

October 24, 2023

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

I. **Executive Session**

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

II. **Unfinished Business**

A. **Operations**

1. **Building Repair/Renovation**

- a. 5825 Copperwood -light fixtures and door paint to be done.
- b. 5821 Balcony beam and patio ceiling repairs are in process. – Fence replacement for 1126 – **complete**.
- c. Structural inspections scheduled for 15919, 21 & 23 Preston and 15902 & 04 Archwood on 11/2.
- d. 15904 & 06 Coolwood replaced, stained and sealed 15902 gate repair-**complete**.
- e. Balcony sealing for 5821-37 Copperwood - **complete**.. The remaining buildings will be scheduled over the next few weeks.

2. **Utility Building/Pool Controlled Access** – Contracts finalized with DoorKing (\$22,983) for the security system for doors and pool gates, Durango Doors (\$13,221) for the Library and Laundry Room Doors. Total \$36,204. Project is budgeted for \$60,000. (The use of a local door manufacturer who will also install reduced the door cost significantly.) Gates for the pool will be designed and ordered in the next few weeks. Completion will be in the first quarter of 2024.

3. **Pool** - Kings III Emergency phone has been ordered.

4. **HVAC** –

- a. Control system will be inspected, tested, and re-programed by Daikin and JMS to improve efficiency at the end of September. The cost will be \$ 4,510.
- b. Pump/Motor for Domestic Hot Water Heater #2 is tripping the breaker due to an wiring problem and is being replaced -\$7,855.88.
- c. Contract received for the emergency generator rental – (to protect the HVAC lines should there be a power outage during sub-freezing temperatures). \$19,015 for installation and first month.

5. **Preston Rd. Yellow Flashing Light – Working!**

6. **Golf Cars** – After repeated breakdowns and significant cost for repairs, both the CarryAll and Cushman need replacement. The CarryAll, used by Marilio and Poly, had to be replaced last month, \$10,878. The Cushman, used for the trash, will be replaced in the first quarter of 2024. Expected cost \$15,000.

B. **Administration**

1. **Owner Insurance Certificates** – Ongoing

2. **Occupancy Status Report – Cap 50** – 50 Approved to Lease, 7 on the waiting list, 5 approved but are on hold as they are not ready to lease.

3. **Sales**-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, 2023-19

4. **FHA Recertification Documents** submitted to HUD on 8/17/2023. **Approved** on 9/19. Renewal date is 9/19/2026

III. **New Business**

- A. **Vote to approve the Insurance Premium Loan** of \$614,720.50 with North Dallas Bank and Trust. The term is 11 months, the rate is blended at 6%. The first payment of \$53,382.26 will be due on 11/10/2023 and will be \$18,380 more than last year.
- B. Owner Questionnaire & 11/5 Committee Organization Meeting. -Gaela Renee Hall & Susie Brown.