

June 22, 2020

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

From: Carrie Bailey

Subject: Manager's Report

**I. Unfinished Business**

**A. Operations**

1. **Building Repair/Improvement** – Fence/Balcony replacement/repairs in alleys of west Copperwood, the Stillwood/Club Crest & Coolwood/Stillwood.
2. **Underground leak on heater system** – No new leaks found in June.
3. **Storm 6/9/2019** – waiting for final funding of the insurance claim.
4. **Parking Lot** – Additional repairs are to be made on the west end of east Copperwood. When that is completed, the parking lot will be restriped, and the fire lanes repainted.
5. **Electrical Remediation - Common Elements** – Light fixtures in the interior corridors were remediated at a cost of \$2,018. Two significant code violations/fire hazards were identified on Common Elements:
  - a) **Missing Grounds** - 6 of 11 electrical disconnects located behind the Utility Building & 4 building breaker boxes were not grounded. Work completed - cost \$2,400 & \$3,200.
  - b) **Electrical service for the west end of west Copperwood** failed at some point in the past. At that time, a new hot wire was installed in conduit below the balconies; the neutral and ground wires were left in the original underground conduit. This condition is a fire hazard because it disrupts the harmonics of the electrical service. New copper ground, hot and neutral wires were installed in new conduit under the balconies and the underground service was terminated. Cost \$7,750.

Total cost for Common Element remediation and repairs - \$15,568.

6. **Electrical Remediation - Condos** – The crew is revisiting the initial condos that were remediated to double check the grounding now that grounds have been secured at the common boxes and disconnects. One issue that remains to be addressed is sealed cabinets above microwaves. The outlets behind these cabinets must be accessible so that if a fire occurs the microwave can be unplugged. Solutions are to either to add hinges and convert the fixed panels to doors or remove the panel and add an open shelf. The project is 65% complete with the work (excluding cabinet work) on schedule to be completed in mid-August.

**B. Administration**

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2020 Cap 55** – 3 on waiting list
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27- 2020/7
4. **Covid19** -Attorneys continue to advise that community pools remain closed if staffing is not available to enforce the CDC guidelines.

**II. New Business - July 3<sup>rd</sup> - Kaboom Town Fireworks**

**III. Executive Session**

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