March 22, 2016

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

From: Carrie Bailey

Subject: Manager’s Report

1. **Unfinished Business**
2. **Maintenance**-

1. **Foundation** - units 1001 and 1002 – Tommy Tolson, engineer, has agreed to meet at property with Fox Foundation crew for final adjustments and to prepare a drainage

2. **Roofs**- Work began on 2/15; more than 50% complete and ahead of schedule even with 6 rain days of missed work. Trim repairs and paint are being completed in the meantime. Gutter installation began on 3/18/2016.

3 **HVAC Renovation**

 a. **Air Conditioning System** re-evaluation by Zoom Air included an expanded scope of work which includes replacement of 5 pumps rather than rebuilding as well as a more comprehensive approach to ensure that chillers longevity. Work began on 3/11 and the crew is still working on the first chiller. Total cost: $93,121 + replacement of 4 remaining pumps $28,497= $121,612

 b. **HVAC and Domestic Hot Water Boilers** contract finalized with Zoom Air. New boilers and holding tanks for the domestic water are scheduled for the week of September 12th total cost $116,917 and HVAC $291,734.

4. **Utility Building Structure** – subject to final boiler replacement plan

5. **15902 Coolwood** – Association work complete until interior work allows.

1. **Administration**
2. Owner Insurance Certificates – ongoing
3. Occupancy Status Report – 74 approved to be leased.
4. Traffic light installation – Underground utility lines have been marked indicating that construction is scheduled. The city has not reported a start date.
5. FEMA- LOMA – Request for remaining buildings - additional docs requested by FEMA.
6. Memorial fund for Gretchen Boyett balance as of 2-23-16, $1,310.00.
7. Agreements completed with eUnify for platforms for owner portals, work order and violation logs and PayLease to provide on-line payment options to owners.
8. **New Business**

**A. Website conversion**

**B. Parking Stickers –** Rules change to include

1. **Executive Session**
2. Delinquencies
3. Legal updates