

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES—BOARD OF MANAGERS MEETING— MARCH 22, 2016

Board Members Present: Jo Dobbs, Jeff Hughes, Kenneth Kemp, Jo Leeper, Judith Lyle, Andy Pettit, Darrell Traeger, Phyllis Wells

Members Absent: Betty Walley

Operations Manager: Carrie Bailey

I. OPEN FORUM—6:00 PM Homeowners Present: Jim Fountain, Susie Brown, Mark and Jill Mathews, Lori Smith
A. Mark Matthews at 15919 Preston discussed their unit.

II. ANNOUNCEMENT OF EXECUTIVE SESSION – LEGAL, VIOLATIONS, DELINQUENCIES

III. MEETING CALLED TO ORDER –The meeting was called to order by the president Jo Leeper at 6:25 PM.

IV. MINUTES - the minutes of the February 26, 2016 Board of Managers meeting were distributed and read for corrections or additions. The minutes were accepted as read.

V. MANAGERS REPORT March 22, 2016

I. Unfinished Business

A. Maintenance-

1. **Foundation** - 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- was scheduled for 3/11th but cancelled due to rain. Rescheduled for 4/8.

2. **Roofs-** Work began on 2/15; more than 50% complete and ahead of schedule even with 6 rain days of missed work. Trim repairs and paint are being completed in the meantime. Gutter installation began on 3/18/2016.

3 HVAC Renovation

a. **Air Conditioning System** re-evaluation by Zoom Air included an expanded scope of work which includes replacement of 4 remaining pumps at a cost of \$28,497.00, rather than rebuilding as well as a more comprehensive approach to ensure the chillers longevity. Work began on 3/11 and the crew is still working on the first chiller. Total cost: \$93,121 + replacement of 4 remaining pumps \$28,491 for a total of \$121,612

b. **HVAC and Domestic Hot Water Boilers** contract finalized with Zoom Air. New boilers and holding tanks for the domestic water are scheduled for the week of September 12th total cost \$116,917 and HVAC \$291,734.

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

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

B. Administration

1. Owner Insurance Certificates – ongoing

2. Occupancy Status Report – 73 approved to be leased.

3. Traffic light installation – Underground utility lines have been marked indicating that construction is scheduled. The city has not reported a start date.

4. FEMA- LOMA – Request for remaining buildings - additional documentation is requested by FEMA.

5. Memorial fund for Gretchen Boyett balance as of 2-23-16, \$1,310.00.

6. Agreements completed with eUnify for platforms for owner portals, work order and violation logs and PayLease to provide on-line payment options to owners.

II. New Business

A. Website conversion

B. Parking Stickers – Rules change to include adding parking stickers for residents. Joe Dobbs moved that we accept hangers for parking stickers.

VI. TREASURER’S REPORT—Presented by Joe Dobbs

PROFIT AND LOSS ANALYSIS FEBRUARY 2016	
ASSESSMENTS	76,408
UTILITY INCOME	26,521
FEES & SERVICES	261
OTHER INCOME	1392
TOTAL INCOME	104,582
PAYROLL	19,546
UTILITIES	42,770
OPERATING	7,299
INSURANCE	10,151
ADMINISTRATION	13,554
UNCATEGORIZED	272
TOTAL OPERATING EXPENSES	93,592
CAPITAL RESERVE EXPENSES	3,780
TOTAL EXPENSES	97,372
EXCESS<DEFICIT>CASHFLOW	7,210

BANK BALANCES FEBRUARY 2016	
Operating	
Operating/Reserve Money Market	57,025
Checking	11,776
Debit Card	1,591
Sub-Total	70,392
Capital Improvement	592,760
Roof	2,000
HVAC/Utility Building	
Sub-Total	594,760
Total Cash	665,152
Reserves	
Reserves CD	252,258
Reserves CD-2	175,397
Total	427,655
Total of Bank Balances	1,092,806

The Treasurers’ Report was filed for audit.

VII. COMMITTEE REPORTS

- A. FINANCE COMMITTEE- Joe Dobbs had no finance committee report.
- B. BUILDING COMMITTEE- Darrell Traeger – no report.
- C. LANDSCAPE COMMITTEE – Betty Walley - no report.
- D. ENERGY COMMITTEE-No Report.
- E. RULES COMMITTEE- Jeff Hughes reported that they are waiting on final version from the lawyer. Enlisted help from homeowners to form a committee and it has helped with the pet problem.

- A. COMMUNICATIONS- Judith Lyle. Transition from HOA Express hosting of website to eUnify Platform.
 - B. HOSPITALITY COMMITTEE-Phyllis Wells reported on upcoming social events. There will be information of a Spring Fling in April 24th which will be a brunch held at PCC for \$20.00/person from 11:30 – 2:00 PM. Friday the 1st fliers will go out.
 - C. NOMINATIONS/ELECTION COMMITTEE-No report.
 - D. PAVING PROJECT – Kenneth Kemp is researching the paving issue. The board discussed procedure for moving forward for re-paving.
- VIII. UNFINISHED BUSINESS - See Manager's Report
- IX. NEW BUSINESS—See Manager's Report.

Executive Session

- A. Delinquencies
 - B. Legal updates
- X. ADJOURNMENT

There being no further business the MEETING was ADJOURNED AT 8: 17 PM
Next Meeting is scheduled for Tuesday, APRIL 26, 2016 at 6:00 PM.

Judith Anne Lyle



Secretary