**July 21, 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** – Manufacture has instructed the installer to add separate gas valves for each boiler before replacing the #1 boiler.
5. **Switch Gear and Controller -** proposals being prepared by three vendors.
6. **Chiller replacements –** proposals have been requested for Trane, York and Daikin equipment.
7. **Patio ceiling/Balcony repairs –** complete -24 repaired & **2** replaced $40,410.
8. **Exterior Building Painting –** 2 completed -on hold due to high expenses and electrical repair.
9. **Re-Painting Addresses on Curbs –** In process**.**
10. **Electrical Supply Line** Sixteen units on Coolwood and Archwood are affected. Accepted bid $52,752.73. Electrical completed 7/20– street repair in progress.

**B. Administration**

1. **Owner Insurance Certificates** – Notice of Violation & Fines – ongoing
2. **Occupancy Status Report - 2017 Cap 70** – 66 approved to be leased.
3. **Sales -** 2015 – 28/ 2016 – 30 / Y-t-D - 15
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/ 42 in June
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. **July 3rd Barbeque Social -**90 attended. Total cost $2,307.59 less 960 = $1,347.59
8. **New Business**
9. Pool Problems- leak caused water imbalance. Sand in the filter will be replaced on 7/28
10. Manager will attend a webinar – Debt Collection Best Practices on 7/27.
11. HVAC leak found and repaired on 7/21.
12. Recommend instituting a New Owner Reserve Contribution of $500.
13. **Executive Session**
14. **Delinquencies**
15. **Legal**