

April 19, 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 – Chiller, Switch Gear and Controller Replacement**-Chiller #1 brought on line on 3/16, Chiller #2 on 3/23. Switch Gear replacement complete. Controller is complete. There are 9 items on the final punch list for project completion.
2. **HVAC Leaks** – There have been consecutive leaks on the heating lines since installation of new pumps. Zoom Air prepared a proposal for adding “soft start” to the pumps therefore reducing the initial pressure at start-up – the cost is \$19,250. This option will be considered if the leaks continue in the fall.
3. **Re-Painting Addresses on Curbs** – complete.
4. **Fire Extinguisher** annual inspection - complete.
5. **Post lights** (6) were replaced on Copperwood – Complete
6. **Landscape Bids** – The third bid came in higher than the others - \$70,260. No change will be made at this time.
7. **New street and speed limit signs** will be installed in April.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 65** – 65 approved to be leased – 3 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/ 56 (23%) March 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. **IRS Tax Return for 2017** has been completed by Timothy, DeVolt & Co., P. C.
8. **Spring Newsletter mailed 4/16/2018.**

II. New Business - Country Club Mixer – May 9th 5-7.

III. Executive Session

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