

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.,  
MINUTES—BOARD OF MANAGERS MEETING – AUGUST 24, 2021  
The Clubs of Prestonwood-The Creek & via Zoom

Board Members Present: Jacy Allen, Nancy Baker, Dan Burbine, Martha Burks, Jim Eason, Gaela Renee Hall, Jeff Hughes, Judy Lyle, Darrell Traeger.

Present via Zoom:

Members Absent:

Operations Manager: Carrie Bailey

Sargent-At-Arms: Ron Janes

Owners Present: Sushma and Anthony Peters, Estella Shaw for Lisa Jackson, Barbara Wertz

Owners via Zoom: Phyllis Wells, Donna Gough, Susie Brown

- I. DETERMINATION OF A QUORUM/MEETING CALLED TO ORDER - A quorum was present; the meeting was called to order by the President, Jeff Hughes, at 6:32 P.M.
- II. MEMBER COMMENTS –
  - A. Anthony Peters asked when his condo would receive landscaping upgrade. Carrie and the committee will check on the schedule.
  - B. Estella Shaw asked about the process necessary to connect a water line from a new refrigerator.
- III. MINUTES REVIEW AND APPROVAL– The JULY 27 BOM Meeting Minutes were approved via email on August 13th.
- IV. BOARD ACTIONS TAKEN BY EMAIL –
  - A. On August 12, 2021, the Board approved the attached policy which was drafted to comply with Judge Clay Jenkins mask mandate for Dallas County issued on August 11, 2021.
  - B. The JULY 27, 2021, BOM Minutes were approved on August 13, 2021.
- V. MANAGERS REPORT – Carrie Bailey- See Manager’s Report.
- VI. UNFINISHED BUSINESS - See attached Manager’s Report.
- VII. NEW BUSINESS-
  - A. OFFICE PROCEDURAL REQUEST-Frequently title companies are over charging at closing for fees/assessments due to the Association. This happens when the title company does not follow the instructions on the Resale Certificate and check with the Office immediately prior to closing to get an updated balance. The most common error is that the seller has paid the \$275 Resale Certificate and \$25 Transfer Fees and the title company collects them again. However, sometimes they also collect assessments/utilities that have already been paid; these overpayments have been as high as \$2,000-3,400. One would expect the seller to review the charges and have the title company correct the errors, however, that doesn’t always happen. The title company then sends the extra funds to PWCCCA, usually by USPS regular mail, and the manager must research who was charged and, if it was the seller, get a new mailing address, prepare a check and mail it to the seller. Technically, since the seller and buyer have signed the Settlement Statement and closed, the money is the Association’s and could be deposited in the Reserve Account. Alternatively, it is recommended that a 10% Processing Fee be deducted from the overpayment refund.  
Judy moved to accept the office procedure request that in addition to the Resale Certificate Fee of \$275 and Transfer Fee of \$25, if a title company overpays the association, the association will retain

10% of the overpaid amount as a Processing Fee for research, reconciliation, and refund of that money. Nancy seconded and the Board approved unanimously.

B. A Reserve Study has been initiated with Community Association Reserves which is to be completed by the first week in October, in time for consideration while finalizing the 2022 Budget.

VIII. OFFICER & COMMITTEE REPORTS

A. TREASURER'S/ FINANCE— Darrell Traeger's report is attached and was filed for audit.

B. BUILDING-Dan Burbine and Darrell Traeger – Owners planning remodeling, please check the website for the Renovation Policy which has the rules for remodeling, renovating, altering, your condo. A scaled drawing/plan detailing changes, particularly structural, plumbing and electrical, must be reviewed and approved by the Building Committee so that you and the community can avoid costly mistakes.

C. BYLAWS & RULES –Jacy Allen – no report.

D. LANDSCAPE – Jim Eason – reported that the committee is working on plans for improvements to the islands on Copperwood. The committee will look at the Peters area in front of their condo.

E. COMMUNICATIONS – Gaela Renee Hall met with Carrie and Judy regarding the digital version of the Newsletter which is scheduled to launch the first part of October.

F. HOSPITALITY – Martha Burks – Chunk Your Junk weekend will be October 23 & 24. The status of Covid cases will determine if there is a social event included.

G. CRIME WATCH – Nancy Baker thanked the courtesy patrol for all the work done for our community. It is making a difference.

**Please be aware of your surroundings and report any suspicious activity to 911.**

General Meeting adjourned at 7:34.

IX. EXECUTIVE SESSION

X. The MEETING was ADJOURNED at 8:00 P. M.

The next Meeting is SEPTEMBER 28 @ 6:30 P.M.

Judith Lyle, Secretary