

April 23, 2024

To: Board of Managers, Prestonwood Country Club Condominium Association, Inc.  
From: Carrie Bailey, Operations Manager  
Subject: Monthly Manager's Report

I. **Executive Session**

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

II. **Unfinished Business**

A. **Operations**

- 1. **HVAC – Several issues have required repairs: \$13,399**
  - a. Chiller 2 had a coolant leak that was repaired \$4,927
  - b. Gas leaks at 2 boilers repaired \$2,958
  - c. Pump #5 leak repaired \$3,100
  - d. New condensate line had to be installed in 2064. Complete \$2,409
- 2. **HVAC – Preventive Maintenance** -Acid Wash both chiller's tubes - \$15,000
- 3. **HVAC Underground Leaks** – 4 have been repaired and 4 are pending cost for first 4 \$12,460. Projected cost for remaining 4 \$18,000.
- 4. **Domestic Water Leak Under Slab** at 1122 to be repaired 4/25 - \$1,630
- 5. **Building Repair/Renovation**
  - a. 5825 Copperwood -light fixtures completed; door paint to be done. 5939 Copperwood has been painted- Address and light fixtures needed.
  - b. Structural inspections completed.
    - i. Work needed at 15919 &15921 Preston – Completed.
    - ii. Reinspection's on Archwood & Coolwood found one maintenance issue needed at 15904 Archwood.
    - iii. Structural inspection completed at 5939 Copperwood – Some repairs needed but the structure has not been damaged.
    - iv. Structural engineer reviewed photos of sheet rock cracks/tape pulling loose at the ceilings of 15916 Coolwood #2043 and 15906 Club Crest #2117 and determined that the separation was due to normal wear and tear/movement, rather than structural failure.
    - v. Courtyard wall at 15930 Coolwood – Magnolia has been removed -\$958. The brick wall is scheduled to be rebuilt on 4/24. Cost \$8,300.
- 6. **Utility Building/Pool Controlled Access** – Porch enlarged at Laundry Room door and Awning added due to out swing required by city fire code. Door installation completed 4/16. French doors to Library are being installed on 4/24. FOBs will be distributed at the Office between 8 a. m. and 7 p.m. the week of 4/29-5/3 and system will be activated on Monday, 5/13. In the interim, Interior sheetrock is being replaced due to chlorine damage from the pool equipment room. Additional repairs will be made in the baths and Library. Pool fencing and gates are projected to be completed during the 3<sup>rd</sup> quarter which will then complete the project.
- 7. **Pool Emergency Call System**- Kings III installed the hard-wired emergency call system at the pool on 4/11. Complete.

B. **Administration**

- 1. **Owner Insurance Certificates** – Ongoing
- 2. **Occupancy Status Report – Cap 50** – 50 Approved to Lease, 3 on the waiting list, 6 approved but are on hold as they are not ready to lease.
- 3. **Sales**-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, 2023-19, 2024-4

III. **New Business**

- A. Review and approve Controlled Access Procedures.
- B. Two Unleashed Dog Attacks.