**April 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** issues continue – additional parts are being replaced.
5. **Switch Gear and Controller -** proposals being prepared.

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

**3. Landscape Improvements –** Plan for Preston Rd median approved by Landscape Committee – work to begin next week.

**4. Exterior Building Painting –** First building in process - 15919 Archwood.

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

**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 were assessed on April 10th to 6 owners that did not respond to the letter.
2. **Occupancy Status Report - 2017 Cap 70** – 67 approved to be leased.
3. **Sales -** 2015 – 27/ 2016 – 30 / Y-t-D - 8
4. **Traffic light installation** – No update - 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 January 2017/39 in February/43 in March
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. **Rules** – **Smoking ban** - Legal response.
8. **Resident Directory** – Legal response.
9. **New Business**
10. **Utility Building Open House** Saturday, May 6th 10a.m. – Noon. **Many thanks to Joe Dobbs for clean-up/organization of work and storage areas!**
11. **Library** – Find volunteer or donate contents
12. **Executive Session**
13. **Employee issue**
14. **Delinquencies**
15. **Legal**