

March 22, 2018

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. **Chiller, Switch Gear and Controller Replacement**-Chiller #1 brought on line on 3/16, Chiller #2 on 3/23. Switch Gear replacement complete. Controller to be completed by 3/30.

**2. Re-Painting Addresses on Curbs** – outsourcing – to be completed in April.

**3. HVAC Leaks** – There have been consecutive leaks on the heating lines since installation of new pumps. Zoom Air is preparing proposal for adding “soft start” to the pumps therefore reducing the initial pressure at start-up.

**B. Administration**

**1. Owner Insurance Certificates** – ongoing

**2. Occupancy Status Report - 2017 Cap 65** – 65 approved to be leased – 2 on the waiting list.

**3. Sales** – 2015/28 – 2016/30- 2017/20 – YTD 2018/3

**4. Traffic light installation** – Pat Gleason has filed a request for a flashing yellow light with the city. [ 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, 2016/ 58 (24%) February, 2018

**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. FHA Approval Granted.**

**8. Café de France Social-30 attended**

**II. New Business**

**A. Post lights** will be replaced on Copperwood next week.

**B. Landscape Maintenance** – Bids in process

**C. New street and speed limit signs** will be installed in April.

**III. Executive Session**

**A. Delinquencies**

**B. Violations**

**C. Legal**