

July 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. 5825 Copperwood renovation is in progress. The building and trim have been painted. Address numbers and wrought iron parapets have been replaced. Light fixtures and door paint to be completed in the next few weeks.
- b. Soffits on the back of 15927 have been replaced and painted – **complete**.
- c. 5803 Copperwood – Fence is being replaced and the living room ceiling will be scraped, retextured, and painted due to damage created when the floor beams were replaced in 2118 earlier this year.
- d. 15904 Archwood and 15918 Coolwood have areas of rotted foundation beam. Bids are pending.

2. **Utility Building Controlled Access** –Project is on hold pending the door company and security company finalizing the specifications.

3. **Outside Lighting** - A new fixture was installed outside the Laundry Room. The damaged flood light was replaced at the east end of Copperwood.

4. **Pool-**

- a. Mastic in decking was replaced today; pool will re-open on Thursday morning – cost \$2,100. Complete.
- b. There is a leak in the pump room which Quality Pools is going to repair.
- c. Upgrade is needed for the emergency phone at the pool. Kings III's new systems have a push button rather than phone for reaching 9-1-1. These require a online connection to King's III and the service costs \$60/month.

5. **HVAC** – 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.

6. **Hot Water Boilers** – Leaks developed in the piping from the boilers to the retention tanks. Repairs were made by Winstead Plumbing, \$1,777; re-insulation was done by Dynamic Insulation, \$785. Complete

7. **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. The cost for the survey is \$650, which would be applied to the cost if stations are installed. There have been numerous communications about adding them from our professional organizations. The consensus is that many issues need to be addressed before moving forward.

8. **Flashing Light** at Preston – *Do Not Block Intersection* sign options.

B. **Administration**

- 1. **Owner Insurance Certificates** – Ongoing
- 2. **Occupancy Status Report – Cap 50** – 50 Approved to Lease, 5 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, 2023-17**

III. **New Business**

- A. **Executive Session Summary** – Legal Review
- B. **Ceiling Collapse** – 15926 Stillwood 7/23/2023 – Owner Responsibility -second floor owners need to check for damaged ceilings.
- C. **July 3<sup>rd</sup> Social**- Cost \$3,641, 103 Paid, 93 attended, ticket proceeds \$650. Net cost \$2,991, \$32.16 per person.
- D. **Lupe Gonzales** – Retired on 6/29/2023- Owners and residents sent over 40 cards, emails and texts and the Association gifted him with a humidor and cigars as a *thank you* for his 26 years of service. Currently the position is being filled through a temporary agency at \$30.95/hour.
- E. **City of Dallas** – Multitenant Registration Inspection on 6/9/2023. Assistance provided by Council Member, Jaynie Schultz’s staff. **Completed.**
  - 1. **Recycling Change**- City only provides free service to communities with 100 or fewer units. Custom Recycling has proposed 2-8yd dumpsters 1x per week, (what we have now) for \$300.00 per month or 1- 8yd 2xper week for \$230.00. There is no delivery fee and prices include all fees and taxes. Waiting for the written agreement to transition.
  - 2. **Future Needs** - The Inspector advised that the 2 doors into the pool equipment room would need to be replaced before the next inspection.
  - 3. **Qualified for Self-Inspection** going forward. Minimum score of 90 needed to qualify. Received a perfect score, 100.