

January 25, 2021

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

From: Carrie Bailey

Subject: Manager's Report

I. Unfinished Business

A. Operations

1. **Building Repair/Improvement** – Painting completed at 15929 Archwood and in progress at 15930 Coolwood. Light fixture and address replacement will follow.
2. **Storm 6/9/2019** – final check for \$457,063.19 received on 8/24. Aspenmark is finishing punch items and warranty. Final payment of \$140,561.83 is being held pending completion.
3. **Parking Lot** – One bid received for \$15,800 . Pavecon Inspected and their proposal is in process.
4. **Rolled roofing warranty claim with Tamko from 2016** – Claim documentation required by Tamko is being prepared for submittal. Reconstruction Experts is preparing the scope and a bid.
5. **Underground Water Leaks** – Three heating system leaks have been found, two have been repaired and the other is clamped until plumbers can make the repair. One cold water domestic leak has been identified and the staff is working to uncover the exact location and make the repair.

B. Administration

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2021 Cap 50** –55 approved to lease- 4 are on waiting list however, 6 will need become vacant before any can be approved.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27- 2020/21
4. **Covid-19** - Attorneys continue to advise that community **pools remain closed** if staffing is not available to enforce the CDC guidelines.

II. New Business –

- A. HVAC Annual inspection** - found that alignment and balancing was needed on all nine pump motors – completed \$5,978. The motor on pump #3 had damage - replacement needed – completed \$2,052. Pump #8 needed the seal replaced- completed - \$1,635. Total HVAC repairs \$9,665.
- B. Rejuvenation Pruning** – Brightview Landscaping recommends renovation pruning on all overgrown shrubs. This a standard practice for older landscaping and is in lieu of removing and replacing shrubs that have grown too large for the place they are planted or have branches that are more dominant than the leaves. This is planned for the last 2 weeks in February so that new growth will quickly begin. It will take two years for most of the shrubs to fill out. In addition, some shrubs that have diseases or have been planted too close to others will be removed. The cost will be \$9,667.
- C. Tree Replacement** – Fannin Trees is submitting a proposal for replacing 10 trees – some that have died, some that have been removed because they were too old and had brittle limbs that posed a hazard to the community, and one that was uprooted in the 6/2019 storm. The replacement trees will be Autumn Blaze Maples, Little Gem Magnolias and Texas Red Buds. Estimated cost, \$6,500.

III. Executive Session

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