

January 17, 2019

To: BOARD OF MANAGERS-PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.

From: Carrie Bailey

Subject: Manager's Report

I. Unfinished Business

A. Operations

1. **HVAC Renovation – Chiller, Switch Gear and Controller Replacement-** Test results show that two pump motors need to be replaced. Bids are in process. One additional test will be done to evaluate the electrical loads on the pumps.
2. **Building Repair/Improvement** – Painting complete at 15919 Coolwood. Light fixtures are being replaced at 15939 Stillwood & 15906 Club Crest.
3. **Underground leak on heater system** - 3 additional leaks have been located – one still needs repair then all 4 will be insulated and the concrete re-poured.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2019 Cap 60** – 63 approved to be leased-0 on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/15
4. **PayLease** - 32 payments (13%) in September 2016/ 67 (27%) December 2018
5. **Lupe Gonzalez** injured shoulder on the job on November 12th. He is working with restrictions.
6. **Nomination Invitation Letter** was mailed to all owners on 1/18/2019.
7. **Foreclosure sale** was conducted on 1/2/2019 on unit 1092. Proceeds will be received in the next few weeks and will cover the assessments for 2015-2018 and the legal fees incurred.

II. New Business

- A. Swimming Pool renovation – bid review.
- B. Annual Meeting will be on Sunday, February 24th at 3:00 at The Clubs of Prestonwood-The Creek. The February Board Meeting will follow.
- C. Personal Touch Tree Service has been contracted to prune and lift the trees.

III. Executive Session

- A. **Delinquencies**
- B. **Violations**
- C. **Legal**