**December 6, 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 complete.

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

**4. Trees Removal -** three from the Preston Rd. fence line improving the visibility at the intersection & four other trees that were dying/overgrown for the area were also removed.

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 68 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 requested MORE info on 12-3 – Mark Webb mailed it in on 12-5.
6. **PayLease** 32 payments (13%) in September. 35 payments in October, 32 in November.
7. **Website & eUnify** website designer has completed upgrades.
8. **VoiceFriend –** a few people call back when they receive calls rather than listen to message. Overall, people are getting accustomed to the system and it is working well.
9. **Parking Permits** – Enforcement actions continue. Residents need to report violations to the office.
10. **Parking Lot Repairs -** Complete.
11. **Recycling Change –** Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure – emails to determine when repairs will be done have not been answered.
12. **Laundry Card Machine/Office Hours** – the equipment has come in and will be installed in the laundry room in the next few weeks.
13. **AT&T Fiber Optic Installation** – Crews are expected to complete fusing the underground lines with the lines to the units by the end of this month.
14. **Holiday Social** – Happy Hour at Dough Bros - AT&T will attend happy hour on 12/14 to present the programs that will be available & provide gift cards for drawing gifts.
15. **New Business**
16. **2017 Budget**
17. **Annual meeting date February 26th, 2017.**
18. **Executive Session – Violations, delinquencies and staffing.**