

December 5, 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. Structural inspections completed.
 - i. Work needed at 15919 &15921 Preston -bids requested.
 - ii. Reinspection's on Archwood & Coolwood found one maintenance issue needed at 10504 Archwood.
 - iii. Courtyard wall at 15930 Coolwood – Magnolia tree needs to be removed.
- c. Balcony Sealing for all open back balconies to be completed by year end.-
- d. Stone and Brick Work total cost \$
 - i. 15922 Club Crest - stone removed due to missing mortar and resulting leak. A water barrier was installed and the stone reset. Complete.
 - ii. 15939 Stillwood – Cracked & missing mortar in stone being pointed up.
 - iii. 15906 Stillwood - front retaining wall being rebuilt
 - iv. Clubhouse – Door opening is being enlarged for the new doors.

2. **Utility Building/Pool Controlled Access** – Materials are in production for the Utility Building - Completion will be in the first quarter of 2024. Pool to follow.

6. **Golf Cars** – New electricThe 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.