

January 24, 2022

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

From: Carrie Bailey

Subj: Manager's Report

I. Unfinished Business

A. Operations

1. **Building Repair/Improvement** – Façade repairs new light fixtures & painting is complete on 15935 Coolwood. Address plaques are on order. Brick repairs completed at 5921 & 23 Copperwood. The next building renovation will be 15919 Stillwood.
2. **Tamko Defective Rolled Roofing Replacement** –In response to the demand letter sent by RMWBH, Tamko has funded the replacement on Building E.
3. **Parking Lot Striping & fire lane painting** – On hold until roofing is completed.
4. **Underground Water Leaks** – Major leak in December - repaired; no new leaks identified.
5. **New Trees** – Fannin Trees will replace the red buds that have died when the 3" caliper trees are harvested – February or March. There will be no charge to the Association.
6. **Common Ceiling Replacements** – Two buildings pending.
7. **Landscaping** – Bare Roots Landscape Solutions began service on 12/8/2021
8. **Utility Building Controlled Access** - Bids are in process for a card entry system for the door from the pool to the Meeting Room and the door to the Laundry Room.
9. **Generator Lease from Daikin for January 3, 2022, through February 28, 2022, as Potential Freeze Damage Protection** - Generator was delivered and connected on 1/3/2022. Pending weather forecasts for March, the generator will be removed on 2/28 reducing the cost to \$27,777.

B. Administration

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2021 Cap 50** –50 approved to lease- 4 are on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27 - 2020/21 – 2021/36 – 2022/1
4. **Covid-19** – On 8/11/2021 Judge Clay Jenkins issued new mask requirements & the Board approved policy: All are required to wear masks while inside Common & Limited Common Areas.
5. **Reserve Study Draft completed.** Corrections are being made and the final is due in February.

II. New Business

- A. **New Signs** – No exit, condo parking and right turn only at entrance.
- B. **Card access for Pool Gates**
- C. **Cooling Towers** – Epoxy coating of lower portion of outside panels above the air intakes, install new lower overlay panels and louver retaining hardware. Prevents corrosion for 7-10 years. Daikin Applied \$10,900
- D. **Chiller 2/Cooling Tower Bypass Valve** – Original scope of work for chiller replacement did not include – needed for optimal performance during lower temperatures. Daikin Applied \$26,370.
- E. **Exterminator Change** – Certi-tech reducing insurance coverage. Bids from Protex and Terminix.
- F. **Fannie Mae/Freddie Mac Condo Questionnaire Revisions** – RMWBH recommending a release from both the seller and the buyer in advance of providing information.

III. Owner Hearing - RMWBH's Leah Burton will preside.