**March 21, 2017**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Operations**
3. **HVAC Renovation –**
4. **Boiler #1** had bad control panel that caused boiler to shut-down.
5. **Switch Gear and Controller** proposals being prepared.

**2. Patio ceiling/Balcony repairs -** in process.

**3. Landscape Improvements –** Plan complete for Preston Rd median, bid expected this week.

**4. Exterior Building Painting –** Bids are being reviewed.

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

**B. Administration**

1. **Owner Insurance Certificates** – Notice of Violation letters were sent on 3/24 to 20 owners that have not provided their proof of insurance after multiple requests. Fines of $10/day will begin being assessed to those who have not complied by April 10th.
2. **Occupancy Status Report- 2017 Cap 70** – 69 approved to be leased.
3. **Sales:** 2015 – 27/ 2016 – 30 / Y-t-D - 4
4. **Traffic light installation** – 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 Feb 2017/39 in March
6. **Recycling Change –** 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. **Laundry Card Machine/Office Hours** -Move to Laundry Room completed 3/20/2017.
8. **New Business**
9. **HVAC underground leaks –** Changed to Dallas Plumbing from United Mechanical for 4 new leaks in March.
10. **Admin Changes –** **SAVINGS**
11. Lease expiration on Konica-Minolta copier - cost $5,150.34 in 2016 ($519.52 for copy overages). Replacement purchased for $331.19
12. Changed land lines from RingCentral to OOMA
13. Internet from U-verse to AT&T Fiber
14. Cell phones from AT&T to Cricket
15. **Utility SAVINGS** – Electricity Contract ended with ConEdison and began with Reliant. Our Energy Broker initiated the new contract in March of 2015, it became effective 12/1/2016 and is for 42 months. Rate is 4.633 cents per kWh, **2.3% lower** than ConEdison rate.
16. **Request** - for a barter, trade, buy/sell tab to be added to our website for members only
17. **Rules** – smoking ban trends
18. **Executive Session**
19. **Employee issue**
20. **Delinquencies**