

September 21, 2018

To: BOARD OF MANAGERS-PRESTONWOOD COUNTRY CLUB CONDOMINIUM ASSOCIATION, INC.

From: Carrie Bailey

Subject: Manager's Report

I. Unfinished Business

A. Operations

1. **HVAC Renovation – Chiller, Switch Gear and Controller Replacement**-In September a third motor, Chilled Water Pump #6, had the bearings go bad and was rebuilt. - Both Zoom Air and Daikin Applied are working on identifying the cause of 3 motor failures and one pump failure since the new chillers were installed.
2. **Building Repair/Improvement** - 15919 Preston- exterior painting completed. 15922/24 Coolwood – front cedar shake shingles were replaced with Hardie-Board and the exterior was painted.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 65** – 63 approved to be leased – no waiting list.
3. **Sales** – 2015/28 – 2016/30 - 2017/20 – YTD 2018/9
4. **PayLease** - 32 payments (13%) in September 2016/ 59(24%) August 2018
5. **Search for additional maintenance staff member continues.** Posted with Dallas County Community Colleges in September.

II. New Business

- A. Insurance renewal for 2018/2019 – Increase of \$6,000 plus buy down of Wind and Hail Deductible from \$100,000 to \$50,000 brings total increase to \$13,000.
- B. The tractor used for trash collection is a riding mower with the mower attachment removed. While it has been in operation since 2012, it was not designed for towing and the frame has failed. After researching the options, it was determined that a refurbished gas-powered golf cart is the best option for replacement. One has been ordered and will be here in in two weeks at a cost of \$4,638.51. A rental unit is being used in the meantime.
- C. An aerial photo of the area from circa 1978 was copied and framed as a gift to the country club for their 50th anniversary celebration. A thank you card was sent to us for the gift.
- D. Chunk your Junk weekend 9/29-30th.

III. Executive Session

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