**January 20, 2017**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Operations**

**1**. **HVAC Renovation**

**a.** **Air Conditioning System** work completed on Chillers & Cooling Tower #1.

**b.**  **Pumps** for cooling system have been replaced; heating system pumps are being replaced as weather permits**.**

**c. Summary of Proposals and Contracts for HVAC Renovation for Annual Meeting**

**2. Patio ceiling/Balcony repairs** - in process.

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 69 approved to be leased.
4. **Sales:** 2015 – 27, 2016 - 30
5. **Traffic light installation** – City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017.
6. **FEMA - LOMA** – **12/26/2016 Complete** – FEMA has issued Letters of Map Amendment for all building. **Thanks to Mark Webb for acting as our Civil Engineer, preparing the applications and interfacing with FEMA for the past 2 years to make this happen!**
7. **PayLease** 32 payments (13%) in September, 35 payments in October, 32 in November, 30 in December.
8. **Parking Permits** – Enforcement actions continue. Residents need to report violations to the office to assist with enforcement.
9. **Recycling Change –** Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure. Club management has acknowledged the need and agreed to make repair however have not provided a scheduled completion date.
10. **Laundry Card Machine/Office Hours** – Waiting for Commercial Equipment to come out to move the card machine from the office to the Laundry Room.
11. **AT&T Fiber Optic Installation** – Installation complete on property. Service activation date – last projected to be 1/30/2017.
12. **Reserve CD 3 – Opened with Alliance Association Bank $125,000.**
13. **Annual meeting date February 26th, 2017.**
14. **New Business**

**A. Landscape Improvements – Plans for Preston Rd median are being prepared.**

**B. Exterior Building Painting – Bids are being submitted for 4 facades.**

**C. Re-Painting Addresses on Curbs –** As weather permits

1. **Executive Session – Violations, delinquencies and staffing.**
2. **Hearing with Gloria Weinblatt**
3. **Hearing with Valorie Hubler**