

September 23, 2025

To: Board of Managers, Prestonwood Country Club Condominium Association, Inc.  
From: Carrie Bailey, Operations Manager  
Subject: Monthly Manager's Report

I. Executive Session

II. Unfinished Business

A. Operations

1. Mansard Roofs -GAF Roofing Warranty –GAF lawsuit is in process. Standing Seam Metal-RAI Group of Texas – replacement in process.
2. HVAC
  - a. Cooling Tower fan needs to be replaced – getting 2<sup>nd</sup> bid
  - b. Heating pump 7 needs motor replaced – 2<sup>nd</sup> bid ordered.
3. Domestic boiler #1 needs the motor replaced - \$5,352
4. Building Repair/Renovation
5. Exterior trim repairs and painting are being addressed in alley E. Façade painting will resume when alley is finished.
6. Landscaping – River rock installation on Coolwood completed by our staff. KScapes will be installing black Tejas crushed granite on Coolwood in the next couple of weeks.
7. Parking lot repairs have been made by AF Contractors. The new manager at the Country Club has asked for an updated bid to pour a concrete slab for dumpsters with plans to ask us to split the cost.
8. Structural issues at 15923 Preston are being inspected by engineer next week.
9. ATV for trash hauling stopped running on 8/25/2025. Replacement options are being researched.
10. Rodent Exclusion in buildings B & C being this week
11. Gutter cleaning beginning this week

B. Administration

1. Owner Insurance Certificates — Ongoing
2. Occupancy Status Report — Cap 50, 49 approved, 5 on hold, not ready to lease.
3. Sales-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, '23-19, 24-15, 25'12.
4. Rent Manager conversion progressing well. 140 owners are registered for the new portal.

III. New Business

- A. Flashing caution light was destroyed in an accident. Driver's insurance is paying for it, but the city eliminated the signpost for the Do Not Block Intersection sign and mounted it on the telephone pole. Plans are to replace the post for the towing sign on the north side of the intersection & use it for the replacement light.
- B. Fire 9/5 & 6/2025 Cause "Undetermined" Deductible \$25,000. 2079 is the only unit with fire damage, 2078 & 1079 have water damage. Attic insulation of 10 condos and 2078 had smoke damage. Power was out to 17 condos on 9/5, 7 were restored on 9/6, 2 on 9/17 & 4 on 9/18. Fire damage to attic rafters-repairs Completed on 9/16. This allowed electricians to restore power on the 17th and 18th. Fallen ceilings and insulation were removed from 2 units on 9/6 & 7. Insulation was removed from the other 8 over the next week. Attic wiring being inspected, then openings sealed with fire retardant foam, treated with a disinfectant/deodorizer and reinsulated.
- C. Insurance renewal- Reduction of \$178,375 keeping 2% deductible with 1% to be assessed to owners. Total renewal premiums are \$377,588.
- D. Budget Draft 2026 - Assessment rate the same for 3<sup>rd</sup> year, 54 cents per square foot.

**Fire** – On 9/5 & 6/2025 the fire department responded to reports of smoke on the east side of Stillwood. The cause is listed as “undetermined”, but it originated in the attic. One condo had fire damage, one had smoke and water other condos had limited water damage. Fallen ceilings and insulation were removed from 2 units on 9/6 & 7. The attic insulation of 10 condos had smoke/water and has been removed. Power was out to 17 condos on 9/5, 7 were restored on 9/6. Fire damaged attic rafters-above one condo. These repairs and insulation removal in 6 attics were completed on 9/16. This allowed electricians to restore power to 2 condos on 9/17 and 6 on 9/18. Power will be restored to the two remaining condos when interior repairs are completed. Insulation was removed from the other 4 over the next week. Attic wiring will be inspected, then openings sealed with fire retardant foam, treated with a disinfectant and deodorizer followed by new insulation. The fire deductible is \$25,000 and Reserve funds will cover the loss.