**November 29, 2017**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Operations**
3. **HVAC Renovation –**
4. **Boiler #1** – Separate gas valves have been added for each boiler. Boiler #1 has gone down twice. Replacement is being scheduled.
5. **Chiller, Switch Gear and Controller Replacement-**Contract Signed – work to be done in the first quarter 2018.
6. **Re-Painting Addresses on Curbs –** In process**.**

**B. Administration**

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 70** – 65 approved to be leased.
3. **Sales -** 2015 – 28/ 2016 – 30 / Y-t-D - 20
4. **Traffic light installation** – Pat Gleason has filed a request for a flashing yellow light with the city. [ City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017. Recommendation: request flashing intersection light in lieu of signal.]
5. **PayLease** - 32 payments (13%) in September/ 35 payments in October/32 in November/ 30 in December/ 33 in January 2017/39 in February/43 in March/ 42 in April/ 42 in May/ 42 in June/47 in July/ 49 in August/ 46 in September/ 52 in October.
6. **Recycling Change –** No update **-** Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure. Club management has acknowledged the need and agreed to make repair however have not provided a scheduled completion date.
7. **FHA Approval pending.**
8. **Chunk your Junk Weekend October 27-29 - Complete**
9. **New Business**
10. Towing Contract with Walnut Hill Towing/CWS Recovery – approved via email 11/29/2017.
11. Christmas Holiday schedule
12. Country Club reservations for 2018
13. Pruning of specimen trees
14. **Executive Session**
15. **Delinquencies**
16. **Violations**
17. **Legal**