**May 20, 2016**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

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

**1.** **Roofs**- Replacement complete; working on punch items. Louvers for front of Utility Building are being fabricated. Final 2 buildings are having gutters installed. There is an extensive punch list for the gutters, primarily changing the lengths of the extensions. Repairs and paint touch-up where gutters are not being replaced will follow.

**2**. **HVAC Renovation**

 a. **Air Conditioning System** work will be starting next week on Chiller/Cooling Tower #1.

 b. **HVAC and Domestic Hot Water Boilers** Installation scheduled for the week of 9/12/16.

**3**. **Utility Building Structure** – Framing repairs are complete. Sheet rock to be reinstalled in the Laundry Room & new light fixture installed to improve the lighting.

**4** **15902 Coolwood** – Association work complete until interior work allows.

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 71 approved to be leased.
4. **Traffic light installation** – City reported on 3/19 that there are no funds available and the list of approved lights has increased from 20 to 30. Criteria for private funding has been requested. Expected cost, $175,000-$220,000.
5. **FEMA - LOMA** – Request for remaining buildings – re-submitted to FEMA.
6. **Pool Area Improvements/Gretchen Memorial** - Ordered: Eight chaise lounges which match existing chairs and slings, 2 rectangular dining tables to go under the patio cover, 6 foot inscribed bench. We have 4 new umbrellas, 6 side tables, a clock & 4 trash receptacles which will be put out when the furniture arrives. Two light fixtures for the front of the building & 4 down lights to illuminate the deck replacing the post lamps will be installed in 2-3 weeks. Completion expected for July 4th weekend.
7. **PayLease** 7 owners paid on line for May.
8. **Website & eUnify** conversion has been complicated by QuickBooks Online; we are the first of their clients to use the online version.
9. **Parking Stickers** – On hold until eUnify is fully operational.

**9. Parking Lot –** Second proposal received. Testing to determine cause of failure and action needed to prevent future failure has been ordered.

**10**. **Patio Enclosure Resolution**

1. **New Business**

**A. Landscaping Improvements 2016**

**B. Policy for lender required Condo Questionnaires**

**C. Fourth of July – Country Club Plans**

**D. VoiceFriend**

**E. Waste Management – Bagster**