**September 23, 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**- Complete. Bids for repairs and paint touch-up where gutters are not being replaced are in process.

**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. **Domestic Hot Water Boilers** Installation completed on 9-21-2016.

 c. **HVAC Boilers** Replacement in process.

1. **Administration**
2. **Owner Insurance Certificates** – ongoing
3. **Occupancy Status Report** – 72 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. Installation contingent upon budget for 2016-2017.
5. **FEMA - LOMA** – Request for remaining buildings – FEMA sent a request for additional information - Mark Webb is working on a response.
6. **Pool Area Improvements** – Completed.
7. **PayLease** 32 payments (13%) in September.
8. **Website & eUnify** website designer is working on upgrades to the website.
9. **VoiceFriend –** Community- wide announcement on 9-13 – 9 residents reported not receiving the message. Two owners were not identified as also being Residents in the system; 3 owners and 4 tenants had not returned the contact information forms with current information.
10. **Parking Permits** – Enforcement will begin with Notice of Violation Letters to residents that do not have permits displayed in their vehicles.
11. **Parking Lot –** Repairs are scheduled for October.
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. **New Business**

**A. Answering Service Voicemail-** The phone system has been changed and is no longer diverted from 12:00 to 1:00. After hours messages were not being consistently recorded through the answering service if the caller wanted to record a message rather than needing an operator for an emergency call. Now calls are only diverted to the service when zero is pressed and an operator answers. There have been no reports of missed messages since the system has been changed.

**B. AT&T Fiber Optic Installation** – Installation begins on 9-28-2016 and all units are scheduled to have terminals installed by 10-21-2016. Underground line installation will follow. Project to be completed by year-end.

1. **Executive Session – Violations, delinquencies and staffing.**