

April 16, 2019

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

From: Carrie Bailey

Subject: Manager's Report

**I. Unfinished Business**

**A. Operations**

1. **Building Repair/Improvement** – Painting complete and new lights installed at 15927 Stillwood – in process at 15902/04 Archwood.
2. **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.
3. **Landscaping**
  - a. **Replacement Japanese Maple** – planted at 15902 Archwood.
  - b. **Preston Rd – West side of core-ten steel panels** – rosemary planted 4/16/2019
  - c. **Cedar Mulch** – being replenished throughout the community.
4. **Roof 15901 Coolwood** - Framing member(s) are broken and decking has failed – repair contracted with Emerald Construction.

**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 – 2019/6
4. **PayLease** - 32 payments (13%) in September 2016/ 84 March 2019
5. **Tax reimbursement** – Received credit from Reliant - \$27,500. Made a principle payment on HVAC Loan of \$20,000. Reimbursement from the state for payments made to ConEdison is being processed - will be \$28,669.66 – expected by May 10<sup>th</sup>.
6. **Chunk your Junk Weekend** – April 27-28.
7. **Pool Party** on Saturday 4/27 from 4 to 6. Zoe's - BYOB

**II. New Business**

- A. **Electric Contract** – On 3/21 the Board approved and interim energy contract with Summer Energy for the period beginning in June 2019 to June of 2023. The rate is \$0.04448/kwh which is a 4% savings from our current rate, \$0.04633.
- B. **Beautification Award** – 1<sup>st</sup> Quarter 2019 winner Jo Lynn Darnell 5931 Copperwood – sign plus Lowe's gift card of \$100.
- C. **Personnel change** – Rickey Gleason no longer an employee – searching for a replacement.
- D. **Proposals for Laundry Equipment** - Commercial Equipment & Texas Commercial Laundry
- E. **Memorial Day Mimosas by the Pool** - 10:00 to Noon. Panera Bread - Pastries, Fruit, Coffee, Juice and Mimosas.

**III. Executive Session**

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