

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES – BOARD OF MANAGERS MEETING – JAN. 28, 2014

Board Members Present: Eugene Cantu, Delisa Day, Joe Dobbs, Joy Duran, Jo Leeper, Rex Price, Elizabeth Santamaria, Alan Weinblatt, Ron Wilson

Operations Manager Present: Wanda Brinlee

OPEN FORUM:

A sizeable number of home owners were in attendance. Questions arose regarding release of former operations manager, selection of interim operations manager, search committee be established to select a new operations manager, including interviewing management companies.

Meeting called to order by Vice President Delisa Day at 8 PM. Executive Session announced following this meeting. Subjects; Pesonnel and Home Owner matters

MOTION by Alan Weinblatt. Elect Delisa Day as Board President until new board is seated. Motion seconded. Approved.

MOTION by Alan Weinblatt. Appoint Ron Wilson to Board position vacated by resignation of Wanda Brinlee from Board. Motion seconded. Approved.

I. Minutes of Board meeting of Jan. 7, 2014, approved as distributed.

II. Operations Manager's Reports from weeks ending 1/17/14 and 1/24/14

A. Annual Meeting; Sunday, March 23, 2014, 3PM, at Prestonwood Country Club. Rex Price appointed as Elections Chair.

B. Employees' Insurance.

Manager selected Blue Cross Blue Shield as it quoted the least costly increase over that of current provider and other plans. The agent has appointment in office on 1/27/14 to answer questions and collect employees' applications. 1st month's premium checks will also need to be submitted to Blue Cross and Dental Select when those amounts are made available.

Employees also asked if Association would continue to contribute to their HSAs to cover deductible. Manager will verify if this has been done in the past.

C. Maintenance

Trane has completed annual inspection of cooling towers and components. Their report indicates no problems with this equipment.

Trane also inspected and evaluated cost of boiler replacement. Boilers we have now are not made anymore. Rex Price and Gino Cantu will be meeting with Maurilio and Poly to discuss Trane's recommendation.

Heating system leak in Club Crest alley. United Mechanical estimate came in at \$2,500. Asked for second bid if our staff performed the concrete repair work. Bid reduced by \$400.

Major leak in Copperwood alley repaired by United Mechanical. Our staff completed with insulation and concrete work.

Received one bid and awaiting a second estimate for ceiling repair on 5939 Copperwood. Upstairs ceiling has fallen due to stress on ceiling joists and rafters.

Wood repairs completed on 15930 Copperwood. Ready for painting.

Staff provided manager with prioritized painting list for this year. There are 10 buildings on the list. Manager will submit list to Gino Cantu, Building Committee Chair, for approval.

D. Financial Matters

We have received some financial documents from our former bookkeeper, but not all. We sent bookkeeper's final check in overnight mail on Jan. 23, 2014 and enclosed letter stating we expect delivery of final financial documents within 10 days.

Have a working session scheduled with Leah Nolan, Mahill Consulting. QuickBooks nearing completion. We have already paid as many of our bills as we could online. We will incur a few late charges because of delay in obtaining financial information, but hope to avoid any late fees in the future.

E. FHA Certification Approval Status

Must include approved 2014 budget in FHA certification packet. Manager hopes to have Board approve budget during Jan. 28 Board meeting. If approved at this meeting, Manager intends to re-submit packet on Jan. 29, 2014.

F. Management Office Equipment/Matters

1. ATT service call on Jan. 17 to repair incoming line in Manager's office. Also, there is an item on ATT bill listing a 4th line. It rings into the fax machine but we have another line for fax machine and internet service.

Internet not working consistently. Manager checked with ATT U-Verse for cost of internet access. Their cost per month is the same as our current DSL service, but faster. She is also checking with Time Warner for pricing of comparable service.

MOTION by Joe Dobbs: Board approve upgrading our internet system. Motion seconded. Approved.

Another item: office currently using Windows 2003. Microsoft phasing out support for this operating system in April 2014.

Alan suggested that Manager add an article in our newsletter requesting assistance from any homeowner with experience and expertise in hardware and software to provide ongoing support to office. Manager agreed.

2. Petty Cash

MOTION by Alan Weinblatt: Establish petty cash for \$200 plus a debit card with \$1,000 limit. Motion seconded. Approved.

3. MOTION by Alan Weinblatt: Approve purchase of a new microwave for office. Motion seconded. Approved.

III. Treasurer's Report

A. Financial Report – Year 2013

Total Income: \$1,188,630

Total Expense: \$1,167,277.52

B. One CD matures Feb. 1, 2014

Need to shop rates

C. Bank charge: \$20/month approx. . Manager will look into purpose of charge

D. Reserves Account discussion

MOTION by Alan Weinblatt: Accept Financial Report dated Dec. 2013. Seconded. Approved.

IV Committee Reports

A. Finance Committee – 2014 Budget

1. HOA dues increase by 1.5 cents per square foot, beginning March 2014
2. Personnel increase by 1.5% of hourly wage
3. Will get cost estimate for replacement of boilers
4. “Shrinkage” – This is a term used in budget meaning allowance for bad debt (1% per month of each month’s assessment totals)

MOTION by Alan Weinblatt: Accept 2014 Budget. Motion seconded, Approved.

B. Building Committee – Gino Cantu

1. Painting buildings from prioritized list.
2. Owners of 2 units on Archwood wish to paint doors at their cost.

C. Energy and Rules Committees – No reports

D. Communication Committee – Manager is keeping website up.

E. Hospitality Committee – Joy Duran – Sympathy card for Liz Santamaria’s grandmother

F. Nomination Committee – Alan Weinblatt

Currently has 5 positive responses from owners willing to be Board nominees

V. Old Business – None

VI. New Business – Alan Weinblatt

A. Planning Committee needed

1. Insurance evaluation
2. Attorney – Slow to respond
3. Establish Search Committee for operations management.

B. Auditor

1. Internal controls needed
2. No response from Cyndi Pfister on previous questions asked by auditor

C. New Business – Operations Manager

1. Several home owners want reimbursement from Association for repairs.
2. Owner with moth infestation wants reimbursement from Association for moth traps.

Meeting adjourned at 10 PM and Board went into Executive Session.



Jo Leeper
Secretary