April 26, 2016

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

From: Carrie Bailey

Subject: Manager’s Report

1. **Unfinished Business**
2. **Maintenance**-

1. **Foundation** - units 1001 and 1002 – COMPLETED 4/19/2016.

2. **Roofs**- Replacement complete; working on punch items. Two more buildings to have gutters installed. Repairs and paint touch-up where gutters are not being replaced will follow.

3 **HVAC Renovation**

a. **Air Conditioning System** work almost completed on Chiller and Cooling Tower #2; a major expansion valve had to be replaced increasing the cost by $12,608. Zoom has agreed to delay final payment into 2017 if needed.

b. **HVAC and Domestic Hot Water Boilers** contract finalized with Zoom Air. New boilers and holding tanks for domestic hot water total cost $116,917 and HVAC boilers $291,734 - installation scheduled for the week of September 12th.

4. **Utility Building Structure** – Reinforcing the floor/ceiling over the Laundry Room, opening a wall on the second floor for new domestic hot water boilers and framing for vent covers for the second floor has been contracted to Reconstruction Experts for $9,715.

5. **15902 Coolwood** – Association work complete until interior work allows.

1. **Administration**
2. Owner Insurance Certificates – ongoing
3. Occupancy Status Report – 73 approved to be leased.
4. Traffic light installation – Underground utility lines have been marked indicating that construction is scheduled. The city has not reported a start date.
5. FEMA - LOMA – Request for remaining buildings – re-submitted to FEMA.
6. Memorial fund for Gretchen Boyett balance as of 4-25-16, $1,405.00.
7. PayLease 5 owners paid on line for April.
8. Website & eUnify conversion in process; admin staff working to get fully uploaded.
9. Parking Stickers – On hold until eUnify is fully operational.
10. **New Business**

**A. Parking Lot –** Second proposal due by the end of the week. Testing to determine cause of failure and action needed to prevent future failure has been ordered.

**B. Patio Enclosure Information**

**C. Pool Area Improvements & Lighting Upgrades**

1. **Executive Session**

**A. Delinquencies**

**B. Legal updates**