

May 23, 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. Owner approved Scope of Work Agreement on 5/22/2023. The work will be scheduled.
- c. Patio ceiling & fence repairs scheduled for 15916 Club Crest 1112 and fence replacement at 15923 Stillwood 1090 & 1091 are complete.
- d. The next exterior renovation will be at 5825 Copperwood.

2. **Utility Building Controlled Access** – Proposal received – vote to be finalized at meeting.

3. **Domestic water leaks** – One break was repaired on 4/23/2023

4. **Pest Control** Building E, west Copperwood – Completed.

5. **Outside Lighting at Pool/Laundry Room** – A new fixture is ordered for Laundry Room door. Electrical problem repaired for the lights in the pool. Quality Pools is now working on the fixtures to restore light in the pool.

6. **Review of re-opening the Library and Restrooms** since Covid Restrictions have ended.

7. **HVAC** – problem with control system is being investigated by Daikin and JMS

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** – No actions.

B. **Lupe Gonzalez** will be retiring – will be working 2 days a week until July 7th.

C. **Recommend phasing of Access Systems** – 1st the Utility Building and 2nd the pool. Phase 1 updated proposal from DoorKing is \$28,030. Door replacements will be an additional cost – bids pending. Phase 2 would follow as funds allow.

D. **AT&T** – has provided a bid for voice over IP but it was slightly higher than our current rate with Ooma. They are researching the cost for all the services they provide for us to see if bundled services would reduce other costs which would justify making the change.

E. **Electric Car Charging Stations** – A support company is going to submit a bid to survey the property and determine the cost to install charging stations. I have talked with a company that installs them and pays a small portion of usage back, but there will likely be a significant cost to run electrical lines to station locations.

F. **City of Dallas – New Throne for Your Home Program** – free toilets