**September 25, 2017**

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

**From: Carrie Bailey**

**Subject: Manager’s Report**

1. **Unfinished Business**
2. **Operations**
3. **HVAC Renovation –**
4. **Boiler #1** – Separate gas valves have been added for each boiler. When the weather cools down it will be determined if this resolves the problems experienced with boiler #1.
5. **Switch Gear and Controller –** see attached Summary of Proposals
6. **Chiller replacements –** see attached Summary of Proposals
7. **Re-Painting Addresses on Curbs –** In process**.**

**B. Administration**

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 70** – 65 approved to be leased.
3. **Sales -** 2015 – 28/ 2016 – 30 / Y-t-D - 18
4. **Traffic light installation** – No update - City reported on 3/19/2016 that there are no funds available. Installation contingent upon budget for 2016-2017. Recommendation: request flashing intersection light in lieu of signal.
5. **PayLease** - 32 payments (13%) in September/ 35 payments in October/32 in November/ 30 in December/ 33 in January 2017/39 in February/43 in March/ 42 in April/ 42 in May/ 42 in June/47 in July/ 49 in August.
6. **Recycling Change –** No update **-** Transition from City of Dallas service is delayed until the country club repairs the gates to the enclosure. Club management has acknowledged the need and agreed to make repair however have not provided a scheduled completion date.
7. **New Business**
8. Insurance renewals approved via email on 9/21/2017.
9. FHA Approval renewal submitted 9/25/2017.
10. 2016 Audit completed.
11. Pool pump replaced
12. Chunk your Junk Weekend October 27-29
13. Loan for HVAC Equipment Replacement
14. **Executive Session**
15. **Delinquencies**
16. **Legal**