

August 27, 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 – On August 7th GAF sent StazOn Roofing to complete the warranty claim repairs that had been pending for 13 months. They replaced the fallen shingles on all 11 buildings. As of today, shingles have fallen from 3 areas that they repaired and from one building that had not needed repairs before. Our attorney with RMWBH is sending a demand letter for GAF to make a cash settlement so that the shingles can be replaced rather than repaired.
 2. Gutter Solutions has completed the repairs needed to gutters, downspouts and extensions. They will be back on Monday, 9/9 to clean the gutters.
 3. HVAC
 - a. Underground Leaks — Mechanical Partners Inc. has bid to repair our 5 underground leaks, 4 with Uponor, for the same price TCS bid to repair 3 of the 5 – bid is approved.
 - b. Daikin has had several fails on the maintenance of our chiller/boiler systems. Our account rep is leaving, and his replacement does not have operations experience. Therefore, bids are being gathered for another preventive maintenance company. Mechanical Partners Inc. will be submitting a bid.
 - c. Water Treatment System – the water for the HVAC system must be treated to remove damaging chemicals. The traditional method is by adding chemicals. This system has always been problematic and required the chillers to be acid washed this year. Mechanical Partners has recommended a new technology, Nano-Bubbles, which does not use chemicals. A bid is forthcoming.
 4. Building Repair/Renovation

- a. Library and restroom renovation, planned for after the building was secured, is nearing completion. Much of the work will be finished for the Labor Day Ice Cream Social.
 - b. 5825 Copperwood -light fixtures completed; door paint to be done.
 - c. 5939 Copperwood has been painted- Address/ light fixtures needed.
 - d. 15909 & 11 are in the process.
 5. Utility Building/Pool Controlled Access —Pool fencing and gates are being designed- completion planned for the 1st quarter of 2025.
 - B. Administration
 1. Owner Insurance Certificates — Ongoing
 2. The towing contract with SWAT has been renewed and they have replaced the sign at the entrance.
 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, 5 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, '24-10
- III. New Business
- A. Executive Session Actions
 - B. Landscape Maintenance bids were received from Texas Hardy and KScapes, both bidding on the same scope of work as Bare Roots. Based on excellent references and competitive pricing, the Board approved Kscapes. They will begin maintenance on Wednesday, 9/4/2024.