February 23, 2016

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

From: Carrie Bailey

Subject: Manager’s Report

1. Unfinished Business
2. Maintenance-

1. Foundation issues units 1001 and 1002 – Tommy Tolson, engineer, has agreed to meet at property with Fox Foundation crew for final adjustments and to prepare a drainage inspection with recommendations..

2. Roofs- Work began on 2/15/2016; expect completion of first building shingles by 2/29 gutter installation scheduled for week of 3/7. Trim repairs and paint are being completed in the meantime.

3 HVAC Renovation

 a. Air Conditioning System re-evaluation by Zoom Air included an expanded scope of work which includes replacement of 5 pumps rather that rebuilding as well as a more comprehensive approach to ensure that chillers longevity. Agreement signed, parts are ordered and work will be completed while we are in cooler weather. Total cost: $110,500

 b. HVAC and Domestic Hot Water Boilers will be replaced in late spring/early summer. Additional proposals are in final review.

4. Utility Building Structure – subject to final boiler replacement plan

5. 15902 Coolwood – Association work complete until interior work allows.

1. Administration
2. Owner Insurance Certificates – ongoing
3. Occupancy Status Report – 74 approved to be leased.
4. Traffic light installation – Underground utility lines have been marked indicating that construction is scheduled.
5. FEMA- LOMA – Request for remaining buildings - additional documentation requested by FEMA.
6. New Business
7. Memorial fund for Gretchen Boyett balance as of 2-23-16, $735.
8. Agreements completed with eUnify for platforms for owner portals, work order and violation logs. and PayLease to provide on-line payment options to owners.
9. Executive Session
10. Delinquencies
11. Staff reduction
12. Legal updates