$ 1,500.00 \$ 1,469.94 \$ 1,500.00 Guard Bonuses \$ 1,497.11 \$ 1,542.87 \$ 1,500.00 \$ 1,704.00 \$ 1,200.00 \$ 1	TOTAL REVENUES	>	319,800.38	Þ	339,364.01	\$	330,000.00	Þ	330,106.67	Þ	330,000.00
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Security Cameras	•		1 497 11		1 542 87				1 574 62		
Security Cameras \$ 122,432.89 \$ 118,389.92 \$ 133,800.00 \$ 114,535.81 \$ 120,300.00	,	~	1,437111		•	- 1					-
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Gardener Bonuses Park Improvements \$ - \$ - \$ 600.00 \$ 150.00 \$ 300.00 Plant Replacement \$ - \$ - \$ 1,200.00 \$ 300.00 \$ 500.00 Rock Wall Repairs \$ - \$ - \$ 1,200.00 \$ 300.00 \$ 500.00 Street Maintenance \$ - \$ - \$ 1,200.00 \$ 300.00 \$ 500.00 Street Maintenance \$ - \$ - \$ 600.00 \$ 150.00 \$ 500.00 Signs \$ - \$ - \$ 600.00 \$ 75.00 \$ 100.00 ADMINISTRATION \$ 36,022.33 \$ 33,749.15 \$ 35,000.00 \$ 33,152.27 \$ 40,800.00 Management Contract \$ 8,070.00 \$ 7,800.00 \$ 7,800.00 \$ 7,800.00 \$ 10,000.00 Legal Fees \$ 15,510.37 \$ 7,397.85 \$ 6,000.00 \$ 7,226.50 \$ 12,000.00 Insurance \$ 1,143.57 \$ 7,316.78 \$ 3,900.00 \$ 8,168.09 \$ 8,000.00 Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,500.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	· ·		-			- 1			-		
Plant Replacement	Gardener Bonuses			\$	1,542.87	\$	1,500.00	\$		\$	
Plant Replacement		\$			· -				150.00	\$	
Rock Wall Repairs \$ - \$ - \$ 1,200.00 \$ 300.00 \$ 500.00 Street Maintenance \$ - \$ - \$ 600.00 \$ 150.00 \$ 500.00 Signs \$ - \$ - \$ 300.00 \$ 75.00 \$ 100.00 ADMINISTRATION \$ 36,022.33 \$ 33,749.15 \$ 35,000.00 \$ 33,152.27 \$ 40,800.00 Management Contract \$ 8,070.00 \$ 7,800.00 \$ 7,800.00 \$ 7,800.00 \$ 10,000.00 \$ 10,000.00 Legal Fees \$ 15,510.37 \$ 7,397.85 \$ 6,000.00 \$ 7,226.50 \$ 12,000.00 \$ 10,000.00 Insurance \$ 1,143.57 \$ 7,316.78 \$ 3,900.00 \$ 8,168.09 \$ 8,000.00 \$ 8,000.00 Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,000.00 \$ 1,500.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Plant Replacement				-		1,200.00	\$	300.00	\$	500.00
Signs \$ - \$ - \$ 300.00 \$ 75.00 \$ 100.00 ADMINISTRATION \$ 36,022.33 \$ 33,749.15 \$ 35,000.00 \$ 33,152.27 \$ 40,800.00 Management Contract \$ 8,070.00 \$ 7,800.00 \$ 7,800.00 \$ 7,800.00 \$ 10,000.00 \$ 10,000.00 Legal Fees \$ 15,510.37 \$ 7,397.85 \$ 6,000.00 \$ 7,226.50 \$ 12,000.00 \$ 12,000.00 Insurance \$ 1,143.57 \$ 7,316.78 \$ 3,900.00 \$ 8,168.09 \$ 8,000.00 \$ 8,000.00 Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,000.00 \$ 1,000.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -			-		-	\$	1,200.00	\$	300.00	\$	500.00
Signs \$ - \$ - \$ 300.00 \$ 75.00 \$ 100.00 ADMINISTRATION \$ 36,022.33 \$ 33,749.15 \$ 35,000.00 \$ 33,152.27 \$ 40,800.00 Management Contract \$ 8,070.00 \$ 7,800.00 \$ 7,800.00 \$ 7,800.00 \$ 10,000.00 \$ 10,000.00 Legal Fees \$ 15,510.37 \$ 7,397.85 \$ 6,000.00 \$ 7,226.50 \$ 12,000.00 \$ 12,000.00 Insurance \$ 1,143.57 \$ 7,316.78 \$ 3,900.00 \$ 8,168.09 \$ 8,000.00 \$ 8,000.00 Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,000.00 \$ 1,000.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Street Maintenance			\$	-	\$	600.00	\$	150.00	\$	500.00
Management Contract \$ 8,070.00 \$ 7,800.00 \$ 7,800.00 \$ 7,800.00 \$ 10,000.00 Legal Fees \$ 15,510.37 \$ 7,397.85 \$ 6,000.00 \$ 7,226.50 \$ 12,000.00 Insurance \$ 1,143.57 \$ 7,316.78 \$ 3,900.00 \$ 8,168.09 \$ 8,000.00 Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Signs		-	\$	-		300.00	\$	75.00	\$	100.00
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Insurance	Management Contract	\$	8,070.00	\$		\$	7,800.00	\$		\$	
Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,000.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	Legal Fees	\$	15,510.37	\$	7,397.85	\$	6,000.00	\$	7,226.50	\$	12,000.00
Property Taxes \$ 6,954.60 \$ 3,428.82 \$ 3,600.00 \$ 1,500.00 Office Supplies \$ 1,412.46 \$ 4,041.70 \$ 3,000.00 \$ 750.00 \$ 1,000.00 Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -		\$	1,143.57								8,000.00
Accounting (Audit) \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	Property Taxes	\$	6,954.60	\$	3,428.82	\$	3,600.00	\$	1,500.00	\$	1,500.00
Postage \$ 512.38 \$ 1,962.95 \$ 3,000.00 \$ 2,032.68 \$ 2,000.00 Annual Meeting Expense \$ 1,897.04 \$ 1,256.20 \$ 1,200.00 \$ 300.00 \$ 600.00 Internet & Website \$ 221.91 \$ 244.85 \$ 1,200.00 \$ 300.00 \$ 600.00 Accounting Software \$ 300.00 \$ 300.00 \$ 75.00 \$ 100.00 Credit Bureau Reporting \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	Office Supplies	\$	1,412.46	\$	4,041.70	\$	3,000.00	\$	750.00	\$	1,000.00
Annual Meeting Expense 1,897.04 1,256.20 1,200.00 300.00 600.00 Internet & Website 221.91 244.85 1,200.00 300.00 600.00 Accounting Software 300.00 300.00 75.00 100.00 Credit Bureau Reporting - - - - - Miscellaneous 5 - 5,000.00 5,000.00 TOTAL EXPENSES 310,637.12 305,007.86 323,580.00 310,067.29 OPERATING INCOME (LOSS) (2,079.24) 29,356.15 6,420.00 20,039.38 \$ 12,420.00	Accounting (Audit)	\$	-	\$	-	\$	-	\$	-	\$	-
Internet & Website	Postage	\$	512.38	\$	1,962.95	\$	3,000.00	\$	2,032.68	\$	2,000.00
Accounting Software \$ 300.00 \$ 300.00 \$ 75.00 \$ 100.00 Credit Bureau Reporting \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -	Annual Meeting Expense	\$	1,897.04	\$	1,256.20	\$	1,200.00	\$	300.00		600.00
Credit Bureau Reporting Miscellaneous \$ - \$ - \$ - \$ 5,000.00 \$ 5,000.00 \$ 5,000.00 TOTAL EXPENSES \$ 310,637.12 \$ 305,007.86 \$ 323,580.00 \$ 310,067.29 \$ 317,580.00 OPERATING INCOME (LOSS) \$ (2,079.24) \$ 29,356.15 \$ 6,420.00 \$ 20,039.38 \$ 12,420.00	Internet & Website		221.91	\$		\$		\$	300.00		600.00
Miscellaneous \$ - \$ - \$ 5,000.00 \$ 5,000.00 TOTAL EXPENSES \$ 310,637.12 \$ 305,007.86 \$ 323,580.00 \$ 310,067.29 OPERATING INCOME (LOSS) \$ (2,079.24) \$ 29,356.15 \$ 6,420.00 \$ 20,039.38	-		300.00		300.00				75.00		100.00
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OPERATING INCOME (LOSS) \$ (2,079.24) \$ 29,356.15 \$ 6,420.00 \$ 20,039.38 \$ 12,420.00	Miscellaneous	\$	-	\$	-	\$	5,000.00	\$	5,000.00	\$	5,000.00
OPERATING INCOME (LOSS) \$ (2,079.24) \$ 29,356.15 \$ 6,420.00 \$ 20,039.38 \$ 12,420.00								_			
	TOTAL EXPENSES	\$	310,637.12	Ş	305,007.86	\$	323,580.00	Ş	310,067.29	Ş	317,580.00
NET INCOME / (LOSS) \$ 9,163.26 \$ 34,356.15 \$ 6,420.00 \$ 20,039.38 \$ 12,420.00	OPERATING INCOME (LOSS)	\$	(2,079.24)	\$	29,356.15	\$	6,420.00	\$	20,039.38	\$	12,420.00
NET INCOME / (LOSS) \$ 9,163.26 \$ 34,356.15 \$ 6,420.00 \$ 20,039.38 \$ 12,420.00											
	NET INCOME / (LOSS)	\$	9,163.26	\$	34,356.15	\$	6,420.00	\$	20,039.38	\$	12,420.00