

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.  
MINUTES—BOARD OF MANAGERS MEETING— AUGUST 23, 2016

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

Members Absent: Joe Dobbs

Operations Manager: Carrie Bailey

- I. OPEN FORUM—6:00 PM Homeowners Present: Nancy Baker, Susie Brown, Jim Fountain, Estelle Shaw, Jerry Williams, Peggy Carrell,
  - A. Nancy congratulated Carrie regarding the roofers finishing the project and keeping on top of the repairs. She also discussed some commercial vehicles parked in the resident parking. Vehicles are not to exceed 20 feet long, 6 feet high, and 7 feet wide.
  - B. Peggy asked about when the road repairs would happen. Carrie explained the schedule.
  - C. Estelle asked about second floor outdoor carpeting that is moldy and needs to be removed. Also would maintenance please look at the holes in the steps down the back alleyway.
  - D. Jerry asked about the gutters being repaired and re-repaired and why one gutter was replaced on the other side of the building where it is difficult to turn on the outside faucet. Carrie answered that some of the downspouts had not been installed according to the plan and that there are still a few more corrections needed to complete the project.
  
- II. MEETING CALLED TO ORDER –The meeting was called to order by the president Jo Leeper at 6:28 P.M.
- III. MINUTES - the Minutes of the JULY 26, 2016 Board of Managers meeting were distributed and read for corrections or additions. The minutes were accepted as corrected with the following addition under the Leasing Policy: “Joe Dobbs moved and Kenneth Kemp seconded that the Leasing Policy be accepted as written. The Board approved unanimously.”
- IV. MANAGERS REPORT AUGUST 23, 2016
  - Unfinished Business
  - A. Maintenance-
    1. Roofs- During the past months as the roof was replaced there were 7 leaks at the lower vents. When RE checked them, there were no apparent installation errors that caused the leaks. Therefore, Pie Engineering, who designed the ventilation for the new roofs, evaluated and determined that the top edges needed more nails and those corrections are in process.  
Repairs and paint touch-up where gutters are not being replaced will follow.
    2. HVAC Renovation
      - a. Air Conditioning System work completed on Chillers #1 & #2. Work to be done on Cooling Tower #1 will be completed after the boilers are replaced.
      - b. HVAC and Domestic Hot Water Boilers Installation scheduled for the week of 9/12/16. One of the domestic boilers has a leak and the drain pans for both have rusted out causing a leak in the laundry room. The water has been diverted to a plumbing drain line until the replacement.
  - B. Administration
    1. Owner Insurance Certificates – ongoing friendly reminder
    2. Occupancy Status Report – 71 approved to be leased.
    3. Traffic light installation – City reported on 3/19 that there are no funds available and the list of approved lights has increased from 20 to 30. Criteria for private funding has been requested. Expected cost, \$175,000-\$220,000.
    4. FEMA - LOMA – Request for remaining buildings – FEMA sent a request for additional information last week. Mark Webb is working on a response.
    5. Pool Area Improvements – A few details remain to be completed.
    6. PayLease -28 payments in August.
    7. Website & eUnify working with Support to improve website.

8. VoiceFriend – Four owners reported computerized voice message was distorted on answering machines. Voice Fried reported that sometimes answering machines distort messages. Will record future messages.
9. Parking Permits – Still receiving completed information forms.
10. Parking Lot – Patched repairs to be scheduled after boiler replacement.
11. Recycling Change – The lowest bid received is from Republic Services with a monthly cost of \$450 (vs. the cost to dispose of recyclables as garbage, \$1460.86). The city plans to remove their dumpsters at the end of September.
12. Office Hours – a rear access laundry card machine has been ordered and when it is installed the office hours will be changed.
13. Town Hall Meeting – Our attorney, Marc Markel, recommends we mail the new Leasing Policy and have a meeting prior to implementation. A notice will go out on September 8<sup>th</sup> to inform owners of the Leasing Policy implementation and of the AT&T Fiber optic installation schedule for the community. I recommend this town hall meeting precede the scheduled board meeting on Septmeber 27<sup>th</sup>.

V. New Business

A. Answering Service Voicemail- after hours' message has been revised to clarify what to do for emergency situations. For some years the message had been "The PWCCCA office is now closed. Press '1' to leave a message. If this is an emergency, press '0' and an operator will assist you." The new message is: "The Prestonwood Country Club Condominium Office is now closed. Please visit [www.pwccca.org](http://www.pwccca.org) to submit a work order or another request at any time. Press "1" to leave a message which will be received and returned on the next business day. For a maintenance emergency, air conditioning or heat not working, a utility outage, or a significant water leak that must be contained to prevent damage - press "0" now. (5 second pause) Thank you."

VI. The MEETING was abruptly ADJOURNED AT 6:50 P.M. due to disruptive behavior by Kenneth Kemp. Next Meeting is scheduled for Tuesday, SEPTEMBER 27, 2016 at 6:00 PM.

Judith Anne Lyle



Secretary