

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC. MINUTES—
BOARD OF MANAGERS MEETING—OCTOBER 27, 2015

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

Members not present:

Operations Manager: Carrie Bailey

- I. OPEN FORUM—6:00 PM Homeowners Present: Ken Sherwalt, Jim Fountain, Nancy Baker, Susie Brown, Joe Lujan, Delisa Day
 - A. Jim Fountain stated his dissatisfaction with the current board who voted on an assessment increase to cover the Boiler and Chiller replacement costs without homeowner feedback. He was reminded that these are the duties of the Board to make these decisions and that the past minutes have included the upcoming need for replacement of these large items. He also requested that if the budget is approved could the community have a say after the fact? Carrie Bailey stated that a town hall meeting has been proposed for homeowners who want to be informed of the costs and finances in more detail.
 - B. Nancy Baker gave a crime report for the area. Asked for a notice to be posted on the web site after board approval about car parts being stolen.
- II. ANNOUNCEMENT OF EXECUTIVE SESSION – LEGAL, VIOLATIONS, DELINQUENCIES
- III. MEETING CALLED TO ORDER –The meeting was called to order at 6:28 PM by the Vice President, Mike Daly.
- IV. MINUTES - the minutes of the September 22, 2015 Board of Managers meeting were distributed and read for corrections or additions. The minutes were accepted as read.
- V. MANAGERS REPORT—October 23, 2015 presented by Carrie Bailey
 - I. Unfinished Business
 - A. Maintenance-
 1. Foundation issues: 15919 and 15921 Preston; work was completed at a cost of \$3,714, and was re-inspected by engineer on 10-22. The results are expected by 10-28.
 2. Electrical-Oversized Breakers – Breakers were changed out on 9/24 at a cost of \$678.19. This project is complete.
 3. Insurance Claims - Roof hail damage – Reconstruction Experts is completing the inspections and the auditor’s report is expected to be submitted the week of 10-26. Staff maintenance is inspecting all attic spaces in order to repair any framing problems and all decking prior to the roof replacement. Contracted for replacement and paint of rotted wood fascia and trim in preparation for roofs cost is \$8,150.
 4. Trane HVAC Analysis – Recommendations received 10-22.
 5. Utility Building Structural Repairs – North wall repairs cost \$6,885 and are complete. Bid for reconfiguration of second floor for HVAC boilers is expected the week of 10-26.
 6. HVAC Air Handler replacements – three are scheduled for October.

7. Street signage replacement – no update.
 8. 15902 Coolwood – Association work is complete until interior remodeling work allows the Association to finish.
 9. Exterior Paint is in process with 2 buildings remaining to be completed.
- B. Administration
1. Owner Insurance Certificates remain an ongoing process to get all the homeowners to take responsibility to get unit coverage.
 2. Occupancy Status Report – 74 units are leased; one is on the wait list which is a remodel underway and not ready to lease.
 3. Traffic light Request was approved by the City of Dallas on 4/9, City and submitted to Texas Department of Transportation for approval. The paper work has not been received at TXDOT and will be resubmitted.
 4. Utility Usage Reports – In process.
 5. HUD approval for FHA Loans – Complete – 1st loan closed.
 6. FEMA- Flood plain – Request for remaining buildings submitted on 9/21/15. Approval by 11/23.
 7. Country Club construction is still in process.
 8. Fire at 5837 Copperwood #1133 on 8/14/15. Repairs are complete. A letter is to be sent to owners and residents about smoke detectors. The information will be posted on the website and sent out in flyers.
- II. New Business
- A. HVAC Maintenance Contract – Trane-3 year contract, 4.5% increases/year at \$27,032 vs Air Conditioning Innovative Solutions (ACIS) - 5 year fixed \$14,266. ACIS is accepted as our current vendor.
 - B. Chiller testing completed 10/22/15 at a cost of \$5,371.
 - C. Board Votes via email – the Board voted by email for a CD for \$175,000, new bank accounts and loan secured by CD's for \$425,000. Two separate accounts were set up for HVAC project and Roofing project. A \$50,000.00 deposit is to be paid for the roofing project.
 - D. General Liability Insurance review. After a survey was conducted and they recommended that the gutters be cut back from the sidewalks and the office will put that plan in motion.
 - E. Budget 2016 has presented to the Board for discussion.
- VI. TREASURER'S REPORT—Presented by Joe Dobbs (See attached Financials)
The monthly Profit and Loss Statement for September 2015 was presented.
- Account Balances:
- Cash Accounts
- | | |
|--------------------------------|----------------|
| Operating/Reserve Money Market | \$204,708.00 |
| Operating Checking | 55,627.00 |
| Operating Debit | <u>1326.00</u> |
| Sub-total: | \$261,661.00 |
- Reserves
- | | |
|---------------|---------------------|
| Reserves CD | <u>\$251,117.00</u> |
| Total: | \$512,778.00 |
- Treasurer's report was filed for audit.

VII. COMMITTEE REPORTS

- A. FINANCE COMMITTEE – Joe Dobbs moved the budget for 2016 which includes a five cent increase in assessment effective 1/1/2016 be approved. Andy Pettit seconded. The motion passed unanimously.
- B. BUILDING COMMITTEE- Andy Petitt. No report.
- C. ENERGY COMMITTEE-No report.
- D. RULES COMMITTEE-Betty Walley, Jeff Hughes. The Rules Committee completed the revision of the rules. Jeff Hughes presented the new Rules Document. Joe Dobbs moved that the rules be accepted as presented and submitted to Marc Markel our attorney for legal review.
- E. COMMUNICATIONS-Mike Daly and Judith Lyle reported. If you want a posting to be added to the website please send to Judy, Mike or Carrie.
- F. HOSPITALITY COMMITTEE-Phyllis Wells and Kenneth Kemp. Going forward with a New Year's luncheon. Information to follow with website posting and flyer.
- 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 8:10 PM.
Next Meeting is scheduled for December 8, 2015 at 6:00 PM.

Judith Anne Lyle



Secretary

