**July 26, 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**- A few items remain to be completed on the gutters. Repairs and paint touch-up where gutters are not being replaced will follow.

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

a. **Air Conditioning System** work completed on Chillers #1 & #2. Work to be done on Cooling Tower #1 will be completed after the boilers are replaced.

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 completed.

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

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 71 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 – waiting for approval.
6. **Pool Area Improvements** – A few details remain to be completed.
7. **PayLease** 21 payments for July.
8. **Website & eUnify** working with Support to improve website.
9. **Parking Permits** – Still receiving completed information forms.

**9. Parking Lot –** Repairs to be scheduled after boiler replacement.

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

**12. VoiceFriend –** Four owners reported computerized voice message was distorted. Will record future messages.

**13. Fourth of July –** A success for the Country Club and no problems reported by PWCCCA residents.

14. **Recycling Change –** Two bids are in and one more pending. The cost to continue a recycling program will be less than increasing the Waste Management pick-ups to accommodate the volume of recyclables.

1. **New Business**

**A. Leasing Policy Revisions.**

**B. Smoking in the pool area**

**C. Charge owners for HVAC maintenance following remodeling.**