

April 25, 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. 15904 Archwood and 15918 Coolwood have areas of rotted foundation beam. Bids are pending.
 - b. 15930 Club Crest 2104/1104 Repairs to balcony/patio were scheduled for 3/30/2023 but the owner did not allow the workers access. Waiting for the owner to allow the work to be done.
 - c. Patio ceiling & fence repairs scheduled for 15916 Club Crest 1112 and fence replacement at 15923 Stillwood 1090 & 1091 are approved and will be done when the weather permits.
 - d. The next exterior renovation will be at 5825 Copperwood.
2. **Utility Building Controlled Access** – An updated proposal has been requested from Door King, the company that gave the best proposal last year.
3. **Landscape** – Tree pruning - Complete
4. **Domestic water leaks** – One line required replacement so far in April.
5. **Pest Control** Building E, west Copperwood is scheduled for Rodent Exclusion on 5/1
6. **Fire Extinguisher Inspection** - The 2023 inspection was completed on 4/24.
7. **Outside Lighting at Pool/Laundry Room**-Bulbs have been replaced, a spotlight on the back corner had fallen and has been repaired, another fixture is ordered for Laundry Room door & pool company is checking and repairing the pool light.

B. **Administration**

- 1. **Owner Insurance Certificates** – Ongoing
- 2. **Occupancy Status Report – Cap 50** – 50 Approved to Lease, 4 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, 2023-13

III. **New Business**

- A. **Executive Session Summary** – 1) Reviewed of Staff Contract Terms, 2) Discussed action for damages to Common Property by acct. #1119448

B. **Insurance Updates**

- 1. Each year our insurance agency, Scarbrough-Medlin (S-M), shops the markets for the best terms. Since all agencies are shopping from the same pool, the policy terms should be the same. Selecting an agency is based on the service the agency provides when there is a claim. In that regard, Scarbrough Medlin has gone above and beyond on our behalf repeatedly. That being said, another agency has been recommended, Undercard Group, and they are going to submit options along with S-M for our renewal.
- 2. In September, the property value was raised from \$25.7 to \$43.4 million by the insurance provider. This did not significantly increase the premium, but it caused our wind/hail deductible to increase by \$177,000. S-M had paid for an appraisal in 2015 for the community. They contacted the appraiser for an update and our value is now \$36.9 million, which reduced the deductible by \$65,000.

- C. **Covid Restrictions** – Since the federal mandate has been lifted, I recommend that the Library and Restrooms be reopened.