**February 26, 2017**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Operations**

**1**. **HVAC Renovation**

**a.** **Air Conditioning System** work completed on Chillers & Cooling Towers.

**b.**  **Pumps** for cooling system have been replaced; heating system pumps are being replaced as weather permits**.**

**c. Bad Flame Sensor on Boiler #1 replaced on 2/23.**

**2. Patio ceiling/Balcony repairs - in process.**

**3. Landscape Improvements –** Plans for Preston Rd median are being prepared.

**4. Exterior Building Painting –** Bids are being submitted for 7 facades.

**5. Re-Painting Addresses on Curbs –** As weather permits

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 69 approved to be leased.
4. **Sales:** 2015 – 27/ 2016 – 30 / Y-t-D 4
5. **Traffic light installation** – 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.
6. **PayLease** 32 payments (13%) in September/ 35 payments in October/32 in November/ 30 in December/ 33 in Feb 2017
7. **Recycling Change –** 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.
8. **Laundry Card Machine/Office Hours** – Waiting for Commercial Equipment to come out to move the card machine from the office to the Laundry Room.
9. **AT&T Fiber Optic Installation** – Service is active – 2 customers live. Meetings scheduled for 3/2 & 3/7th.
10. **New Business**
11. **Pet Violation on Country Club property**
12. **Unit 2114 – Remodel Status**