

July 26, 2022

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** – 5911 & 5915 Copperwood exterior painted, light and addresses replaced. 15901 & 15902 Archwood are currently in progress
2. **Tamko Defective Rolled Roofing Replacement** – The flat roofing replacement completed.
3. **Parking Lot Striping & Fire Lane Painting** – Work planned for August.
4. **New Trees** – Fannin Trees planted the 12 replacement trees and 3 new ones. Of the 15, three did not survive and will be replaced in the fall.
5. **Landscaping** – Drought conditions unlike any since 2011 have required sprinklers, soaker hoses, and timers to be placed throughout the community.
6. **Utility Building Controlled Access** – A new exterior door to be installed for the Laundry Room then the card-controlled access system will be installed. Gate enclosures for the pool will be fabricated by DoorKing and card access will be integrated.
7. **HVAC**
 - a. The electronic switch for Condenser Pump 1 was replaced but has tripped repeatedly. Testing is being done by Daikin to determine the cause.
 - b. All leaks have been repaired and the remaining openings will be covered with asphalt when the parking lot repairs are done.
8. **Pool Furniture Sling Replacement** – All 8 Chaises and 6 Chair slings have been replaced. **Complete**
9. **Front Porch Replacement** – front stairs & porch at 15922 Archwood **Complete**
10. **New Carpet and paint in 16 Buildings** – Nebraska Furniture Mart installed new carpet in the interior corridors. Painting and light fixture replacement has been completed on most.

B. Administration

1. **Owner Insurance Certificates** - on going
2. **Occupancy Status Report - 2022 Cap 50** – 50 approved to lease- 2 are on the waiting list and 6 had been approved but are not ready so are on hold for approval so that those who are ready can move forward with leasing.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – 2018/17 – 2019/27 - 2020/21 – 2021/36 – 2022/13
4. **Covid-19** – On 8/11/2021 Judge Clay Jenkins issued new mask requirements & the Board approved policy: All are required to wear masks while inside Common & Limited Common Areas.

II. New Business

- A. **Uniforms** – New personalized shirts, caps, jackets and coveralls were purchased in June for the Staff.
- B. **September Board Meeting** – Change date to 9/20 or cancel due to country club being booked for the day.
- C. **Social Events – Memorial Day Mimosas** – 65 Replied that they would attend, 50 came. **July 3rd Event** – 149 replied that they were attending, 94 came. Extra food and chair rental cost \$870.

III. Executive Session

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