

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 your 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 your 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 board@sierra-crest.org 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/JAi7qegkSouZoxKOctaS4Q>

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

Sierra Crest HOA		12/14/2024 Approved		11/11/2025 Estimated	11/11/2025 Estimated
INCOME STATEMENT	ACTUAL 2023	ACTUAL 2024	BUDGET 2025E	ACTUAL 2025E	BUDGET 2026E
REVENUES					
Association Dues	\$ 305,515.01	\$ 333,218.00	\$ 330,000.00	\$ 328,700.05	\$ 328,500.00
Late Fees	\$ 858.58	\$ 1,119.73	\$ -	\$ 1,405.49	\$ 1,500.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -
NSF Check Fees	\$ 25.00	\$ 25.00	\$ -	\$ -	\$ -
Legal Fees	\$ 1,706.06	\$ -	\$ -	\$ -	\$ -
Interest	\$ 453.23	\$ 1.28	\$ -	\$ 1.13	\$ -
	\$ -				
REGULAR REVENUES	\$ 308,557.88	\$ 334,364.01	\$ 330,000.00	\$ 330,106.67	\$ 330,000.00
Dues Not Collected		\$ -	\$ -	\$ -	\$ -
Previous Dues Collected		\$ -	\$ -	\$ -	\$ -
Truck Sale		\$ 5,000.00	\$ -	\$ -	\$ -
Lot Sale	\$ 11,242.50	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 319,800.38	\$ 339,364.01	\$ 330,000.00	\$ 330,106.67	\$ 330,000.00
EXPENSES					
SECURITY GUARDS	\$ 152,181.90	\$ 152,868.79	\$ 154,780.00	\$ 162,379.21	\$ 156,480.00
Security Guard Service	\$ 148,832.81	\$ 148,215.49	\$ 148,000.00	\$ 148,895.11	\$ 149,000.00
Telephone	\$ 362.70	\$ 439.89	\$ 480.00	\$ 479.97	\$ 480.00
Guardhouse Repairs	\$ 185.00	\$ 616.83	\$ 1,200.00	\$ 86.59	\$ 1,500.00
Guardhouse Supplies	\$ 1,304.28	\$ 2,053.71	\$ 1,200.00	\$ 1,469.84	\$ 1,500.00
Gate Repairs	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00
Electricity	\$ 1,497.11	\$ 1,542.87	\$ 1,500.00	\$ 1,574.62	\$ 1,600.00
Guard Bonuses		\$ 1,100.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Security Cameras			\$ -	\$ 8,673.08	
LANDSCAPING	\$ 122,432.89	\$ 118,389.92	\$ 133,800.00	\$ 114,535.81	\$ 120,300.00
Water	\$ 69,377.86	\$ 58,929.22	\$ 72,000.00	\$ 63,599.84	\$ 66,000.00
Landscape Service	\$ 42,832.06	\$ 49,224.44	\$ 43,200.00	\$ 43,200.00	\$ 43,200.00
Landscape Maintenance	\$ 6,323.30	\$ 5,928.76	\$ 7,200.00	\$ 3,695.74	\$ 4,000.00
Sprinkler Repair	\$ 1,323.32	\$ 188.28	\$ 3,000.00	\$ 2,065.23	\$ 2,500.00
Fertilization/Pesticides	\$ 2,576.35	\$ 2,576.35	\$ 3,000.00	\$ 1,000.00	\$ 1,200.00
Gardener Bonuses		\$ 1,542.87	\$ 1,500.00	\$ -	\$ 1,500.00
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	\$ -	\$ -	\$ 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
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	\$ 1,500.00
Office Supplies	\$ 1,412.46	\$ 4,041.70	\$ 3,000.00	\$ 750.00	\$ 1,000.00
Accounting (Audit)	\$ -	\$ -	\$ -	\$ -	\$ -
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	\$ 300.00	\$ 75.00	\$ 100.00
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
NET INCOME / (LOSS)	\$ 9,163.26	\$ 34,356.15	\$ 6,420.00	\$ 20,039.38	\$ 12,420.00