

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC  
MINUTES – BOARD OF MANAGERS MEETING – April 28, 2015

Board Members Present: Mike Daly, Jeff Hughes, Kenneth Kemp, Jo Leeper, Judith Lyle, Andy Petit, Betty Walley, Phyllis Wells.

Members not present: Joe Dobbs,

Operations Manager: Carrie Bailey

I. OPEN FORUM – 6:00 PM

Homeowners present: Jim Fountain, Joe Lujan, Nancy Baker,

- A. Nancy Baker reported from the Crime Watch Committee. Nancy discussed the fraudulent phone calls that some people have been receiving and reminded everyone to be aware of who is calling and what information you give to them. The list of subjects can be found on the website – <http://www.pwccca.org>

III. MEETING CALLED TO ORDER – The meeting was called to order at 6:15 PM by the President, Jo Leeper.

IV. MINUTES

The minutes of the March 24, 2015 Board of Managers meeting were distributed and read for corrections or additions. The minutes were accepted as presented.

IV. MANAGERS REPORT - April 23, 2015 was presented by Carrie Bailey.

The following points of the report were discussed:

I. Unfinished Business

A. Maintenance

- B. Foundation issues: Conclusions from Criterium Engineering were constant with Fox – that rotted base plate and sub-flooring replacement was needed at Preston and Archwood in addition to adjusting the shims at the piers for proper leveling. The property at Copperwood does not have rotted wood; however, shimming of the piers was needed. Perma-Pier Foundation Company was recommended by Criterium and submitted second bids for all necessary work.

1. Fox had the better bid for the Archwood property and the work is scheduled to begin on 5/4 at a cost of \$7,708.
2. Bids for the Copperwood property were very close; Perma-Pier could do the work sooner and this work was completed on 4/20 at a cost of \$7,000.
3. Perma-Pier had the better price for the Preston property and the work was completed on 4/18 at a cost of \$6,480. However, a problem was not corrected by the lifting; the slope in the master bedroom on the second floor. The engineer is coming back out to

- see what can/needs to be done. It had been discussed that the problem may be in the second level flooring system rather than the foundation which appears to be the case.
- C. Repairs from the auto damage at 15902 Archwood are complete and the painting is finished.
  - D. Electrical-Oversized Breakers –Murr Electric inspected, tested, and found that there were actually 17 rather than 27 units that require the breakers to be downsized. They estimate that the cost to upgrade wiring to those units will range from each \$1,500 - \$4,500/unit. Our cost to replace the 17 is \$1280. Letters were mailed to these owners on 4/27 advising that the breakers will be changed out during the first week of June.
  - E. Administration
    - 1. The office phone system was upgraded to voice over data which involved adding wiring and resulted in the office phone system being diverted to the answering service on 4/22, 23, and 24<sup>th</sup>.
    - 2. Flood Insurance Status – LOMA was received on 4/17/15. Cancellation of the policy to get the refund is in progress. Total refunded premiums will be **\$18,720**.
    - 3. Time Warner Cable Easement Agreement - TWC approved the changes requested by our attorney, Marc Markel on 3/31/15. Jo Leeper signed and notarized the agreement and it was sent electronically on 4/1. On 4/23, TWC requested the original document be sent for their signature; it was sent on 4/23. Homeowners may call TWC customer service to report any bills homeowners have received and/or call 469.464.4881 and ask for Pavala.
    - 4. Owner Insurance Certificates –several letters were sent out to homeowners on 4/24 requesting insurance documents; fines of \$5/day begin on 5/1.
    - 5. The traffic light request was approved by the City of Dallas on 4/9. The city is submitting to the Texas Department of Transportation because they control Preston Road; the processing time is 90 days. If approved, the timeline to design and fund the light is \$250,000 and may take 2 years to complete.
    - 6. The storage unit - On 3/30, 13 boxes needed for audit requirements were moved to the current on site office storage bin and the remaining 76 boxes of documents were shredded on site by Cut 2 Shreds at a cost of \$414. Poli, Maurilio and Carrie broke down the boxes and left them in the recycle bins at the storage unit ending the need for offsite storage.
  - F. Insurance for Property Coverage - Appraisal/Rates and Coverage review. The association has been paying insurance on ownership (interior) square footage of 275,000 square feet. The square footage used for insurance real estate or exterior measurement which has been confirmed to be 308,000 square feet.
  - G. The Waste Management Consultant, US Consulting Service, has submitted their proposal for new placement and equipment. These plans will also need to be approved by the Country Club and a review meeting is to be scheduled. The waste consultant is recommending 2- 40 foot compactors, one for PWCCCA and one for PCC plus 2 shared recycle dumpsters. There will be considerable savings with this new relocation and equipment.

- H. Precision Landscape began service and is working with our crew to establish a regular schedule for the property.
  - I. The Personal Touch Tree Service's contract is complete.
  - J. STB Architects owner, Bryan Thruston is developing options for the utility building reconfiguration that would accommodate the association offices, improve the laundry room, and provide a more functional space for community events/individual gatherings.
- II. New Business
- A. Chiller replacement evaluation. The current chillers can last up to another 10 years; the boilers are a more immediate need. Trane is presenting proposals for 1) altering the four pipe system to increase efficiency and 2) conversion to individual HVAC units. Two other vendors will also be evaluating these options.
  - B. Sling replacement have been ordered for 6 pool chairs.
  - C. Pool inspection is scheduled for the first week in May.
  - D. Street signage replacement and pet waste station options were discussed.
- V. TREASURER'S REPORT was presented by Joe Dobbs (See attached Financials)
- A. The monthly Profit and Loss Statement for March 2015 was presented.  
 Account Balances:  
 Operating Money Market \$157,785.41  
 Operating Debit \$926.01  
 Operation Checking \$13,848.88  
 Reserves CD \$250,000  
 Total \$410,100.30
  - B. The treasurer's report was filed for audit.
- VI. COMMITTEE REPORTS
- A. FINANCE COMMITTEE- No report.
  - B. BUILDING COMMITTEE- Andy Petit
  - C. ENERGY COMMITTEE - No report
  - D. RULES COMMITTEE- Betty Walley. Discussion of the rules committee progress and raising nominal fine amounts. Betty moved that all existing fines be doubled in accordance with Bureau of Labor Statistics – Consumer Price Index - as of June 1, 2015. Andy seconded. The motions passed unanimously.
  - E. COMMUNICATIONS- Judy Lyle, Mike Daly.
  - F. HOSPITALITY COMMITTEE- Phyllis Wells, Kenneth Kemp. The Social Committee is meeting to organize some social events. There was a discussion of attending theatre events and a discussion of a Fourth of July party.
  - G. NOMINATION/ELECTION COMMITTEE- No report.
- VII. UNFINISHED BUSINESS – See Managers' Report
- VIII. NEW BUSINESS - See Managers' Report.
- A. Next Meeting is scheduled for MAY 26, 2015.

- IX. Meeting adjourned at 7:55 pm
- X. Executive Session
  - A. Violations.
  - B. Personnel Issues.
  - C. Delinquencies- Board reviewed and approved waiving late fees charged on amounts not invoiced.

There being no further business the MEETING was ADJOURNED AT 8:20 PM

A handwritten signature in cursive script that reads "Judith Anne Lyle".

Judith Anne Lyle

Secretary