

March 28, 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. 5803 Copperwood -Exterior repairs, painting, new light fixtures, and address numbers - Complete.
- b. 5803 Copperwood 2118-Flooring and joist support and leveling due to deflection-Complete.
- c. 15904 Archwood and 15918 Coolwood have areas of rotted foundation beam. Brown Foundation has not responded to requests for proposals; a new vendor will be contacted.
- d. 15930 Club Crest 1104 Repairs to balcony scheduled for 3/30/2023.

2. **Utility Building Controlled Access** – The unexpected expense of numerous structural repairs has required postponement.

3. **Landscape** – Tree pruning should be completed within the next few weeks.

4. **HVAC** – Backflow valves installed on the 4 chiller pumps – Complete.

5. **Domestic water leaks** – One has been repaired and a second one found on 3/28/2023 which will be repaired on 3/29/2023.

B. **Administration**

1. **Owner Insurance Certificates** – Ongoing

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

3. **Sales-** 2015-28, 2016-30, 2017-20, 2018-17, 2019-27, 2020-21, 2021-36, 2022-22, 2023-12

III. **New Business**

A. **Executive Session Summary** – no action

B. **Trash Vendor**, G&S Management, had not paid the sub-contractor since 9/2022. Notice was given to G&S on 2/22/2023 that future payments will be made directly to Custom Recycling Solutions.

C. **Owner requested signage** on Country Club Drive (both directions) to watch for pedestrians.