

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES—BOARD OF MANAGERS MEETING—July 25, 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: Pat Barnett, Martha Burks, Dan and Mary Lou Maher, Jim Fountain, Susie Brown, Betty Jo Patten, Gaela Hall, Audrey Duke, Estelle Shaw/Delisa Jackson, Jerry Williams, Sheryl Sandler, Angela Punzi-Levi, Alex Levi, Lana Ritchie, Pat Gleason, Marilyn Campbell.

- I. OPEN FORUM
 - A. Carrie Bailey, Manager, read a Thank You card from Ray Wirth expressing his gratitude for the outstanding July 3rd Bar B Que Social Event. All the Homeowners attending tonight's meeting also gave a unanimous "shout out" to the Social Committee for such an enjoyable event.
 - B. Dan Burbine suggested that we consider having a Labor Day Party and consider having Garage Sales and/or Swap Meets to raise money for social events. Judy Lyle pointed out that Estate Sales were prohibited by our Rules. Several Owners asked if we could have a Shredding Day on our property once or twice each year.
 - C. Darrell Traeger, President, asked the Homeowners if they read the Quarterly Newsletter that the Communications Committee produces. If not, Darrell said we would discontinue it, as it was not inexpensive to publish it. All the Homeowners said they really enjoyed it, gleaned important information about the Community by reading the Newsletter, and asked the Board to continue to publish it. Darrell confirmed that we would.
 - D. Carrie Bailey reminded all residents to not pull too far forward when parking, as this can result in partially blocking our sidewalks.
- II. MEETING CALLED TO ORDER - A quorum was present. The meeting was called to order by the president, Darrell Traeger, at 6:34 PM.
- III. MINUTES – The minutes of the June 27, 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 June.
- V. MANAGERS REPORT – Carrie Bailey. Manager's Report is attached to Minutes.
 - A. Carrie reported that the repair to the electrical supply line, affecting sixteen units on Coolwood and Archwood, was completed on Thursday, July 20—one day ahead of schedule. Street repairs are in progress.
 - B. A major leak in the heating system lines was found when the trench was dug for the electrical repair. The repair is scheduled to continue on Monday, July 31st.
 - C. July 3rd Bar B Q Social-90 attended. Total Cost was \$2,307.59 less 960=\$1,347.59.
- 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. Darrell reported on his research into the cost to "ground" all of our buildings. It will be very expensive, should we decide to do this. Darrell also is looking into the best method to prevent the spread of bed bugs from one unit to another. Darrell wants to consider amending our Rules document, or create a new Rule, to limit PWCCA'S legal exposure to Bed Bug infestation, which is a growing problem in America, due to the EPA's ban on the use of DDT. Finally, Darrell said that we will be filing a Consumer Protection Complaint for a Unit that has been abandoned, leaving our HOA with no possibility of recovering Association dues owed to us.
 - C. LANDSCAPE COMMITTEE – David Campbell. No Report.

- D. ENERGY COMMITTEE-No Report.
- E. RULES COMMITTEE- Jeff Hughes. Jeff reviewed Rule 3, Pets, which places the responsibility for any injuries to persons caused by a pet, squarely on the Pet Owner-- not the Board, the HOA or other Owners. He also reviewed research on how other Texas Condominium HOA's had responded to Dangerous Dog incidents in their communities. Also, Jeff discussed our Leasing Policy and suggested to the Board that they may want to consider further reducing the number of Leased units below fifty units, which is the number we reach on January 01, 2021. Finally, Jeff reminded the Board that our Rules & Regulations, in order to be effective, require a strong Board, ready and willing to back our strong Manager, Carrie Bailey, in applying them.
- F. COMMUNICATIONS – Judith Lyle reported that, in light of Owners' comments during tonight's Open Forum, the Committee will continue to produce the Quarterly Newsletter.
- G. HOSPITALITY COMMITTEE – Jo Leeper. Jo will look into the possibility of having a Community Shredding Day, as well as a Swap Meet-type event.
- H. CRIME WATCH – Nancy reported that a woman with a leashed dog has been seen removing trash bags from Owners trash containers, late at night, in the shared alleyway for Preston Road and Archwood. She is tearing them open, spilling garbage onto the ground. The last time she was seen doing this was July 22nd, after 11:00 PM. Nancy also reported that the iron gate to the alley was left open.
- VIII. UNFINISHED BUSINESS – See managers' report attached.
- IX. NEW BUSINESS - Recommendation: the Board institute a *New Owner Reserve Contribution* of \$500. This is a standard fee that most associations charge new owners and which is collected by the title company at closings. **Joe Dobbs moved that we adopt the *New Owner Reserve Contribution of \$500*, Jeff Hughes seconded, and the motion was approved by all Board Members.**
- X. EXECUTIVE SESSION – DELINQUENCIES, LEGAL, APPOINTMENT OF NEW BOARD MEMBER.
 - A. The Board appointed Pat Barnett to serve out the remaining term of Jeff Hughes, who has resigned from the Board.
 - B. Joy Duran will become Secretary and Judy Lyle will chair the Rules Committee
- XI. The MEETING was ADJOURNED at 8:09 PM.

Next Board Meeting is scheduled for Tuesday, August 22, 2017 at 6:30 PM.

Jeffrey M. Hughes

Jeffrey M. Hughes, Secretary

PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION

PROFIT AND LOSS SUMMARY

June & Y-T-D 2017

INCOME	Jun-17	Y-T-D Actual
2016 CARRY OVER INCOME		121,941
ASSESSMENTS	85,238	503,877
UTILITY INCOME	36,889	199,814
FEES & SERVICES	1,932	9,198
OTHER INCOME	1,182	8,376
TOTAL INCOME	125,241	843,206
EXPENSES		
PAYROLL	25,751	134,456
UTILITIES	20,426	202,897
OPERATING	14,060	138,205
INSURANCE	8,829	52,573
ADMINISTRATION	6,592	28,318
TOTAL OPERATING EXPENSES	75,658	556,449
CAPITAL/RESERVE EXPENSES	14,821	78,375
HVAC CAPITAL IMPROV. PROJECT	-	184,406
TOTAL RESERVE AND OTHER EXPENSES	14,821	262,781
TOTAL EXPENSES	90,479	819,230
NET INCOME	34,762	23,976

BANK BALANCES as of 6/30/2017

Operating	
Operating/Reserve Money Market	\$ 51,327.50
Checking	\$ 25,647.48
Debit Card	\$ 2,114.97
Sub-Total	<u>\$ 79,089.95</u>
Capital Improvement	
HVAC/Utility Building	\$ 80.60
Total Cash	<u>\$ 79,170.55</u>
Reserves	
Reserves CD	\$ 255,100.46
Reserves CD-2	\$ 177,776.02
Reserves CD-3	\$ 125,673.71
Total Reserves	<u>\$ 558,550.19</u>
less HVAC Loan Balance	\$ 329,681.83
Total Available Reserve Funds	<u>\$ 228,868.36</u>

July 21, 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 – Manufacture has instructed the installer to add separate gas valves for each boiler before replacing the #1 boiler.
 - b. Switch Gear and Controller - proposals being prepared by three vendors.
 - c. Chiller replacements – proposals have been requested for Trane, York and Daikin equipment.
 2. Patio ceiling/Balcony repairs – complete -24 repaired & 2 replaced \$40,410.
 3. Exterior Building Painting – 2 completed -on hold due to high expenses and electrical repair.
 4. Re-Painting Addresses on Curbs – In process.
 5. Electrical Supply Line Sixteen units on Coolwood and Archwood are affected. Accepted bid \$52,752.73. Electrical completed 7/20– street repair in progress.
 - B. Administration
 1. Owner Insurance Certificates – Notice of Violation & Fines – ongoing
 2. Occupancy Status Report - 2017 Cap 70 – 66 approved to be leased.
 3. Sales - 2015 – 28/ 2016 – 30 / Y-t-D - 15
 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/ 42 in June
 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. July 3rd Barbeque Social -90 attended. Total cost \$2,307.59 less 960 = \$1,347.59
- II. New Business
 - A. Pool Problems- leak caused water imbalance. Sand in the filter will be replaced on 7/28
 - B. Manager will attend a webinar – Debt Collection Best Practices on 7/27.
 - C. HVAC leak found and repaired on 7/21.
 - D. Recommend instituting a New Owner Reserve Contribution of \$500.
- III. Executive Session
 - A. Delinquencies
 - B. Legal