**June 22, 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 – Manufacture had instructed the installer to add separate gas valves for each boiler before replacing the #1 boiler.
5. **Switch Gear and Controller -** proposals being prepared.

**2. Patio ceiling/Balcony repairs –** two more were added and work is underway.

**3. Landscape Improvements –** Preston Rd median completed.

**4. Exterior Building Painting –** On hold due to high expenses and new electrical damage.

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

**B. Administration**

1. **Owner Insurance Certificates** – Notice of Violation & Fines – two owners have been fined for 30 days.
2. **Occupancy Status Report - 2017 Cap 70** – 66 approved to be leased.
3. **Sales -** 2015 – 28/ 2016 – 30 / Y-t-D - 13
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/ 42 in May
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** – **Club House, Laundry Room and Pool** **Smoking Ban** – Resolution was mailed to all owners and residents on 6-15-17 and signs have been installed at the Pool and Utility Building.
8. **July 3rd Barbeque Social -**Payment has been received for 10 attendees. Voice Friend reminder of the June 28th deadline will be sent on Friday 6/23.
9. **New Business**
10. **Electrical Supply line failure June 10, 2017-** Sixteen units on Coolwood and Archwood are affected by the loss of one of three supply lines. A temporary repair has restored full 110 service however they are currently without 220 power so are unable to use clothes dryers. Bids are in process – expected cost $50-60,000.
11. **Problems with Chillers –** Securing bids for replacement with Trane, Daikin and York chillers.
12. **Executive Session**
13. **Delinquencies**
14. **Legal**