

April 25, 2022 Updated 4/26/2022

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 - Completed. 15919 Stillwood exterior painting in process. Ceiling sheetrock and light fixtures in 15930 Stillwood and 15931 Coolwood corridors replaced.
2. **Tamko Defective Rolled Roofing Replacement** –The flat roofing has been replaced on Building E and B. Remaining buildings, A, C, D, F and G planned to begin mid-May.
3. **Parking Lot Striping & fire lane painting** – Planned for July.
4. **New Trees** – Fannin Trees has scheduled to replace the 12 red buds that died on May 3 & 4. There will be no charge to the Association. Three additional red buds are being planted.
5. **Landscaping** – Final stone installation and plants for the 2021 Landscape Projects are still in process.
6. **Utility Building Controlled Access** - 1 Bid received for the Laundry Room; 2 pending for the Pool.
7. **HVAC**
 - a. **Cooling Towers** – Epoxy coating. **Complete**. Also, the annual cleaning has been completed.
 - b. **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.
 - c. **Pumps** – Leaks developed on pumps #4 and 9 - they are being rebuilt and aligned - \$5,250. **Complete**. Starter replacement for #9 is still pending.
 - d. **Water treatment line- 100'chemical build-up blocking line** – Being replaced by Daikin. **Complete**.
 - e. **Controller**- problems with programing have and continue to be addressed.
 - f. **Underground Water Leaks** – three new leaks have been repaired, one more is to be repaired this week and one small new leak has not been found yet.
8. **Pool Furniture Sling Replacement** – All 8 Chaises and 6 of the Chairs will have new slings installed. Half of the furniture was picked up last week, planned return is mid-May and the balance of furniture completed by June.
9. **Front Porch Replacement** – front stairs & porch at 15922 Archwood contracted – waiting for vendor.

B. Administration

1. **Owner Insurance Certificates** - on going
2. **Occupancy Status Report - 2022 Cap 50** –50 approved to lease- 5 had been approved but are not ready so are on hold for approval so that those who are ready can move forward with leasing.
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.
5. **Fannie Mae/Freddie Mac Condo Requirement** – Building Ordinance and Law Rider will cost \$8,000/year. Board approval requested to add coverage.
6. **Community Assistant** – Antoinette (Tonie) Daly is being offered the position.

II. New Business

- A. **Atmos Energy mis-read the gas meter** in April and overbilled. The overcharge was credited on the May Invoice, so the error has now been corrected.
- B. **Accounting Reporting** – change from Cash to Accrual Basis. A Year-end 2021 report will be created and posted on the website. All 2022 reports will be Accrual Basis.
- C. **New Carpet in 12 Buildings**-Nebraska Furniture Mart will be installing new carpet in the interior corridors on May 6 & 7.
- D.

III. Executive Session

A. Delinquencies

B. Violations

C. Legal