

August 21, 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. Stairs behind 5821 Copperwood – concrete has been replaced – **complete**.
- c. 5821 Balcony beam and patio ceiling repairs are in process. – Fence replacement for 1126 will follow.
- 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. **Pool-**

- a. A second leak developed in the pool equipment room; Quality Pools will repair.
- b. Kings III Emergency phone has been ordered.

4. **HVAC** – Control system will be inspected, tested, and re-programmed by Daikin and JMS to improve efficiency at the end of September. The cost will be \$ 4,510

5. **Yellow Flashing Light** – Received.

6. **Golf Cars** – both the CarryAll and Cushman need repairs- parts are ordered and completion expected next week.

B. **Administration**

1. **Owner Insurance Certificates** – Ongoing

2. **Occupancy Status Report – Cap 50** – 50 Approved to Lease, 7 on the waiting list, 7 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, 2023-18

III. **New Business**

A. **Executive Session Summary**

- 1. Legal – Board approved submitting account 1571713 to RMWBH for collection.
- 2. Board voted on action for safety concerns for Account 1571713
- 3. Late fees assessed to 23 accounts for July payments

B. FHA Recertification Documents submitted to HUD for review on 8/17/2023.