

January 22, 2018

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 –

- a. **Boiler #1** – Separate gas valves have been added for each boiler. Boiler #1 has gone down twice but the problem was not related to previous issues. Final payment will now be made for the boiler replacement. Zoom Air will provide preventive maintenance for one year - \$14,280.
- b. **Chiller, Switch Gear and Controller Replacement**-Contract Signed – work to be done in the first quarter 2018.

2. Re-Painting Addresses on Curbs – In process.

3. HVAC Leaks – 3 leaks are to be repaired on Tuesday 1/23/17.

B. Administration

1. Owner Insurance Certificates – ongoing

2. Occupancy Status Report - 2017 Cap 65 – 65 approved to be leased – 1 on the waiting list.

3. Sales – 2015/28 – 2016/30- 2017/20 – YTD 2018/1

4. Traffic light installation – Pat Gleason has filed a request for a flashing yellow light with the city. [City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017. Recommendation: request flashing intersection light in lieu of signal.]

5. PayLease - 32 payments (13%) in September/ 35 payments in October/32 in November/ 30 in December/ 33 in January 2017/39 in February/43 in March/ 42 in April/ 42 in May/ 42 in June/47 in July/ 49 in August/ 46 in September/ 52 in October.

6. Recycling Change – No update - 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.

7. FHA Approval pending.

8. Tree pruning - complete

II. New Business

A. Social – February 16th, Friday 5-7 Café de France

B. Landscape Project at entrance sign and first two condos.

C. Pest control treatment for bed bugs - completed.

III. Executive Session

A. Delinquencies

B. Violations

C. Legal