

July 23, 2018

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

From: Carrie Bailey

Subject: Manager's Report

I. Unfinished Business

A. Operations

1. **HVAC Renovation – Chiller, Switch Gear and Controller Replacement**-Complete. On 7/18 a sensor failed in Chiller #1. It was replaced under warranty on 7/20. We have added two ac units to the chiller room to reduce the temperature. Entech is preparing a bid for upgrading the capacity of the Cooling Towers.
2. **New street and speed limit signs** – Completed. 30 Mile per Hour signs stolen.
3. **Landscaping Improvement Project** – The artificial turf is being installed at the east end of Copperwood and in front of 15919 Preston this week. This will complete the landscape project for these areas.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 65** – 65 approved to be leased – 1 on waiting list.
3. **Sales** – 2015/28 – 2016/30- 2017/20 – YTD 2018/7
4. **Traffic sign installation** – Complete. Texas Department of Transportation installed a T intersection sign on south bound Preston just past the entrance to Chalfont. Thank you Pat Gleason!
5. **PayLease** - 32 payments (13%) in September 2016/57 (23%) June 2018
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 BBQ** – 80 paid to attend.
8. **DNA testing for dogs**

II. New Business

- A. **Dog Bite** - On 7/12, the dog from 2133 escaped the owner and crossed the street to bite Maurilio. It has been reported verbally to 311 and submitted in writing to Animal Control. They are following-up.
- B. **Building Repair/Improvement** - Work will begin in the next week or two on the façade of 5829 Copperwood where there is extensive wood rot in the lower set of arches. This tier will be eliminated as it has been in other building with this design. The columns will be replaced with stone columns on each side of the opening.

III. Executive Session

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