

November 28, 2018

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

From: Carrie Bailey

Subject: Manager's Report

I. Unfinished Business

A. Operations

1. **HVAC Renovation – Chiller, Switch Gear and Controller Replacement-** Three pumps have been balanced. Additional testing was done on the Switch Gear and Motor Control Center on 11/29.
2. **Building Repair/Improvement** – 15909 Stillwood painting completed. Light fixtures and address block have been replaced. Light fixtures have also been replaced at 15910 Stillwood and 15937 Preston.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2018 Cap 65** – 65 approved to be leased-0 on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – YTD 2018/12
4. **PayLease** - 32 payments (13%) in September 2016/ 82 (33%) October 2018
5. **Search for additional maintenance staff member** - New Employee – Christopher Smith began on 10/22/2018.

II. New Business

- A. On November 14th the Board approved a five-year agreement for waste management with US Consulting Group. This will save the community \$6,380.28 per year.
- B. Lupe Gonzalez injured shoulder on the job on November 12th. He is working with restrictions.
- C. Underground leak on heater system - has been located in the Archwood/Coolwood alley.
- D. Nomination Committee Chair to be appointed.
- E. Holiday Schedule
- F. 2019 Board Meeting Schedule
- G. CAI Legal review - 2018

III. Executive Session

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