

August 22, 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/Renovation** – 15901 Archwood is painted – address plaque ordered. Currently working painting 15918 Stillwood and 15902 Archwood. Patio/balcony repair also in progress at 15915 Archwood.
- 2. Parking Lot Repairs, Striping & Fire Lane Painting** – Repairs in process
- 3. 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.
- 4. Landscaping** – Drought ended 8/21/2022. It appears watering saved most of the landscaping. Damages will be assessed in September.
- 5. 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.
- 6. HVAC** - All leaks have been repaired and the parking lot/alley openings have been filled.

**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 – 2022/14
- 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** - Insurance renewal date is 9/21 – approval of new coverage will be via email.

**III. Executive Session**

**A. Delinquencies**

**B. Violations**

**C. Legal**