**October 24, 2016**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Maintenance**-

**1.** **Roofs**- Complete. Painting where repairs were made and where gutters were not replaced is in process.

**2**. **HVAC Renovation**

a. **Air Conditioning System** work completed on Chillers #1 & #2. Work to be done on Cooling Tower #1 will be completed after the boilers are replaced. Pumps will be replaced following cooling tower repairs.

b. **Domestic Hot Water Boilers** Installation completed on 9-21-2016.

c. **HVAC Boilers** Replacement in process.

d. **Patio ceiling/Balcony repairs** are in process.

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 72 approved to be leased.
4. **Traffic light installation** – City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017.
5. **FEMA - LOMA** – Request for remaining buildings – FEMA sent a request for additional information - Mark Webb has completed the document and it has been sent.
6. **PayLease** 32 payments (13%) in September. 35 payments in October
7. **Website & eUnify** website designer is working on upgrades to the website.
8. **VoiceFriend –** Two complaints about late evening calls (after 10:00 p.m.) – these were voice messages that were not shown as received therefore the system re-tries to connect. In both cases the residents receive text messages so voice calls were deleted from their profile to solve the problem.
9. **Parking Permits** – Enforcement will begin with Notice of Violation Letters to residents that do not have permits displayed in their vehicles.
10. **Parking Lot –** Repairs will be completed next week.
11. **Recycling Change –** Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure.
12. **Office Hours** – a rear access laundry card machine has been ordered and when it is installed we will change the office hours.
13. **AT&T Fiber Optic Installation** – Installation in units began on 9/28/2016 and was completed on 10/20/2016. Underground line installation began on 10/24 and should be completed by 11/21.
14. **New Business**

**A. Painting/Landscaping owner shared expense program for 2017.**

**B. Tree removal and fence changes on Preston Rd.**

**C. Holiday Social**

1. **Executive Session – Violations, delinquencies and staffing.**