

August 27, 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-** On 7/18 a sensor failed in Chiller #1. It was replaced under warranty on 7/20. Two motors and one chilled water pump have failed since new chillers installed. Testing was done on 8/24 by Zoom Air to identify issues that are causing the failures and solutions. Entech is preparing a bid for upgrading the capacity of the Cooling Towers. We have experienced savings in electricity costs each of the 5 months the chillers have been in operation even though 4 of the 5 months have had warmer weather than last year. Total savings to date: \$12,768.
2. **Landscaping Improvement Project** – Complete
3. **Building Repair/Improvement** - 5829 Copperwood – roof repairs, installation of gutters and new light fixtures remain. 15919 Preston- exterior painting in progress.

B. Administration

1. **Owner Insurance Certificates** – ongoing
2. **Occupancy Status Report - 2017 Cap 65** – 65 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 2016/69(28%) July 2018
5. **Recycling Change** – The new manager of the country club has made the needed repairs to the enclosure gates. Since the city has not stopped providing service, we will continue until another notice is issued.
6. **Search for additional maintenance staff member continues.**

II. New Business

- A. Building Repair/Improvement combined with Patios/Balconies/Fences \$67,086 y-t-d.
- B. Car from country club hit pet station at 15906 Club Crest on 8/27 afternoon. An insurance claim has been filled.
- C. Two cars were broken into on 8/26/2018. One was on Stillwood and the other on Club Crest.

III. Executive Session

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