

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC
MINUTES – BOARD OF MANAGERS MEETING – APRIL 22, 2014

Board Members Present: Delissa Day, Joe Dobbs, Joy Doran, Jo Leeper, Judith Lyle,

Elizabeth Santamaria, Betty Walley, Phyllis Wells.

Board Members absent: Eugene Cantu.

Operation Manager Present: Wanda Brinlee.

I. EXECUTIVE SESSION FOR ENFORCEMENT ACTIONS MEETING WITH INDIVIDUAL HOMEOWNERS

- A. 6:00 PM – Homeowner 1.
- B. 6:15 PM – Homeowner 2.
- C. 6:20 PM – Homeowner 3.

Executive session ended at 6:40

II. OPEN FORUM

There were no homeowners present for the open forum.

III. MEETING CALLED TO ORDER – The meeting was called to order at 6:43 by President Jo Leeper.

IV. MINUTES

The minutes of the Feb 25, 2014 were distributed and read for corrections or additions. A correction to the minutes under item D was made by the Operations manager to read “to hire a CIA **certified** person to check ballots.” Joe Dobbs moved that the minutes be amended as corrected. The motion was seconded (Phyllis Wells), and the amended minutes were approved.

V. MANAGERS REPORT presented by Wanda Brinlee for weeks 3/28/2014, 4/4/2014, 4/11/2014, 4/17/2014

Summary of report.

- A. The manager discussed the resale certificate policy and requested an additional fee to compensate for the work involved with this process in the office. Betty Walley moved that the association charge an Administrative Fee of \$275.00 for the administrative resale process in addition to the \$25.00 resale certificate charge. The motion was seconded (Joe Dobbs), discussed, and passed unanimously.
- B. The manager discussed the extra dumpster pick up which was necessary last week. The operations manager contacted the Country Club General Manager, Joel Pitts, for a second time and asked that the contractors haul away their own debris. If this continues we will bill the Country Club for the extra dumpster pick ups.
- C. The manager discussed the clean-up weekend for the property May 16-18. Previous board approval was given via email. A dumpster will be rented and placed on the west side of the property for the weekend. Flyers will be sent out from the office

announcing a Community-wide Clean up and Clean out! The cost is estimated to be around \$1000.00.

- D. The manager requested names of a Landscape Company to work with association on updates to the property.
- E. The manager discussed water leaks noting that the policy and procedure for the property has been to repair the leak rather than to replace the piping.
- F. Maintenance.
 - a. Mailbox Lock Keys. The manager requested the board increase the maintenance fee on replacement mailbox keys.
 - b. Hourly Homeowner Maintenance Fee. The manager requested the hourly homeowner rate for Maurillio and Pouly be increased from \$30.00 to \$40.00.
 - i. Joe Dobbs moved to increase the mailbox maintenance replacement fee from \$8.50 to \$15.00 per lock and to increase the hourly homeowner maintenance fee for Maurillio and Pouly from \$30.00 to \$40.00.
The motion was seconded (Betty Walley), discussed, and passed unanimously.
- G. The manager updated the board on the status of building 400 feet of fencing along Preston Road. Two bids have come in. One bid came in at \$12,920.00 @ \$37.00 per linear foot and a second bid has come in at \$11,400.00 @ \$30.00 per linear foot. Joe Dobbs discussed the use of ranch fencing which is polyester. Elizabeth Santamaria moved that the fence be iron and that we receive four bids before the board makes a decision. The motion was seconded (Joy Duran), discussed, and passed. Delissa Day abstained.

- VI. TREASURER'S REPORT for Jan, Feb, March was presented by Joe Dobbs.
 - a. Joe Dobbs emphasized the importance of continuing to build the reserve fund with \$ 9–10,000 per month for the next 18 months.
 - b. Joe Dobbs discussed the need for a long range business plan for 3 to 5 years.
 - c. The manager discussed the requirement of a having a reserve study prepared on the physical aspects of the property as well as the future financial needs.

Delissa Day moved that we authorize the operations manager to acquire the bids for a reserve study. The motion was seconded (Betty Walley) and the board unanimously approved.

The treasurer's report was filed for audit.

VII. COMMITTEE REPORTS

- A. FINANCE COMMITTEE- no report
- B. BUILDING REPORT-no report
- C. ENERGY COMMITTEE- no report
- D. RULES COMMITTEE-no report
- E. COMMUNICATIONS- The operations manager added a plumbing check list article to the website for homeowners to use about worn out plumbing.
- F. HOSPITALITY COMMITTEE- Delissa Day presented her report.
 - a. Delissa Day discussed the note cards that are to be sent out to homeowners for various things. They will be ordered.
 - b. Jo Leeper discussed restarting some social events. Betty Walley suggested we have some easy to organize social events requiring only a flyer, byob, ice.
 - c. Wanada Brinlee suggested a follow up party from the cleanup weekend.
 - d. Jo Leeper asked Delissa Day to organize the event on a Sunday May 18, 4 – 6PM.
- G. NOMINATION COMMITTEE- no report

VIII. UNFINISHED BUSINESS - there is no unfinished business

IX. NEW BUSINESS

- a. Elizabeth Santamaria asked the operations manager to request a copy of each leased property to be on file in the office.
 - b. Office front glass door is to be replaced at a cost of approximately \$200.00.
 - c. The manager discussed the laundry room equipment lease which expires December 31, 2014 and automatically renews one year before the expiration date which was December 31, 2013. Wanda Brinlee will call the company to discuss our options.
- X. There being no further business the MEETING was ADJOURNED AT 8:23 PM.



Judith Anne Lyle

Secretary