**August 19, 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**- During the past months as the roof was replaced there were 7 leaks at the lower vents. When RE checked them, there were no apparent installation errors that caused the leaks. Therefore we have scheduled an inspection on Monday 8-22 by Pie Engineering, who designed the ventilation for the new roofs, to evaluate the cause and determine the cause and if changes need to be made to prevent future problems.

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. One of the domestic boilers has a leak and the drain pans for both have failed. The water has been diverted to a plumbing drain line until the replacement.

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 – FEMA sent a request for additional information last week. Mark Webb is working on a response.
6. **Pool Area Improvements** – A few details remain to be completed.
7. **PayLease** 28 payments in August.
8. **Website & eUnify** working with Support to improve website.
9. **VoiceFriend –** Four owners reported computerized voice message was distorted. Will record future messages.
10. **Parking Permits** – Still receiving completed information forms.
11. **Parking Lot –** Repairs to be scheduled after boiler replacement.
12. **Recycling Change –** The lowest bid received is from Republic Services with a monthly cost of $450 (vs. the cost to dispose of recyclables as garbage, $1460.86). The city plans to remove their dumpsters at the end of September.
13. **Office Hours** – a rear access laundry card machine has been ordered and when it is installed we will change the office hours.
14. **Leasing Policy Revisions –** Per our attorney, Marc Markel, we will need to mail (not more than 20 days and not less than 10 days prior to a meeting) the new Leasing Policy and have the meeting prior to implementation. Therefore, it will be mailed with a notice of the September 27th Board Meeting on September 8th. While a vote is not required, the meeting is. Therefore, we will add a town hall either before or following the September Board Meeting and reserve the larger meeting room to accommodate a larger group.
15. **New Business**

**A. Answering Service Voicemail-** after hours message has been revised to clarify what to do for emergency situations. For some years the message had been “The PWCCCA office is now closed. Press 1 to leave a message If this is an emergency, press zero and an operator will assist you.” The new message is, “The Prestonwood Country Club Condominium Office is now closed.

Please visit [www.pwccca.org](http://www.pwccca.org/) to submit a work order or other request at anytime.

Press one to leave a message which will be received and returned on the next business day.

For a maintenance emergency - air conditioning or heat not working, a utility outage, or a significant water leak that must be contained to prevent damage - press zero now. (5 second pause)

Thank you."

**B. AT&T Fiber Optic Installation** – On August 8th, Darrell Traeger, I and OFS, the contractor running fiber optic lines in the buildings and into each unit, had a pre-construction meeting**. Installation is scheduled to begin on October 3rd and be completed on October 19th.**

On 8/12 we met with AT&T and Metro Pole Settings, the contractor that will be installing the underground lines, and presented an easement agreement (attached) which grants AT&T a five foot centerline easement where the fiber optic lines will be buried. There are two articles in the agreement that could present problems for PWCCCA. Article (d) prohibits excavation in the easement without prior written consent. This does not seem feasible since it crosses the HVAC lines. The AT&T rep is requesting for that to be removed. Article (h) is a release of liability that would leave us with no recourse for damages (including for negligence). We requested that the HVAC and domestic hot water lines be excluded from this since these typically do not exist where they run the lines.

The AT&T rep forwarded these requests to the legal department on the 12th, however, he explained to me on Tuesday that two weeks ago they changed procedures and now submit these requests to a legal group in Colorado so he does not know how long it will take to get a response (he has not received anything back from them yet.). An easement agreement must be in place before installation will begin. Metropole is currently installing the lines at Chalfont and had planned to install here before the end of August.

**I recommend that we also discuss this project in the town hall meeting on 9/27.**

**C. Staff Vacations** – With the reduction in grounds staff, additional help will be needed for the next 2 to 3 months for vacation coverage (each of the men have 3 weeks a year) and Poly will be out for 2.5 weeks for a medical procedure. The plan was to use a temporary service however, two agencies have sent 3 people and a third agency could not find anyone. The three individuals did not have the skills needed so Lupe split his vacation days and came in on Monday and Thursday of this week to collect garbage and recycling.

1. **Executive Session - Violations**