

December 6, 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** – Façade repair and painting is in process on 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 in November.
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** – Bare Roots Landscape Solutions will begin service on 12/8/2021
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 – 2021/34
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.

II. New Business

- A. **Maintenance Room Break-In – 11/26/2021. Restroom Break-in 12/5/2021.** Recommend that the door from the pool to the Meeting Room and the door to the Laundry Room be secured by a card entry system.
- B. **Generator Lease from Daikin for December 20, 2021 through February 28, 2022 as Potential Freeze Damage Protection** - Rental expense \$35,225, operating expense between \$5,500 and \$7,500. The generator will supply power to the HVAC Boilers, pumps and motors to keep hot water circulating in the pipes to protect against freezing. It will not provide power to the condos.
- C. **Appointment of Nominating Committee** – One Board Member and two Non-Board Members.

III. Executive Session

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