

May 18, 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 5 items remaining on the final punch list for project completion.
2. **Post lights** (6) were replaced on Copperwood – Complete
3. **New street and speed limit signs** – installation is in progress.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 65** – 65 approved to be leased
3. **Sales** – 2015/28 – 2016/30- 2017/20 – YTD 2018/4
4. **Traffic light installation** – Pat Gleason has filed a request for a flashing yellow light with the Texas Department of Transportation and it has been approved.
5. **PayLease** - 32 payments (13%) in September 2016/ 57 (23%) April 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.

II. New Business

1. Landscaping plan was approved by the Landscape Committee and installation is in progress.
2. New lighting has been installed at the entrance sign.
3. Pool – Plants have been added to the perennials in the planters and one broken umbrella frame has been replaced.
4. July 3rd BBQ
5. DNA testing for dogs

III. Executive Session

A. Delinquencies

B. Violations

C. Legal