

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES—BOARD OF MANAGERS MEETING—DECEMBER 8, 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—6:03 PM Homeowners Present: Jim Fountain, Joe Lujan, Susie Brown,
 - A. Jim Fountain asked how many seats will be vacant on board? Three.
 - B. Jim discussed a black SUV parked on Archwood with expired registration since July. Carrie said she would follow up on that. Please call the office with any other violations.

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

- III. MEETING CALLED TO ORDER –The meeting was called to order at 6:05 PM by the Vice President, Mike Daly.

- IV. MINUTES - the minutes of the October 27, 2015 Board of Managers meeting were distributed and read for corrections or additions. The minutes were accepted as read. Joe Dobbs, second Kenneth Kemp.

- V. MANAGERS REPORT—December 3, 2015 presented by Carrie Bailey
 - I. Unfinished Business
 - A. Maintenance-
 1. Foundation issues: 15919 & 21 Preston; work completed and re-inspected by engineer on 10-22 with the results presented on 10-28. Fox needs to make some adjustments which will be done on 12-16.
 3. Roofs- INSURANCE – Reconstruction Experts received adjustor’s approval of their full scope of work on 12/2. It is now being reviewed by the insurance company; a response has been requested by 12/8. If that happens, RE says they would be 3 weeks out to begin the re-roofing. ATTIC REPAIRS - Staff maintenance identified 11 attic spaces needing repairs and have completed 6; RE inspected the remaining 5 today & agreed this needs to precede the roof replacement because there is so much give in the decking. The good news is the decking itself, in these cases, was in good shape and the repairs are pretty straightforward; only one may require some interior ceiling repair so the cost will be time and materials; they are working on the bid. ROTTED TRIM - All replacement has been completed; additional repairs were added to the initial proposal increasing the total cost from \$8,150 to \$9,200. TREE TRIMMING – waiting for confirmation of when Personal Touch Tree Service can do the work.
 4. HVAC-Air Conditioning Innovative Solutions (ACIS) has completed Baker Motor & and Eddy Current tests on the chillers & vibration analyses on the pumps – total cost for repairs to 2 chillers, 2 cooling towers, replacing one pump, replacing bearings on another and work on the other 7 - \$53,000. This work addresses the critical weaknesses in the AC system and should delay the need for new chiller for 3-4 years and allow time for alternate system evaluations.
 5. Utility Building Structure – see New Business
 6. HVAC Air Handler replacements – one replaced in November
 7. 15902 Coolwood – Association work complete until interior work allows.
 8. Exterior Paint – Will continue when roof complete and weather permits.
 - B. Administration
 1. Owner Insurance Certificates – ongoing

2. Occupancy Status Report – 73 leased.
3. Traffic light Request – Approved by TXDOT 11-9-15. THANKS LORI SMITH!
4. Utility Usage Reports – See example of water overage from leak on Archwood. Will streamline request for credit from water dept. THANKS REX PRICE!
5. FEMA- LOMA – Request for remaining buildings submitted on 9/21/15 - 11/27 received letter requested list of addresses and map (both were with application); re-sent them last week.
6. Country Club construction – see attached.
7. Draft of Rules for Board approval – see attached.

II. New Business

- A. Meetings and Socials at the country club for 2016
- B. Thefts on Club Crest – Country Club has replaced 2 post light fixtures in the parking lot north end and 1 on Country Club Drive. They will be lighting the trees on Country Club Drive for the holidays and Matt thinks they may keep them year round. Security Cameras- legal precedents re HOA's precedence shows that the HOA can be liable.
- C. ACIS just completed comprehensive testing of the 2 domestic and 2 HVAC boilers at a cost of \$1,450 to determine which replacement is more urgent and identify needed repairs. This will also determine the next step on the Utility Building Structure repairs.
- D. Keller Springs Estates – City of Dallas meeting 10-20-15 about new community being built on Keller Springs regarding the flood plan to ensure safety downstream.

VI. TREASURER'S REPORT—Presented by Joe Dobbs (See attached Financials)
The monthly Profit and Loss Statement for November 2015 was presented.

Account Balances 11/30/2015

Operating

Operating/Reserve Money Market	33,954
Checking	39,362
Debit Card	1,479
Sub-Total	74,795

Capital Improvement

Roof	50,000
HVAC/Utility Building	366,186
Sub-Total	416,186

TOTAL 490,981

Reserves

Reserves CD	251,657
Reserves CD-2	175,000

TOTAL 326,452

Capital Improvement Loan Balance **(325,000)**

Net 1,452

Joe Dobbs stated that there will come a time when we will have some very large expenses. The treasurer's report was filed for audit.

VII. COMMITTEE REPORTS

- A. FINANCE COMMITTEE- Joe Dobbs no report.

- B. BUILDING COMMITTEE- Andy Petitt no report
- C. ENERGY COMMITTEE-No Report.
- D. RULES COMMITTEE-Betty Walley, Jeff Hughes. The Rules Committee has completed its work. I move that the new rules be put into motion. Seconded by Kenneth Kemp. The board unanimously approved the new rules.
- E. COMMUNICATIONS-Mike Daly and Judith Lyle reported that 99 people have signed up on the website.
- F. HOSPITALITY COMMITTEE-Phyllis Wells reported on upcoming social events. The following events were suggested: Valentine's Day, Annual Meeting, Fourth of July, and October National Night Out.
- 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 7:57 PM.
Next Meeting is scheduled for January 26, 2015 at 6:00 PM.

Judith Anne Lyle



Secretary