

January 22, 2026

To: Board of Managers, Prestonwood Country Club Condominium Association, Inc.  
From: Carrie Bailey, Operations Manager  
Subject: Monthly Manager's Report

I. Executive Session

II. Unfinished Business

A. Operations

1. Mansard Roofs -GAF Roofing Warranty –GAF lawsuit is in process. Standing Seam Metal-RAI Group of Texas – to be completed in January/February.
2. HVAC
  - a. Cooling Tower fan needs to be replaced – to be scheduled weather permitting.
  - b. Heating pump 7 needs motor replaced – scheduled for next week depending on the weather.
  - c. HVAC & domestic valves in the Preston/Archwood alley were replaced by CMS as a preventive measure. \$7,330.
3. Building Repair/Renovation
  - a. 5833 Copperwood completed.
  - b. 15936 Stillwood will be next followed by 5811 Copperwood.
4. Landscaping – KScapes to install black Tejas crushed granite at 15935 Coolwood.
5. The new manager at the Country Club, Matthew Riedel, and I met to review options for the compactor pad. He is having Invited Clubs corporate staff evaluate the extent of the erosion to determine if the pad should be built in the same general area, or if it is too compromised. Also, I asked owner, Mark Webb, who is a civil engineer that has worked with the club for many years, to talk with Matthew and the corporate staff about a solution.

The additional trash pickups needed for the open dumpster versus the compactor have more than doubled our trash expense. The compactor was emptied every other week; the open dumpster requires pick 3 weekly pick-ups.
6. The Country Club had the tree lights on Country Club Dr. repaired, but their entrance post light has not been replaced.
7. Fire 9/ 6/2025 - The Association will be replacing the fan coil units and thermostats in 2078 & 2079. The expenses will be covered by Association's insurance settlement. 2078 is being done this month. 2079 will be done when electrical, framing and sheetrock work is ready. Following the completion of sheetrock work, insulation will be installed in the attic of both units.
8. Structural issues at 15902 Preston were inspected by Brown Foundation who believe the movement is caused by erosion rather than failure of piers they installed. The engineer Tommy Tolson, who specified the work for Brown, will reinspect and report.
9. We are searching for a replacement preowned ATV, electric with lithium batteries.
10. The replacement flashing solar light has been received. The plan is to install it on the post with the Ice on Bridge sign.
11. A sewer line failure occurred in 1129 requiring the slab to be opened and a portion of the line to be replaced. \$17,850 (original bid \$23,000). Replacement flooring is being installed next week and will be \$1,750.
12. Bio-sanitation crew completed treatment in 1157 on 1/21 costing \$6250 which will be charged to the unit and collected when title transfers.

B. Administration

1. Owner Insurance Certificates — Ongoing
2. Occupancy Status Report — Cap 50 - 50 approved, 1 on waiting list, 5 on hold, not ready to lease.
3. Sales-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, '23-19, 24-15, 25'17.
4. Rent Manager conversion- Year-end financials will come from QuickBooks, 2026 will be Rent Manager. 194 owners are registered for the new portal.

III. New Business

- A. Veritex Bank has changed to Huntington.
- B. McKamy/Osage Wastewater Project – Started 1/5/2026, projected completion in 3 years.