

July 22, 2021 rev. July 27, 2021

To: BOARD OF MANAGERS-PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOC., INC.
From: Carrie Bailey
Subj: Manager's Report

I. Unfinished Business

A. Operations

1. **Building Repair/Improvement** – Address plaques received for 15926/28 Archwood. The ones for 15929 Archwood & 15930 Coolwood were shipped but returned after one attempted delivery and can't be found – new ones are being made. 15902 Coolwood brick has been painted – trim painting and new light fixtures will follow. Building clean up and repair will continue until all building are complete.
2. **Storm 6/9/2019 – Complete.** All punch items were completed, and the final check has been issued to Aspenmark. There are warranty items that are still in process. Some gutter issues, unrelated to the replacement in 2020, have been identified and are being corrected.
3. **Tamko Defective Rolled Roofing Replacement** – Aspenmark has changed names to Restoration Builders. They are managing the Tamko warranty claim/flat roof replacement because this roofing must tie into the new GAF roofing and by using the same vendor who installed the GAF, the Golden Shield Warranty will not be compromised or voided. All buildings have some of this roofing which will be removed and replaced as soon as funds are received. This will cost about \$80,000 – all paid for by Tamko.
4. **Parking Lot**
 - a. **Potholes – Complete.** The smaller holes have been filled by the staff with AquaPhalt.
 - b. **Striping & fire lane painting**– Bids are being evaluated.
5. **Underground Water Leaks** – None at this time
6. **Rejuvenation Pruning and Bed Cleaning– Complete.** With the exception of Indian Hawthorns, the shrubs survived the freeze and are filling out with new growth providing the look of new plants at about 9% of the cost of removing and replacing roughly 2700 plants.
7. **New Trees** – The red buds that have died will be replaced when new stock is available from Fannin Trees.
8. **Common Ceiling Replacements** – Two buildings pending.
9. **Community Building** – The two small, high consumption toilets were replaced before the 7/3 Celebration.
10. **Landscaping** – River rocks, crushed granite and decomposed granite have been delivered and will be added in areas that don't support plants and the DG will be used to refresh existing areas.
11. **Trash Compactor** – The garbage compactor is inoperable. G & S Services is replacing it and open dumpsters are being used until the new one arrives.

B. Administration

1. **Owner Insurance Certificates** on going
2. **Occupancy Status Report - 2021 Cap 50** –50 approved to lease- 4 are on waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27 - 2020/21 - 2021/21
4. **Covid-19** – On 7/9/2021 the Board approved leaving the pool furniture out and advising Owners and Residents via text, email and signs. that CDC restrictions regarding sanitizing, wearing masks and social distancing are still in affect and that people using the area accept personal responsibility for the risk posed by Covid-19 and variants.
5. **Legal** - Texas 87th Legislative Session – Submitted to RMWBH for preparation.

II. New Business

- A. QuickBooks Online service- option for owners to make payment directly from invoices. The current provider, Zego, charges \$2.95 **per transaction** (paid by the association). QB charges **1% of the amount** with a cap of \$10. The cost for June through Zego was \$309.75 – QB would have been \$587.45. No change will be made.
- B. Audit for 2019 is completed – A reserve study is needed to update the Fixed Asset and Replacement Fund portions for the 2020 audit.

III. Executive Session

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