

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.  
MINUTES—BOARD OF MANAGERS MEETING—June 27, 2017

Board Members Present: Nancy Baker, Dan Burbine, David Campbell, Joe Dobbs, Joy Duran, Jeff Hughes, Jo Leeper, Judy Lyle, Darrell Traeger. Members Absent: None.

Operations Manager: Carrie Bailey

Homeowners Present: Susie Brown, Jim Fountain, Doree Tate, Carolyn Stricker, Martha Burks, Rex Price, Dinorah Ward, Marilyn Campbell, Gaela Renee Hall, Estella Shaw, Jerry Williams, M. Golkar, Wanda Brinlee, Becky Burdette, Audrey Duke, William Ward, Pat Bennett, Mike McCauley, Afsaneh Nedjatghaffar, Delisa Day, Susan Meyer, Jo Lynn Darnell.

I. OPEN FORUM

- A. Delisa Day read from a prepared statement, undersigned by 17 Owners, expressing their disappointment with the landscape choice of rock/boulder along Preston Road. The statement also cited the Bylaws requirement that any expenditure over \$15,000 needed to be approved by the Homeowners. Carrie Bailey, Operations Manager, explained that, since it was a replacement, not an improvement, the Bylaws requirement did not apply. Darrell Traeger, President, thanked the Homeowners for their presentation. He also reminded Owners that the Board needs residents to become more involved and volunteer to serve on our committees. He asked Delisa Day and Wanda Brinlee if they would serve on the Landscape Committee, to which both agreed.
- B. Susie Brown expressed her gratitude for all the hard work, time and effort that Board members make in serving the interests of our community.
- C. Several Owners complained that the 6:00 PM start time for Monthly Meetings doesn't give them enough time to commute from work. Darrell stated the Board would consider changing time.
- D. Pat Bennett reported a problem with the Pet Waste Stations: the new bags are hard to unroll and sometimes tear. Carrie said that she would check on other options.
- E. Three Owners complained about the Smoking Ban at the Pool & Community Building, questioning both the Board's motive and its power to impose it. Darrell Traeger pointed out that, for several years, there had been mounting complaints about cigarette butts and concerns about the health effects of second-hand smoke. Darrell also reminded everyone that the Board is empowered by our governing documents to take action, which is in the best interests of our HOA community, as a whole. Finally, Darrell explained that this action reflects the City of Dallas Smoking Ban at all City Parks and Pools.
- F. Darrell asked the Homeowners why so few Owners had opted to use PayLease to pay their assessments online. Some said they had tried to when it was first launched, but they had problems. Judy Lyle said that the early bugs were corrected a long time ago and encouraged Owners to revisit our website, as it has been a smooth interface for users.

II. MEETING CALLED TO ORDER - A quorum was present. The meeting was called to order by the president, Darrell Traeger, at 6:50 PM.

III. MINUTES – The minutes of the May 23, 2017 Board of Managers Meeting were distributed. Joe Dobbs moved that we accept the minutes as presented. Nancy Baker seconded, and the motion was approved by all board members.

IV. ACTIONS TAKEN VIA EMAIL: A. Approval of Minutes for May. B. Appointment of David Campbell to replace David Dover who sold his condo on June 1<sup>st</sup>.

V. MANAGERS REPORT – Carrie Bailey. Report is attached to the Minutes. Carrie reported that, on June 10th, there was a partial electrical outage at the north end of Archwood and Coolwood, resulting in 16 units losing their 220 and the use of their Dryers. The high bid to repair the line came in at \$162,000. Birdsong Electric came in at \$53,000 and has been contracted for the repair. This is the same vendor who, ten years ago, made the identical repair for the Preston Road/Archwood townhomes. Carrie reported that 68 had registered for the July 3<sup>rd</sup> Bar B Q. The

decision was made to extend the deadline for registering to Thursday, June 29<sup>th</sup>. That would get the total to 75 which means we would get Full Catering service from Red, Hot & Blue for \$180.00

- VI. TREASURER'S REPORT— Joe Dobbs. Report is attached to the minutes. The Treasurers' Report was filed for audit.
- VII. COMMITTEE REPORTS:
  - A. FINANCE COMMITTEE- Joe Dobbs, no report.
  - B. BUILDING COMMITTEE- Darrell Traeger, no report.
  - C. LANDSCAPE COMMITTEE – David Campbell agreed to chair; Delisa Day and Wanda Brinlee have volunteered to serve on the Committee.
  - D. ENERGY COMMITTEE-No Report.
  - E. RULES COMMITTEE- Jeff Hughes. Jeff reported on his June 2<sup>nd</sup> meeting with Dallas Animal Control, located at 1818 N. Westmoreland Road. At that meeting, Marisela Abonza (Dallas Animal Control), had given Jeff **Dangerous Dog** Resource Materials. Jeff distributed these to all Board Members. These will be kept in Members' Board of Managers Manual. Jeff stressed that all Board Members need to be well informed about Dallas Animal Services' procedures whenever our residents call 311 to report a Dangerous Dog incident, or to report off-leash dogs/stray dogs. Also, Jeff reminded the Board to continue to provide Carrie with the Unit# and Make/Model of vehicles that still lack Parking Tags, displayed at the top of their windshield. Finally, Jeff reported on a recent increase in dog owners not picking up their pet's deposits. He requested Board members-and *all residents*-to report the Dog owners' names and Unit# to Carrie so she can send a Notice of Violation.
  - F. COMMUNICATIONS – Judith Lyle reported on the recent design improvement to our website. Residents can now easily access our Rules on the Home Page. Judy also reiterated that the ACH/PayPal interface is improved and easy for Owners to use when paying their monthly assessment.
  - G. HOSPITALITY COMMITTEE – Jo Leeper. See NEW BUSINESS
  - H. CRIME WATCH – Nancy reported the latest scams: a group of people pretending to be "Homeless" and soliciting money, while being dropped off by a late-model SUV; a female soliciting money, claiming the she "ran out of gas", has been working nearby complexes, and has also been seen working the same scam in Walmart's parking lot, in the company of a man; nearby communities have reported that a crew has been stealing potted plants and planted flowers/plants during the wee hours. Nancy reported that the Dallas City Council is considering creating a new city ordinance that will prohibit anyone from giving money to solicitors.
- VIII. UNFINISHED BUSINESS – See managers' report attached.
- IX. NEW BUSINESS
  - A. STILLWOOD LIGHTNING STRIKE-Carrie reported that the lightning strike which struck the north end of Stillwood shorted out the router and left several Owners without TV reception. Rex Price stated that the ATT repairman told him that our buildings were not grounded around our phone boxes. The Board agreed with Carrie that we need to correct any "grounding" problems with our buildings, ASAP.
  - B. JULY 3<sup>RD</sup> SOCIAL EVENT – Jo Leeper, Susie Brown, Jeff Hughes and Judith Lyle will meet with Carrie Bailey this Thursday, to finalize arrangements for this weekend's July 3<sup>rd</sup> Bar B Q.
- X. EXECUTIVE SESSION – DELINQUENCIES, LEGAL.
- XI. The MEETING was ADJOURNED at 7:25PM.

Next Board Meeting is scheduled for Tuesday, JULY 25, 2017 at 6:00 PM.

**Jeffrey M. Hughes**

Jeffrey M. Hughes, Secretary

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION

**PROFIT AND LOSS SUMMARY**

May & Y-T-D 2017

<b>INCOME</b>	<u>May-17</u>	<u>Y-T-D Actual</u>
2016 CARRY OVER INCOME		121,941
ASSESSMENTS	80,707	427,741
UTILITY INCOME	29,169	162,925
FEES & SERVICES	1,805	7,266
OTHER INCOME	2,738	7,195
<b>TOTAL INCOME</b>	<b>114,419</b>	<b>727,068</b>
<b>EXPENSES</b>		
PAYROLL	20,345	108,705
UTILITIES	36,677	172,471
OPERATING	15,214	124,146
INSURANCE	8,773	43,744
ADMINISTRATION	2,368	21,726
<b>TOTAL OPERATING EXPENSES</b>	<b>83,377</b>	<b>470,792</b>
CAPITAL/RESERVE EXPENSES	31,728	63,554
HVAC CAPITAL IMPROV. PROJECT	-	184,406
<b>TOTAL RESERVE AND OTHER EXPENSES</b>	<b>31,728</b>	<b>247,960</b>
<b>TOTAL EXPENSES</b>	<b>115,105</b>	<b>718,752</b>
<b>NET INCOME</b>	<b>(686)</b>	<b>8,316</b>

**BANK BALANCES as of 5/31/2017**

**Operating**

Operating/Reserve Money Market	\$ 31,923.86
Checking	\$ 37,785.55
Debit Card	\$ 2,006.65
Sub-Total	<u>\$ 71,716.06</u>

**Capital Improvement**

HVAC/Utility Building	\$ 80.60
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**Total Cash** \$ 71,796.66

**Reserves**

Reserves CD	\$ 255,100.46
Reserves CD-2	\$ 177,378.01
Reserves CD-3	\$ 125,401.11

**Total Reserves** \$ 557,879.58

less HVAC Loan Balance \$ 355,962.24

**Total Available Reserve Funds** \$ 201,917.34

June 22, 2017

To: BOARD OF MANAGERS-PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.

From: Carrie Bailey

Subject: Manager's Report

**I. Unfinished Business**

**A. Operations**

**1. HVAC Renovation –**

- a. **Boiler #1** issues continue – Manufacture had instructed the installer to add separate gas valves for each boiler before replacing the #1 boiler.
- b. **Switch Gear and Controller** - proposals being prepared.

**2. Patio ceiling/Balcony repairs** – two more were added and work is underway.

**3. Landscape Improvements** – Preston Rd median completed.

**4. Exterior Building Painting** – On hold due to high expenses and new electrical damage.

**5. Re-Painting Addresses on Curbs** – In process.

**B. Administration**

**1. Owner Insurance Certificates** – Notice of Violation & Fines – two owners have been fined for 30 days.

**2. Occupancy Status Report - 2017 Cap 70** – 66 approved to be leased.

**3. Sales** - 2015 – 28/ 2016 – 30 / Y-t-D - 13

**4. Traffic light installation** – No update - City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017. Recommendation: request flashing intersection light in lieu of signal.

**5. PayLease** - 32 payments (13%) in September/ 35 payments in October/32 in November/ 30 in December/ 33 in January 2017/39 in February/43 in March/ 42 in April/ 42 in May

**6. Recycling Change** – No update - Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure. Club management has acknowledged the need and agreed to make repair however have not provided a scheduled completion date.

**7. Rules – Club House, Laundry Room and Pool Smoking Ban** – Resolution was mailed to all owners and residents on 6-15-17 and signs have been installed at the Pool and Utility Building.

**8. July 3<sup>rd</sup> Barbeque Social** -Payment has been received for 10 attendees. Voice Friend reminder of the June 28<sup>th</sup> deadline will be sent on Friday 6/23.

**II. New Business**

**A. Electrical Supply line failure June 10, 2017-** Sixteen units on Coolwood and Archwood are affected by the loss of one of three supply lines. A temporary repair has restored full 110 service however they are currently without 220 power so are unable to use clothes dryers. Bids are in process – expected cost \$50-60,000.

**B. Problems with Chillers** – Securing bids for replacement with Trane, Daikin and York chillers.

**III. Executive Session**

**A. Delinquencies**

**B. Legal**