**May 16, 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 – I have requested that the manufacture replace the boiler.
5. **Switch Gear and Controller -** proposals being prepared.

**2. Patio ceiling/Balcony repairs –** will be completed this month.

**3. Landscape Improvements –** Plan for Preston Rd median approved by Landscape Committee – work in progress.

**4. Exterior Building Painting –** Second of five planned buildings in process.

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

**B. Administration**

1. **Owner Insurance Certificates** – Notice of Violation & Fines – two owners have not complied.
2. **Occupancy Status Report - 2017 Cap 70** – 67 approved to be leased.
3. **Sales -** 2015 – 28/ 2016 – 30 / Y-t-D - 10
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/ 42 in April
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** – See attached Resolution.
8. **Library** – Pat Bennett and Gingie McDonald have volunteered to maintain the library.
9. **Utility Building Open House** Saturday, May 6th – 25-30 attended.
10. **New Business**
11. **Budget status**
12. **July 3rd Barbeque Social**
13. **Executive Session**
14. **Bill Downing appeal to waive fine for failing to provide proof of insurance**
15. **Appointment of replacement for Andy Pettit**
16. **Delinquencies**
17. **Legal**