

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC  
MINUTES – BOARD OF MANAGERS MEETING – JUNE 23, 2015

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

Members not present: Joe Dobbs, Phyllis Wells

Operations Manager: Carrie Bailey

I. OPEN FORUM – 6:00 PM

Homeowners present: Jim Fountain, Nancy Baker

- A. Nancy Baker discussed the issue of coyotes on the property. 911 and 311 will not respond to a coyote call. A good resource is 911 WILDLIFE. We are not aware that there are any more used cars on our property. Nancy discussed the issue of oversized trucks backing into a parking space and blocking the sidewalks.
- B. JEFF HUGES reported that a homeowner came to the meeting early to report that another homeowner is leaving her sliding glass door open for an animal to come and go from the unit and the need to inform homeowners of the negative impact of this behavior.
- C. Jim Fountain discussed the ways we can address this issue of leaving doors open in the winter or summer and asked if it is a homeowner or tenant responsibility? Carrie Bailey responded that we deal with the owner and not the tenant.

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 May 26, 2015 Board of Managers meeting were distributed and read for corrections or additions. The following corrections were made: Managers report item 1.

Foundation issues, a. 15921 was corrected to 15922; under Executive Session, C. Personnel Issue, the misspelled word “boad” was corrected to “board.” The minutes were accepted as corrected.

IV. MANAGERS REPORT – June 20, 2015 was presented by Carrie Bailey.

I. Unfinished Business

A. Maintenance-

1. Foundation issues:

- a. 15922 Archwood – Foundation work is complete, rotted sub-floor and framing on west wall are being replaced. In addition, the mortar in the bricks on the west wall have deteriorated and rain was coming directly into the newly replaced sheetrock and sub-flooring. Gabriel is in the process of repointing the entire wall.
- b. 15919 & 21 Preston - Additional movement has occurred in 15921. It was inspected again on 6/19. A cracked beam in 15919 is the problem and the work has been scheduled.

2. Electrical-Oversized Breakers –Muir Electric inspected, tested and found that there were 17 breakers that need to be downsized. Additional inspection is being done to identify the units affected.
3. Roof hail damage reported on 5/14 by Texas Vets Roofing. The insurance adjusters report is not complete and his preliminary cost of damage is \$400K. This figure is what was paid in 2003 and the price of shingles alone has increased by 400%. Three roofing companies are preparing bids for the property.
4. Sunnyland is installing new slings on 8 pool chairs rather than the 6 as previously reported and they should be ready next week.
5. Waste Management Consultant – Club Corp’s waste management consultant reported that a compactor was not needed and one 8 yard dumpster for the club and one for the condos would be enough with 3 pick-ups per week. Both Matt Beroth, club manager, and I agree that this is not realistic. We are still waiting for bid for the pad. Matt would like to screen in the current location for the pad and plan for the move in the 2016 budget.
6. Trane HVAC analysis recommends to install 2 new boilers upstairs and then remove the two downstairs. The cost proposal to reinforce the building to support this change and reconfigure to house HOA offices is expected for the July Board meeting.
7. Pool inspection delayed and is to be rescheduled.
8. Pet waste station were purchased in a special promotion (2 for 1!!!) and the number ordered reduced from 10 to 8; the total cost \$1,814.27 = savings of \$2,285.73. Installation will be done when staff is caught up with urgent work orders.

B. Administration

- a. Corrections of financials.
  1. Correction to April Financials – Cost of Holiday Party \$1,094.68 less ticket sales \$675=\$419.68; Cost of Annual Meeting \$527.13. There has not been any overtime paid to staff in 2015.
  2. Time Warner Cable Easement Agreement is still without a TWC signature. The association received an invoice for \$7,320.17 detailed as service 5/31-6/30 which has been forwarded to Pavala Wynn, at TWC.
  3. Owner Insurance Certificates – currently there are 10 owners who are being fined \$240.00 each for 30 days for failure to provide insurance documentation to the association.
  4. Occupancy Status Report is attached showing 75 leased properties.
  5. Traffic light Request was approved by the City of Dallas on 4/9. The city then submitted to the Texas Department of Transportation for approval and there should a decision by mid-July.
  6. Utility Usage Reports are being updated by Rex Price. Water records were no recorded by meter therefore, the reports are being revised going back through 2013 to determine if any rebates are due for line breaks that have occurred for each of the 6 water meters. (Previous rebates were for total usage; since only one rebate is allowed in a 12 month

period, this prevented collecting on smaller losses that may have occurred during that period.)

7. FHA approval application is in process; expected approval within 60 days.
8. Rules Revisions were submitted to the attorney for review.
9. The attached flyer from Club Corp inviting homeowners to become members at a reduced rate. A flyer will be distributed to owners with the invoices.

## II. New Business

- A. Collapsing ceilings A fourth ceiling fell, this one in a bedroom on West Copperwood, last week. On 6/18, one owner's insurance company has advised that the associations' insurance should be responsible since this has happened to multiple units. The Association's Insurance carrier advised us and the claim has been filed.
- B. LEAKS - AC, window, roof/trim is the majority of problems that building maintenance is addressing. I will be researching outsourcing services to work on the air handlers in the individual units. Currently the association crew cannot implement a preventive maintenance program for cleaning condensate lines and pans because they are overwhelmed with calls about leaks resulting from clogged lines and pans. In addition, it takes Maurilio and Poli a day and a half to prepare and replace units. We have budgeted to replace 25 units this year but have only replaced 6 so far. The sooner we get the old units replaced, the fewer service calls and damage we will have.

C. Street signage replacement was discussed.

- D. FEMA- Flood plain – LOMA. One owner on West Coolwood has been charged for flood insurance by his mortgage company. On 6/18 I learned that the lender will not accept the current LOMA because it covers East Coolwood and therefore does not include the subject property address. This is the same situation Mark Webb encountered. He was required to provide elevation certificates for every unit in West Copperwood and receive a LOMA before the lender would cancel the flood insurance and refund his money. He did that at his own expense. Based on that, and recognizing that any lender may raise this issue in the future, we may need to request LOMA's for the remaining 5 buildings. I will see what Mark would charge to prepare the elevation certificates. (He had quoted a price of \$300 each in December, however, when FEMA required one be prepared for each unit, he reduced his price to his hourly rate; that cost \$5,900 or \$178.79 per unit).

Andy moved that we request letters of map amendment from FEMA and that we pay Mark Webb \$2500.00 to prepare the documents. Jeff Hughes seconded and the board unanimously passed this motion.

- E. Pothole Repairs – The 2015 Budget includes \$5,000 for pavement repairs, however there is over 9,000 square feet affected and the initial bid is \$34,951. A review will be made into the previous contractor from 2009 before moving forward with this item.
- F. Renovations- a number of units are being remodeled and there are extreme condensation issues. Typically the covers for the air handlers have been removed, the doors/windows are opened, and the high humidity causes the cold coils to sweat

profusely. We are turning the valves off to the supply where it only supplies one unit, but some valves effect multiple units so must remain on.

- G. 15902 Coolwood - extensive damage from leaks has been found in the front window framing and subflooring in the kitchen/half bath area by the new owner who has taken the unit back to the studs. Also, active termites were found and the pier and beam foundation needs repair. The owner would like to install an individual HVAC system, however I have explained the primary obstacle, electricity.
- H. Kenneth Kemp recommended that the parking spaces on the way into the property be painted PRIVATE.
- I. Landscape
  - 1. River Rocks have been added to window boxes as a decorative finish, or planters can be put on top and water will drain through.
  - 2. New Plants -- Since our weather remains wet and not too hot, new plants will be added to a few beds that are bare and owners have requested plants. Bed prep is being outsourced because our grounds maintenance crew is not familiar with these procedures.
- J. Gutter Replacement – Gutter removal has been completed in areas identified as having rotted fascia/gutter failure; most of this work is on East and West Copperwood. Fascia replacement to begin 6/22 followed by gutter replacement.
- K. Exterior Paint – Work has started based on a priority/owner request list Maurilio maintains. Four exterior stairwells and three front doors are complete. The front of 15923 Coolwood is in process. Repair and repaint of 5929 Copperwood will follow.

V. TREASURER’S REPORT was presented by Joe Dobbs (See attached Financials)

A. The monthly Profit and Loss Statement for May 2015 was presented.

B. Account Balances:

Operating /Reserve Money Market	\$167,236.05
Operating Checking	34,595.63
Operating Debit	<u>1,329.75</u>
Sub-total:	\$203,161.43

Reserves – CD	<u>250,000.00</u>
Total:	\$453,161.43

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

VI. COMMITTEE REPORTS

A. FINANCE COMMITTEE- Joe Dobbs.

B. BUILDING COMMITTEE- Andy Petit.

C. ENERGY COMMITTEE – No report.

D. RULES COMMITTEE- Betty Walley, Jeff Hughes. No report.

E. COMMUNICATIONS- Mike Daly, Judy Lyle. Judy reported on the Communications Event for Website Sign-up Friday, June 19<sup>th</sup>. Four homeowners signed up on the website and five

new residents joined us. Thirteen people came to share BYOB, water, fruit and sweets. Everyone enjoyed the evening.

F. HOSPITALITY COMMITTEE- Phyllis Wells. Added three more social events to the calendar. Notifications of time and date will be listed on the website and delivered to homeowners.

G. NOMINATION/ELECTION COMMITTEE- No report.

VII. UNFINISHED BUSINESS –

A. See Manager's report

VIII. NEW BUSINESS - See Managers' report.

A. Next Meeting is scheduled for July 28, 2015.

IX. Meeting adjourned at 7: 35 pm

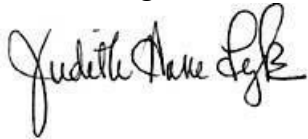
III. Executive Session

A. Violations

B. Delinquencies

C. Homeowners discussion

There being no further business the MEETING was ADJOURNED AT 7:40 PM

A handwritten signature in black ink that reads "Judith Anne Lyle". The signature is written in a cursive, flowing style.

Judith Anne Lyle  
Secretary