

March 18, 2019

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 – Chiller, Switch Gear and Controller Replacement - Complete** - The two damaged pump motors have been replaced. Two others have issues that will be monitored quarterly.
2. **Building Repair/Improvement** – Painting complete and new lights installed at 15922 Stillwood – in process at 15927 Stillwood.
3. **Underground leak on heater system** – A total of 8 leaks have been found and repaired. There is still a leak that has not yet been found.
4. **Swimming Pool renovation** – Complete.
5. **Tree pruning** by Personal Touch Tree Service – Complete.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2019 Cap 60** – 60 approved to be leased-1 on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/15 – 2019/4
4. **PayLease** - 32 payments (13%) in September 2016/ 61 February 2019
5. **Lupe Gonzalez** injured shoulder on the job on November 12th. He was released for full duty on February 22nd.
6. **Smoke-free Survey**

II. New Business

- A. HVAC quarterly preventive maintenance contract signed with Entech and begins April 1st. They will cover all except the chillers which are covered by Daikin. Their proposal and bids for repairs have been lower than the previous PM company, Zoom Air.
- B. Personnel change – Chris Smith is being replaced by Rickey Gleason effective 3/19/2019.
- C. Chunk your Junk Weekend – April 27-28.
- D. Pool Party on Saturday 4/27 from 4 to 6.
- E. Association owned laundry equipment.

III. Executive Session

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