

July 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
 - A. Legal
 - B. Delinquencies
 - C. Violations
- II. Unfinished Business
 - A. Operations
 1. GAF Roofing Warranty – Mansard Roofs – GAF is still waiting for bids from one of their “Master Elite” roofing companies, Staz-on Roofing, so they have not settled the claims. A demand letter is being prepared to go out next week from RMWBH, (law firm) seeking a cash settlement for the cost to replace all 19 mansard roofs. Two roofing companies’ bids to be used for the Demand Letter.
 2. Three bids for gutter cleaning were received in April. Creative Gutters – using blowers, \$5,040, by hand, Brothers Gutters, \$7,500 & Gutter Solutions \$7,561. Contract negotiated with Gutter Solutions for 3 cleanings and received 14% discount. Completed cleaning in mid-May. \$6,479. They will begin correcting downspouts in the next 2 weeks. \$15,047. The next cleaning will be in September and the 3rd, next March/April.
 3. HVAC- Preventive Maintenance -Acid Wash for Chiller #2's tubes – complete, Chiller #1 scheduled for October. \$15,000
 4. HVAC Underground Leaks — 3 are prepped for repair, 2 are new. The plumbing company, TCS, bid for copper replacement but Uponor had been specified. They increased their bids for the 3 leak repairs by over \$4,000 to us Uponor. Searching for plumber that uses Uponor regularly.
 5. Domestic Water Leak Under Slab at 1122 - completed
 6. Building Repair/Renovation
 - a. 5825 Copperwood -light fixtures completed; door paint to be done.
 - b. 5939 Copperwood has been painted- Address/ light fixtures needed.
 - c. 15909 & 11 are in the process of repair and paint.

- d. Structural work completed:
 - i. Repairs to base plate and beams at 5939 Copperwood- Completed.
 - ii. Courtyard wall at 15930 Coolwood — Magnolia has been removed -\$958 and brick wall rebuilt, \$11,200. Completed.
 - 7. Utility Building/Pool Controlled Access — System activated on 5/13 as scheduled. 100 fobs have been activated including for the fire department, staff and residents. Additional repairs are in progress in the baths and Library. Pool fencing and gates are being designed.
 - B. Administration
 - 1. Owner Insurance Certificates — Ongoing
 - 2. The towing contract with SWAT has been renewed. They will install a new sign at the entrance. Services are no longer free – 1-year \$250/3-years \$500.
 - 3. Website upgrade is in progress & will include a search function. Judy Lyle is assisting
 - 4. Occupancy Status Report — Cap 50 — 50 Approved to Lease, 0 on the waiting list, 7 approved but are on hold as they are not ready to lease.
 - 5. Sales-2015-28, '16-30, '17-20, '18-17, '19-27, '20-21, '21-36, '22-22, '23-19, '24-8
- III. New Business
 - A. Executive Session Actions
 - B. Resolution revising Pool Rules/Signage
 - C. Landscape Contract out for bid – expect to propose change via email before the next board meeting.
 - D. Dart Bi-annual Meeting – 7/31/2024, 6:00 p.m., Addison Conference & Theater Center, 15650 Addison Rd, Addison 75001
 - E. Ring Neighbors – Registered Sex Offenders