

October 22, 2024

To: Board of Managers, Prestonwood Country Club Condominium Association, Inc.

From: Carrie Bailey, Operations Manager

Subject: Monthly Manager's Report

I. Executive Session

II. Unfinished Business

A. Operations

1. GAF Roofing Warranty – GAF did not respond to the demand letter from our attorney with RMWBH. The Building Committee is reviewing options for the mansard shingles which continue to fall daily.
2. HVAC
 - a. Underground Leaks — The 5 leaks from last month have been repaired, insulated and concrete has been poured. There are 3 new leaks and bids are to be submitted this week.
 - b. A proposal to replace 12 sets of underground valves and 1 leak from MPI has been approved for \$21,000.
 - c. Proposal for adding variable frequency drives (VFDs) to the 9 pump motors has been received from MPI but Daikin has not submitted it yet.
 - d. Pumps #5 & #9 for the heating system required service this week. There was a problem with the control system affecting #9 which has been corrected. Parts are being ordered for #3 which needs new contactors.
3. Structural Repairs needed – 1078/2078 flooring in the kitchen and at the bathtub has dropped indicating that water has damaged the floor joists. The floor must be opened to determine the extent of the damage and make repairs.
4. Building Repair/Renovation
 - a. Library and restroom renovation - Complete
 - b. Exterior trim repairs and painting are being addressed in alleys and building siding. Building A is first and will be followed by the rest with a targeted completion by year end.
 - c. Pool Controlled Access — Pool fencing, and gates are still in the design stage,
5. Metro Brick has completed repairs to the southeast of 5803 Copperwood. Next, they are scheduled to address washed out mortar at the Utility Building by applying a German Schmeier finish to support the bricks.

6. Pool Pump and Motor – These were replaced after 14 years. Sol Dia, our new pool company, did the work for \$2,700. Also, electrical repairs and a fixture replacement have the lights working properly. Next, the pool will be partially drained to replace the handrails and add reinforcement to secure the lights.
- B. Administration
 1. Owner Insurance Certificates — Ongoing
 2. Occupancy Status Report — Cap 50 — 50 Approved to Lease, 2 on the waiting list, 5 approved but are on hold/ not ready to lease.
 3. Sales-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, 23-19, '24-15
 4. Website upgrade - Completed.
- III. New Business
 - A. Executive Session Actions
 - B. PWCCCA Book Club will meet on the first Wednesday of November and December at 6 p.m. in the Library.
 - C. 2025 Board Meeting Schedule & Discontinuation of Zoom