

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES—BOARD OF MANAGERS MEETING—AUGUST 25, 2015

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

Members not present: Joe Dobbs,

Operations Manager: Carrie Bailey

I. OPEN FORUM—6:00 PM Homeowners Present: Nancy Baker, Joe Lujan, Janet Kirkland, Jim Fountain.

A. Nancy Baker with the Crime Watch Committee discussed the increase in home values in the area and stated that the Country Club was becoming a draw for new homeowners. There was a discussion of commercial vehicles being parked in homeowner's spaces.

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

III. MEETING CALLED TO ORDER –The meeting was called to order at 6:08 PM by President, Jo Leeper. Jo announced that she is temporarily stepping down to recover from a recent illness. Mike Daly, Vice President, will assume duties as president as required in our Bylaws.

IV. MINUTES - The minutes of the July 28, 2015 Board of Managers meeting were distributed and read for corrections or additions. The following corrections were made: under board members present correct Petit to read Pettit; under Open Forum item B-omit word bought; under Manager's Report item 6 –omit last paragraph. The minutes were accepted as corrected.

V. MANAGERS REPORT—August 23, 2015 was presented by Carrie Bailey
Unfinished Business

A. Maintenance-

1. Foundation issues:

a. 15902 Coolwood was completed on 8/21/15.

b. 15919 and 15921 Preston; new structural engineer report due this week; bids will be ordered as soon as received.

2. Electrical-Oversized Breakers – Notification Letter - see attached revised draft will be sent out to the homeowners next week. The board agreed that the letter was ready to go out to the homeowners affected.

3. Insurance Claims-

a. Roof hail damage –The adjuster's initial estimate was received and the vendor review is in process. A vendor questionnaire was turned in by board members.

b. Collapsing ceilings – The engineer determined this was the result of normal expansion and contraction over time and not something covered by insurance. Therefore, we will withdraw the claim to avoid having the insurance company deny the claim. Andy Pettit moved that the falling sheetrock is a homeowner responsibility. Jeff Hughes seconded. The board approved the motion and the board recommended that a follow up letter be sent to homeowners about ceilings.

5. Waste Management Consultant – Matt Beroth, manager of the Country Club is requesting funds for the dumpster pad and enclosure north of the tennis courts in his 2016 budget.

6. Trane HVAC Analysis – Engineering reports are in process; results expected the week of 10/12.

7. Utility Building Structural Repairs – bids are in process for the work needed to the north wall and the floor system for the second floor. Projected completion – week of 9/28.

8. Pet waste stations – Two more will be added this week. (2 for one sale was repeated) this puts two pet stations on each street for a total of 10. Also the boxes are now stocked with 3 hangers of 80 bags each rather than 1 which was the initial supply. Having 2 back-ups will ensure that the crew can replenish and prevent running out in the future. (We have back stock of 7 more hangers for each station which, based on the initial usage, should last through the spring 2016.

9. HVAC Air Handler replacements – four were replaced and three more are scheduled.

10. Street signage replacement – no update.

11. 15902 Coolwood – Update attached.

12. Exterior Paint – Work has started based on a priority/owner request list which goes back to 2014 - See attached. In addition, exterior rotted wood has been replaced on Copperwood, Preston, Archwood and Coolwood and painting is in process. Rotted wood replacement on the remaining buildings is being priced now and should be completed in September. This is needed prior to roof replacement.

B. Administration

1. Time Warner Cable - Collections – Copy of the cancelled final check for \$7,320.17 was provided to the debt collector on 8/4 because TWC did not show receipt when given the date, check number, and amount. There has not been any additional contact so this appears to be resolved.

2. Owner Insurance Certificates – update at meeting

3. Occupancy Status Report – Attached.

4. Department of Transportation for approval – should have decision by mid-July. – There was another serious accident on 8/7/15-2 large cars; one driver taken to hospital. Follow-up last week - TXDoT has not responded.

5. Utility Usage Reports – In process.

6. HUD approval for FHA Loans - Approval received August 12th. Will require renewal in 2017.

7. FEMA- Flood plain – Mark Webb is preparing the elevation certificates needed for the request for LOMA for the remaining buildings.

8. Country Club construction projected to be completed in mid-August will probably be delayed to mid-September.

II. New Business

A. Fire at 5837 Copperwood #1133 on 8/14/15. A letter will be sent to owners and residents about smoke detectors. Maintenance crew will install smoke detectors; homeowner will purchase.

B. Community Clean-up Week-end is to be scheduled for week of 9/7. It will include weekdays this time so that in addition to resident's bulk items, items that have accumulated at the

dumpsters will be removed. Also, the Utility Building work areas will be cleaned out in preparation for the structural repairs to the building and the Boiler Replacement Project.

- C. Insurance renewal will be in September; Scarbrough Medlin is preparing our proposals and plans to have them ready by 9/10/15. They will be distributed for Board review when received; approval will be needed in September. (The roof claim will affect the premium for property insurance even though we have not yet received the payout.)

VI. TREASURER'S REPORT—Presented by Carrie Bailey, in absence of Joe Dobbs (See attached Financials)

The monthly Profit and Loss Statement for July 2015 was presented.

Account Balances:

Cash Accounts

Operating/Reserve Money Market	\$200,162.91
Operating Checking	27,296.19
Operating Debit	<u>568.30</u>
Sub-total:	\$228,027.40

Reserves

Reserves CD	<u>\$251,117.00</u>
Total:	\$479,144.40

The treasurer's report was filed for audit.

VII. COMMITTEE REPORTS

- A. FINANCE COMMITTEE- Joe Dobbs. No report.
- B. BUILDING COMMITTEE- Andy Pettit. Discussion of the fire, 15902 Coolwood, and the pending roofing project.
- C. ENERGY COMMITTEE-No Report.
- D. RULES COMMITTEE-Betty Walley, Jeff Hughes. The Rules Committee met Sunday, August 16, 2015 to discuss RMWBH's attorney review of the committee's proposed Rules revisions. The committee is rewriting the rules to include the revisions from the attorney.
- E. COMMUNICATIONS-Mike Daly and Judith Lyle. Discussion of website and posting information regarding solicitation.
- F. HOSPITALITY COMMITTEE-Phyllis Wells and Kenneth Kemp have set up a happy hour 5-7 on Tuesday Sept 8th. One drink complimentary wine or beer. Cash bar. Buffet chef's table. Flyer will go out. RSVP is imperative.
- G. NOMINATIONS/ELECTION COMMITTEE-No Report

VIII. UNFINISHED BUSINESS - See Manager's Report

IX. NEW BUSINESS—See Manager's Report.

X. EXECUTIVE SESSION

- A. Violations
- B. Delinquencies
- C. Legal issues

XI. MEETING ADJOURNMENT

There being no further business the MEETING was ADJOURNED AT 7:55 PM.
Next Meeting is scheduled for September 22, 2015 at 6:00 PM.

Judith Anne Lyle

A handwritten signature in black ink that reads "Judith Anne Lyle". The signature is written in a cursive style with a large, stylized initial 'J'.

Secretary