**June 28, 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**- Roofing and gutter final inspections in process. Repairs and paint touch-up where gutters are not being replaced will follow.

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

a. **Air Conditioning System** work completed on Chiller #1, Cooling Tower #1 to follow.

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

**3**. **Utility Building Structure** – Sheet rock complete, texture and painting in the Laundry Room & new light fixture installation to be completed this week

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

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 70 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**/ Unveiling event?- Eight chaise lounges which match existing chairs and slings, 6 foot inscribed bench, 4 new umbrellas, 6 side tables, a clock & 4 trash receptacles will be put out this week when painting completed. Two rectangular dining tables should be delivered this week. Two light fixtures for the front of the building are to be installed this week also.
7. **PayLease** 7 owners paid on line for May.
8. **Website & eUnify** Owner account discrepancies have been corrected. Focus now will be on improving the website. Current updates are not visible.
9. **Parking Permits** – Mailed to all residents on 6/24/2016, to be displayed by 7/1/2016.

**9. Parking Lot –** Proposal for temporary repairs received: $27,008..

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

**11. Landscaping Improvements –** planting completed at 14 of 15 planned locations. (Owner paid to have new Magnolia planted on Club Crest.)

**12. VoiceFriend –** Owner and Resident information is being received and uploaded.

**13. Fourth of July –** Association action

1. **New Business**

**A. City of Dallas – Recycling Pilot Program/free dumpsters & collection being discontinued.**

**B. Owner Requests for Approval:**

**1. Dan Burbine – Carports (attached)**

**2. Ali Kahla – Patio surround (attached)**

**3. Wanda Brinlee – Windows (attached)**