

**Southern Village Homeowners Association  
Board of Directors (SVHOA BOD) Meeting Minutes**

101 Market Street, 1st Floor Conference Room  
Tuesday January 16, 2018  
6:30pm to 9:30pm

**Attendees**

- SVHOA Board of Directors
  - Susana Dancy      President
  - John Christian      Vice President
  - Jerry VanSant      Treasurer
  - Steve White      Secretary
  
- Berkeley Property Management
  - Tony Smith      President
  - Patsy Smith      Field Manager
  
- Bartlett Tree Experts
  - Bryan Lowrance
  
- Carolina National Insurance Agency
  - Luke Riggsbee

**Meeting**

President Susana Dancy opened the SVHOA BOD Meeting with a quorum present at 6:30pm.

Approve Minutes of the Previous Board of Directors Meeting(s)

1. Oct. 23, 2017 Board meeting minutes (Approved 10/31/2017 via email)
2. SVHOA 2018 Budget (Approved 1/5/2018 via email)
3. SV Townhomes 2018 Budget (Approved 1/5/2018 via email)

The minutes and budgets listed above were submitted to the Board and approved in these notes for record purposes.

**Reports**

**Treasurer**

Jerry VanSant noted that all the 2018 SVHOA budgets have been submitted and approved. All financial documentation for the SVHOA Annual

General Membership (AGM) scheduled for February 20, 2018 was previously submitted to Berkeley.

Currently all SVHOA financial documents are published openly on the SVHOA web site. The Board discussed if these documents should be available only to Southern Village residents. As an example other area HOAs have password-protected locations in their web sites where residents can access their HOA financial records. One obvious concern is companies bidding on SVHOA contracts have access to our current contract pricing structures. There were no recommendations other than to continue discussions on this topic.

There was also a brief discussion about Reserves allocations to reserve accounts. The Board is reviewing whether the current reserves will be adequate to meet future needs, particularly for townhomes. There were no recommendations other than to continue reviews and discussions on this topic.

The board agreed to have Berkeley contract with an engineering or construction firm to obtain specific updated projections of roofing and painting needs for the Westend and Highgrove Townhomes. These estimates will be used to supplement previous engineering estimates to better determine the adequacy of their reserves.

Luke Riggsbee from Carolina National Insurance Agency gave the board a brief presentation on the insurance coverage that the SVHOA. The discussion included the types of coverage, the rationale for selecting coverage levels, their process for bidding carriers and the final selection. The discussion was both informative and it instilled confidence that the Luke and Carolina National Insurance Agency are doing a good job.

ARB - No Discussions

Townhomes - No Discussions

Courtyard Homes

Scott Morrison, representing a number of Courtyard Home owners met briefly with the Board to express concerns about landscaping and tree maintenance issues and associated costs. Board Member John Christian agreed to work with Courtyard owners and Berkeley Management to address the outstanding concerns.

Condos - No Discussions

Street Trees

Bryan Lowrance from Bartlett shared a listing of the 22 trees removed in 2017, their locations, and the recommendations for the tree species they will be replaced. There was a discussion of the current methodology that the SVHOA is using in the replacement of roadway trees that have died. Originally SV streets were populated with a diversity of tree species but usually the same species on a given street. On streets populated with sycamores, dead trees are being replaced with new varieties that are less disease and damage prone. There are some areas now where multiple varieties trees are being planted on the same street. In other areas where trees are being replaced, questions were raised concerning what attributes should be considered when replacements were being planned. One attribute, shade, was discussed relative to tree replacements on Edgewater Circle. It was decided there needs to be more thought on these topics prior to replacing the trees removed in 2017.

When a sidewalk tree (owned by the Town) dies, the town will bear the cost cut to remove it. The town however will not replace the tree. The SVHOA has adopted a policy of paying for the stump removal and replacement of the tree. A question was raised about situations where a tree is dying and the process of the town may take several years to remove it. Is there a way for a homeowner to expedite this process? Susana offered a possible suggestion and she will look into options in further detail.

Bartlett issues a SVHOA tree status report on a quarterly basis. Berkeley will now start making the report available on the web site.

#### Landscaping (Common Areas)

At the boards request Susana has initiated a discussion with Robin Moore Professor of Landscape Architecture at NC State University to determine if there are any opportunities for landscape design students to work on projects associated with our parks and greenway path. Susana will report back to the board as this discussion evolves.

#### Alleyways

At the end of the winter season and freezing temperatures, the alleyways will be scheduled for inspections and routine crack repairs.

#### Communications

A recently a revised Berkeley Document Policy was posted on the SVHOA web site. The new verbiage indicates that all forms and types of documentation would be held for only 3 years and then purged. The board indicated that this was not consistent with SVHOA needs or Berkeley's practices. Berkeley indicated that that was not their intention. The Board requested Berkeley to document their current practices and submit the to the board for review and

approval a revised policy statement and not to destroy any documents in the interim.

#### Formal Complaints (Received by Berkeley Office)

Berkeley reviewed the one open complaint. Tony Smith questioned if we should also be tracking complaints generated by the townhomes vs. just complaints related to covenant enforcement and common area safety issues. We will continue to have discussions on this topic.

#### Ponds

The repairs for the non-compliance issues from the 2017 audit are scheduled and they are expected to start and be completed on time.

#### Additional Information

The SVHOA would like to thank the Police Chief Chris Blue, Patrol Captain Donnie Rhoads and Traffic Engineer Kumar Neppalli for their support in helping to conduct the Southern Village Traffic Calming Study, identifying the key needs, and addressing them with the appropriate calming devices in a timely manner.

A draft copy SVHOA BOD meeting minutes will be sent to the BOD via email for approval for Berkeley to publish. Once approved in this manner a copy of the approved minutes will be forwarded to Berkeley P. M. to publish for the SVHOA. Formal approval of these minutes will be documented at the next SVHOA BOD meeting.

Next Meeting: There will be a short SVHOA Board of Directors meeting on Tuesday, February 20, 2018 immediately following the AGM at Christ Church (800 Market Street).