

March 22, 2022

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

From: Carrie Bailey

Subj: Manager's Report

I. Unfinished Business

A. Operations

1. **Building Repair/Improvement** – 15935 Coolwood. Address plaques arrived-one is installed. 15919 Stillwood exterior painting in process. Four fences replaced on east Copperwood and two on Stillwood/Club Crest alley.
2. **Tamko Defective Rolled Roofing Replacement** –The flat roofing has been replaced on Building E and Building B will be next.
3. **Parking Lot Striping & fire lane painting** – On hold until roofing is completed.
4. **Underground Water Leaks** – Four leaks since January report. Two are being repaired today.
5. **New Trees** – Fannin Trees will replace the 12 red buds that died with 45-gallon trees. Three additional ones are being added. There will be no charge to the Association.
6. **Landscaping** – Final stone installation and plants for the 2021 Landscape Projects are to be completed in the next month
7. **Utility Building Controlled Access** - Bids are pending for card entry system.
8. **Generator Lease from Daikin for January 3, 2022, through March 3rd, 2022, as Potential Freeze Damage Protection** - Generator was removed on 3/3/2022 - cost \$27,777. **Complete**
9. **New Signs** – No exit, condo parking and right turn only at entrance - **Complete**
10. **Cooling Towers** – Epoxy coating of lower portion of outside panels above the air intakes, install new lower overlay panels and louver retaining hardware. Prevents corrosion for 7-10 years. Daikin Applied to be done next week **.\$10,900**
11. **Chiller 2/Cooling Tower Bypass Valve** – Needed for optimal performance during lower temperatures. Daikin Applied \$26,370. Additional plumbing is to be added to the discharge.
12. **Exterminator Change** – The Board voted to contract with Protex Services.
13. **Fannie Mae/Freddie Mac Condo Questionnaire Revisions** – RMWBH has provided a release form that requires both the seller and the buyer to sign in advance of providing information.

B. Administration

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2022 Cap 50** –50 approved to lease- 7 are on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27 - 2020/21 – 2021/36 – 2022/3
4. **Covid-19** – On 8/11/2021 Judge Clay Jenkins issued new mask requirements & the Board approved policy: All are required to wear masks while inside Common & Limited Common Areas.

II. New Business

- A. **Fannie Mae/Freddie Mac Condo Requirement** – Building Ordinance and Law Rider will cost \$8,000 for this year.
- B. **Community Assistant** – Carolina De La Rosa’s last day was 3/4/2022. Delta Dallas, a placement agency, has provided Antoinette (Tonie) Daly as a temporary replacement. She is very capable and may work out to be a permanent replacement.
- C. **Lentz Lighting** – Country Club Drive -Three of the downlights, three of the up lights and one of the Monument sign lights were replaced under the warranty. Also, the up lights were lowered to the ground to provide better visibility.
- D. **HVAC**
 - 1. **Pumps** – Leaks have developed on pumps #4 and 9 so they are being rebuilt and aligned - \$5,250. Also, the starter connections for #5 and 9 have occurred and wiring damage has been corrected. The Connectors were not replaced when the pumps and motors and switch gear was replaced in 2018. The starter for #9 is being completed next week \$2,871. The starter for Pump #5 will follow.
 - 2. **HVAC Preventive Maintenance Contract** – Entech has been providing for all the equipment except for the Chillers which have been covered by Daikin. Due to several “dropped balls” by Entech, Daikin will provide service for all the equipment for the next year.
 - 3. **Water treatment line- 100’chemical build-up blocking line** – Being replaced by Daikin \$3,476.
- E. **Front Porch Replacement** – the front stairs and porch at 15922 Archwood are brick covered by slate. The brick is crumbling and the slated falling off. Applied surfaces to concrete porches has been done by owners over the years and removal/repair has been an owner expense. In this case, the original structure was brick so the Association will replace the porch.
- F. **Pool Furniture Sling Replacement** – All 8 Chaises and 6 of the Chairs will have new slings installed. The work is approved – planned to be completed within the next month \$2,950.

III. Executive Session

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