

May 24, 2019

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

From: Carrie Bailey

Subject: Manager's Report

**I. Unfinished Business**

**A. Operations**

1. **HVAC - Cooling Tower 1** – Fan is scheduled to be replaced on 5/28 cost \$4,440. **Chiller #2-** has had 3 leaks – repaired under warranty. **Air Handler** replaced in the chiller room. Daikin attributed the pump failures to the heat in the chiller room, but they had not advised that the temperature needed to be controlled. Therefore, they agreed to replace the air handler in order to prevent temperatures from exceeding 100 degrees. They installed a 5-ton unit the week of 5/20 at no cost to the association.
2. **Building Repair/Improvement** – Painting complete and new lights installed at 15902/04 Archwood, painting completed at 15910/12 Archwood and partial painting and trim replacement 5927/29 Copperwood, – in process at 5837 Copperwood – adding shutters & trim, painting downspouts, replacing light fixtures and address numbers.
3. **Underground leak on heater system** – A total of 9 leaks have been found and repaired since last fall. Two were found in the past month, one is repaired, and repair is ordered on the other.
4. **Roof** -15927/29 Archwood – same design flaw as 15901 Archwood caused a leak – repair complete.
5. **Pavement at west end of Copperwood** – long term drainage problem was corrected by tearing out and re-pouring 25 feet of alley next to the golf course on 5/22.

**B. Administration**

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2019 Cap 60** – 58 approved to be leased-3 on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019 y-t-d/10
4. **PayLease** - 32 payments (13%) in September 2016/ 69 April 2019
5. **Tax reimbursement** – Received credit from Reliant - \$27,500. Made a principle payment on HVAC Loan of \$20,000. Reimbursement from the state for payments made to ConEdison is being processed - will be \$28,669.66 – expected by May 10<sup>th</sup> but still being processed.
6. **Social - Pool Party** on Saturday 4/27 – attended by 24. **Memorial Day Mimosas by the Pool** - 10:00 to Noon. Panera Bread - Pastries, Fruit, Coffee, Juice and Mimosas – 43 planned to attend.

**II. New Business**

- A. **Beautification Award** – 2nd Quarter 2019 winner – Phyllis Wells – sign plus Lowe's gift card of \$100.
- B. **Pool Plaster** – crazing in the surface – will be recoated by Quality Pools after Labor Day - no charge to the association.
- C. **Appraised value of the Office with DCAD \$109,000- Appealed**
- D. **OSHA required safety equipment** being added by Cintas – Eye Wash Station & First Aid Cabinet.
- E. **Proposals for Laundry Equipment** - Commercial Equipment & Texas Commercial Laundry

**III. Executive Session**

- A. **Delinquencies**
- B. **Violations**
- C. **Legal**