

September 27, 2021

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** – Fence and balcony repairs are in progress at 15918 Club Crest and are approved for 15914 Stillwood. Façade repair and painting is in process on 15937 Preston and will be followed by 15935 Coolwood.
2. **Tamko Defective Rolled Roofing Replacement** – Aspenmark/Restoration Builders has submitted all documentation. We are waiting for start date and schedule.
3. **Parking Lot Striping & fire lane painting** – On hold until roofing is completed.
4. **Underground Water Leaks** – One repaired this month.
5. **New Trees** – Fannin Trees will replace the red buds that have died in the fall when the weather cools off and new stock is available. There will be no charge to the Association.
6. **Common Ceiling Replacements** – Two buildings pending.
7. **Landscaping** – See New Business
8. **Reserve Study Draft has been completed.** Some corrections are needed but the 2022 Budget exceeds the recommended contributions to achieve a 100% funded Reserve Plan.

B. Administration

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2021 Cap 50** –50 approved to lease- 5 are on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27 - 2020/21 - 2021/27
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. **Legal** – New policies are being recorded. Copies will be mailed to each owner as required by law.

II. New Business

- A. **Landscape Proposals**- Proposals from Landscape Professionals of Texas and Bare Roots Landscape Solutions are attached. Having met and worked with crew chiefs from both companies, Bare Roots has maintained experienced, long-term employees while Landscape Professionals has lost most of their experienced crew members. In addition, Bare Roots price is 10.4% lower than L P of Tx. While this is a 50% increase over what we are paying now, \$29,444, we have been paying below market since 2015. Brightview is not meeting the scope of work we are contracted to receive. Since early this year, they have been sending an inexperienced crew of three without a supervisor for a partial day each week. B. R. will provide an experienced, supervised crew of 4 to 5 for a full day each week.
- B. **Reserve Study Summary** – The approved 2022 Budget contributes an extra \$10,000 over the study's recommended \$308,004 toward Reserves to reach 100% funding.
- C. **Purchase of two new CDs with Alliance Association Bank – 12-month term at 0.45% interest.**
1. \$100,000 for Wind and Hail Deductible Reserve.
 2. \$233,000 replacing General Reserves CD at North Dallas Bank & Trust.

III. Executive Session

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