

December 3, 2024

To: Board of Managers, Prestonwood Country Club Condominium Association, Inc.  
From: Carrie Bailey, Operations Manager  
Subject: Monthly Manager's Report

- I. Executive Session
  - A. Martha Burks
  - B. Utility Disconnect Notice 1325707 Dom Federico
  - C. Make Ulysses Diaz a permanent employee
  - D. Landscape Committee
- II. Unfinished Business
  - A. Operations
    1. Mansard Roofs -GAF Roofing Warranty – GAF reopened warranty claims and inspected on 1/6/2024. Their system shows “Pending inspection”. Bid received for Standing Seam metal - \$100,000 vs \$78,000 for asphalt shingles.
    2. HVAC
      - a. Underground Leaks — There were 3 new leaks and 1 more found. Repairs have been done by 2 plumbing companies to expedite and to reduce costs.
      - b. The 12 sets of valves have been replaced. Another set will be replaced tomorrow.
      - 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.
    3. Structural Repairs needed – 1078/2078 flooring in the kitchen and at the bathtub has dropped indicating that water has damaged the floor joists. Due to the length of time since any movement has happened, the owner is renting rather than selling and the area will be inspected every 6 months. If movement begins again, repairs will be initiated.
    4. Building Repair/Renovation
      - a. Exterior trim repairs and painting are being addressed in alleys and building siding. Building A is almost complete, Building F will begin next week.
      - b. Pool Controlled Access – Gate configuration design review.
    5. Next, they are scheduled to address washed out mortar at the Utility Building by applying a German Schmear finish to support the bricks.
    6. Pool Pump and Motor – All work has been completed.

B. Administration

1. Owner Insurance Certificates — Ongoing
2. Occupancy Status Report — Cap 50 — 50, 2 on waiting list  
Approved to Lease, 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. 2025 Board Meeting Schedule
5. PWCCCA Book Club will meet on the first Wednesday of at 6 p.m. in the Library.
6. Insulation of the attics - on the ballot for the Annual Meeting

III. New Business

- A. Executive Session Actions
- B. Electrical Line Failure for west Stillwood. Restoration of full power will be done tomorrow morning, cost capped at \$13,395.94. 12 condos with partial or complete power outages
- C. This week Personal Touch Tree Service will be working on the trees throughout the community.
- D. Nomination Committee – Terms expiring:  
Martha Burks  
Betty Walley  
Barbara Wertz