

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC
MINUTES – BOARD OF MANAGERS MEETING –FEBRUARY 24, 2015

Board Members Present: Mike Daly, Delisa Day, Jeff Hughes, Jo Leeper, Judith Lyle, Betty Walley, Phyllis Wells.

Members not present: Andy Petit, Joe Dobbs

Operations Manager: Carrie Bailey

II. OPEN FORUM – 6:00 PM

Homeowners present: Jim Fountain

- A. Jim Fountain asked if there was any resolution to the unusually high gas bill on the last statement. The Gas Company stated in a meeting with the Operations Manager and Maintenance that the bill in question was accurate.

III. MEETING CALLED TO ORDER – The meeting was called to order at 6:10 PM by the President, Jo Leeper.

IV. MINUTES

The minutes of the January 27, 2015 Board of Managers meeting were distributed and read for corrections or additions. The following corrections were made:

- Under **Board Members present** remove **Delisa Day**.
- Under I, **Open Forum B**: correct spelling unwritten to **underwritten**.
- Under **IV Managers Report** correct “points of the report was discussed” to **points of the report were discussed**;
- Under **Maintenance b** “units 15912 and 14” **corrected to units 15912 and 15914**;
- Under **C Social** “Holiday Party 2014 attended by 27 owners/residents and guests the Country Club was billed \$1019.68” corrected to **Holiday Party 2014 was attended by 27 owners/residents and guests. The Association was billed \$1,019.68**;
- Under **D Administration 4**, “city council on Friday 30” corrected to **city council on Friday, January 30**;
- Under **New Business A**, “Direct TV – has a central antennae” corrected to **Direct TV can set up a central antennae**;
- Under **New Business A**, “they will set a central dish that building” corrected to **they will set a central dish on that building**;

Delisa Day moved and Jeff Hughes seconded to accept the corrected minutes. The minutes were accepted as corrected.

MANAGERS REPORT was presented by Carrie Bailey for week of February 20, 2015.

The following points of the report were discussed:

I. Unfinished Business

A. Maintenance

1. Foundation issues:

a. Units 15919 and 15921 on Preston Rd require work and some replacement of the piers and supporting beams. Settling is occurring in the center of the structure and the beams are rotting. Fox submitted a bid which appears to address the issue.

b. The foundation issues on units 15922 and 1017 Archwood have been discussed with Fox and a second opinion is due from Criterium Dotson Engineering scheduled for 2/25.

c. Manager reviewed the existing report for 15905 Stillwood with the owner and it was concluded that work is not needed at this time.

2. Patio damaged by tree roots at 15935 Stillwood unit 1098 has been removed, drains have been added and the patio re-pour is complete. The fence is being replaced 2/23/15.

3. Fascia, soffit, and balcony repairs at 15927 Archwood are complete. The unit will be painted as weather permits.

4. Repairs from auto damage at 15902 Archwood is complete. The unit will be painted as weather permits.

5. Flir Thermal Imaging Camera purchase was discussed. This camera is an upgrade from version E4 with a resolution of 4,800 to version E8 with a resolution of 76,800. The cost is \$3995 for a new camera or there is a demo purchase is available for \$3,200 with limited warranty.

Mike Daly moved and Jeff Hughes seconded to purchase a new Flir Thermal Imaging Camera for \$3995.00 with a full warranty. The board approved the purchase of this equipment.

B. Financial

1. Bookkeeper Issues: the transition to Owens Financial Services is now complete.

2. The Association changed from QuickBooks Payroll to ADP and received a 37% discount and is costing \$47/week. In addition to preparing checks, ADP makes all the withholding calculations, payments, and reports.

3. A discussion occurred regarding the upgrade of the association office phone system to voice over data which would be less expensive than the current services. However, there are some drawbacks and this issue will require further investigation before a change is made.

C. Administration

1. Flood Insurance Status - FEMA sent us a notice that the LOMA Application needs additional information before the Letter of Map Amendment will be issued; Mark Webb and Operations Manager will get all the necessary documents submitted.

2. Time Warner Cable Survey results showed that 15 owners wanted to check with Time Warner; 6 owners wanted to check with Direct TV; 1 owner wanted to check with AT&T; and 17 owners checked both TWC and Direct TV. Rather than scheduling meetings, the best approach would be to provide owners with a comparison chart of the cost for various services from all 3 providers including contact names and/or numbers for each provider.

3. Owner Insurance Certificates – letters have been sent to 26 owners to date. The owners have two weeks to get the insurance certificates to the office.

4. Traffic light Request – The results from the city are expected the first week of March. A homeowner, another interested resident, and the manager of the Club met with City of Dallas on Friday, January 30 regarding this request.

5. The Annual Meeting is scheduled for March 29, 2015 at 2:00 PM. The notice of the meeting is being announced this week. Nominees for the three Board Positions include: Delisa Day, Joe Dobbs, Analicia Haas, Kenneth Kemp, and Andy Pettit.

6. Insurance - Major policies (Property and General liability) have been moved to Scarborough Medlin. The remaining policies will be moved when they are renewed.

7. Storage unit rental will end next week. The documents stored at the office have been purged with the help of Rex Price. Space is now available to move the required audit records back to the office and have any remaining documents shredded.

II. New Business

A. Insurance -Property

1. Appraisal/Rates and Coverage were discussed.

2. Aluminum wiring updates were discussed.

B. Electrical Panel Conditions were discussed.

C. Jerry Gatti, the energy consultant, has advised that now is the time to lock in a new 30 month contract even though our current agreement has several months remaining. On 2/20 he recommended signing for \$.04772 per kWh vs. the current rate at \$.0474 per kWh with a new provider Reliant. ConEdison would not go lower than \$.04872. A 30 month contract was signed with Reliant at .04633.

D. Waste Management Contract- Jerry Gatti is also the President of PWCC and in a recent meeting we discussed the inefficiencies of the current arrangement. We will be meeting with a waste management consultant who will interface with the existing providers to get proposals for improvements of our Waste Management.

E. Rental Report - Attached.

V. TREASURER'S REPORT was presented by Carrie Bailey (See attached Financials)

A. The monthly profit and loss statement for January 2015 was presented. The year to date profit and loss statements were presented.

B. Account Balances:

Operating Accounts \$177,811.40

Reserve Account \$234,685.77.

C. The treasurer's report was filed for audit.

VI. COMMITTEE REPORTS

A. FINANCE COMMITTEE- No report.

B. BUILDING COMMITTEE- Mike Daly. No report.

C. ENERGY COMMITTEE - No report

D. RULES COMMITTEE- Betty Walley. No report.

E. COMMUNICATIONS- Mike Daly. No report.

F. HOSPITALITY COMMITTEE- Delisa Day, Phyllis Wells.

1. Delisa has sent cards to homeowners who are hospitalized.

G. NOMINATION COMMITTEE- Phyllis Wells gave her report on the nominees running for the three openings on the board. A discussion of appointing an election committee was held.

VII. UNFINISHED BUSINESS –

A. See Manager’s report

B. President Jo Leeper moved that the Members approve amending Association Procedures regarding Board Vacancies, specifically the term of appointed board members. As reported in the January 2015 Minutes, attorney Robert Blend confirmed that the Articles of Incorporation supersede the current Bylaws, therefore, appointed board members are to serve the remainder of the original term of the elected board member rather than as stated in the Bylaws, Article 4, Section 5. Board Vacancies, “until the next annual meeting of the Association.” The motion was approved unanimously.

VIII. NEW BUSINESS - See Managers’ report.

A. Mike Daly and Judith Lyle discussed the changing of the name of the property to The Condos of Prestonwood omitting words “Country Club” to be in sync with the Clubs of Prestonwood. No action was taking.

B. Either Betty Walley or Jeff Hughes will take minutes at the Annual Meeting.

C. Next Meeting is scheduled for March 24, 2015.

IX. EXECUTIVE SESSION

A. Assessments – Aging and Prepaid Summary as of February 22, 2015 were presented.

B. TWC approved paying unemployment and back charging PWCCCA. We appealed and the phone hearing is scheduled for 3/5/15.

C. Inspection re-scheduled for 3/16/15 with owner of 15914 Club Crest to finalize outstanding Association requirements.

D. Discussion of how the calculations are used for assessments.

X. There being no further business the MEETING was ADJOURNED AT 9:20 PM



Judith Anne Lyle

Secretary

