

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

105 Market Street, room 4
Thursday, March 22, 2018
6:35pm to 9:45pm

Attendees

- SVHOA Board of Directors
 - Susana Dancy President
 - John Christian Vice President
 - Jerry VanSant Treasurer
 - Steve White Secretary

- Berkeley Property Management
 - Peggy Akers Director of Operations

Establish Quorum

President Susana Dancy established a quorum and opened the SVHOA BOD meeting at approximately 6:35pm.

Open Comments

Susana Dancy commented briefly on the new agenda format and the meeting then started.

The minutes for the February 20, 2018 SVHOA Board Meeting was formally approved (the motion was seconded and passed) by the Board.

Board Membership: This action item was postponed to a future time.

HOA Manager - Peggy Akers

- March Manager's Report (as posted on website)
 - Short-term roof repairs on Highgrove (\$26,765) and Westend (\$19,945) were briefly discussed. The key need for an accurate timing estimate and cost for full roof replacement was still open. Berkeley was directed to continue the work required to complete this original task.

- Document Retention Policy (as posted on website)
 - The key points of the Policy are that all electronic records will be kept indefinitely and HOA legal documents (paper) and all Engineering Reports

(paper) will also be kept indefinitely. The SVHOA Board will be given advanced notice prior to disposing of any paper copy documents.

- Roles & Responsibilities (as posted on website)

- There was no discussion on this topic.

- ARB

- There are currently 6 members on the ARB. Greg Melville is the Chair. There was no discussion on the question if the SVHOA Board is required to approve the ARB membership, and if yes, at what frequency. A motion was made to approve the current membership. The motion was seconded and passed.

- Complaints

- There was a discussion about an issue associated with a temporary fence. A motion was made to start the second step in the SVHOA enforcement process. A second certified letter will be sent if there was no action after 10 days from the first letter. The Board approved the motion. This complaint is not in the complaint system. Berkeley needs to update the complaint records to include this complaint.

- Townhouses

- Maintenance/Repairs

- Berkeley received a quote (\$3,260) for gutter repairs for the Highgrove townhome complex. The motion to proceed with the repairs was seconded and passed by the Board.

- Pyramid has given Berkeley and the SVHOA their 30-day notice. Berkeley received a proposal from Ruppert to do the work contracted by Pyramid, and the board voted to accept the Ruppert proposal. A motion was made to accept their resignation, effective immediately. The motion was seconded and passed unanimously. Ruppert will begin work the week of March 26th.

- Landscape Renovation Proposals, Timelines and Decision Points

- In light of the Pyramid and Ruppert change there was only a brief discussion on this topic. Ruppert is preparing a proposal on Renovation Landscaping to address the decline of some areas of the townhome landscaping. No specific timing was discussed.

- Reserve Studies & Next Steps

- The Board is still waiting for cost and timing estimates for Highgrove and Westend painting and roof replacement. Berkeley indicated they are actively working on this and we should be receiving the information in the couple of weeks.

- Alleyways

- Maintenance/Repairs (& annual spring inspection reporting)

- The Board has started to review the latest Annual Spring Inspection Report. There was a discussion on whether or not “seal coating” asphalt prolonged the life of roads such as the alleyways. The estimate was \$ 23,875. We agreed on a fairly aggressive annual maintenance program (crack filling, etc.) but not to proceed with the full resealing at this time. The discussion is continuing.

- Reserve Study

- The board discussed the Raymond Engineering report and the limitations of the study’s ability to reliably predict the timing or extent of major repairs in the future. The board discussed the importance of aggressively maintaining the alleys to delay or prevent the need for expensive future repairs.

- Courtyard Homes

- Status Report of Landscape Contract (as follow up to February members meeting w/ John, Steve, Patsy)

- The Courtyard Homes have not yet established a Townhome Committee. No names came in based on the Townhomes Committee letter. Some previously identified landscaping action items are proceeding.

- Condos

- There was no discussion on Condos.

- Street Trees

- The current billing by Bartlett was \$13,200, which expends the full year budget for the grinding/replacement line item.

- Common Area Maintenance

- Status of Recycling Centers, Weekly Trash Pickups and new Dog Waste Stations

- The plan for four new Dog Waste Stations has been finalized. There was no discussion on the status of Recycling Centers or Weekly Trash Pickups

- Landscaping

- There was no discussion on Landscaping

- Ponds and Parks

- Berkeley was requested to proceed with the repairs to the WP#4 pond gate listed on the maintenance and repairs list.

- Calderon Park Overlake planting strip has declined significantly over the last three years. The Board discussed a to improve the soil over a several year period so that in two to three years grass can be replanted with an expectation that it will be sustainable. 1) Remove all weeds and grass from the affected area. 2) Mulch the entire area. 3) Allow the strip to lie fallow for two years. 4) Till the mulch into the existing soil, with additional topsoil as required. 5) Replant the planting strip with grass

- Complaints Reporting (made to manager)

- There was a brief discussion concerning the two YTD complaints. Both have been resolved. Based on the information above there was a third complaint not entered into the system.

Board Reports & Discussion/Action Items

- Treasurer - Jerry

- The SVHOA and individual Townhome's budgets are on track.

- Budget Items

- Symphony - Jerry

- The SVHOA will continue to support the Symphony at the current 2018 budget level. We will request that the Market Street Association (MSA) formally list the SVHOA as a donor in their marketing activities.

- Police Substation - John

- The Police Substation is currently underutilized because of the retirement of the officer responsible for that location. The CH Police Dept. is currently evaluating their staffing plan. Their belief is they will increase, not maintain or reduce the utilization of this facility, in the future. We will maintain the current arrangement and evaluate it again at the end of the year.

- Market Street Condominiums - Susana

- There was a request from the Market Street Association (MSA) to reduce the SVHOA Parks and Common Area dues that are charged the MSA Sub-Association condominiums. The driver for this request was the condominiums owners pay three sets of dues. 1) Their own maintenance dues, similar to those paid by townhome owners for maintenance of their own residences. 2) SVHOA Parks and Common Area dues, but significantly lower than the townhome and single-family owners. 3) Their own MSA dues. The Board discussed the request and declined to offer any changes to the existing billing practice.

- ARB - Steve

- We discussed the current YTD ARB requests and reviewed the distribution of request types for 2017. The Board requested Berkeley to include denied requests in addition to approved requests in the records and investigate an issue researching ARB requests prior to 2017.

- Ponds: Landscaping Proposals - John

- There was a brief discussion about the plan to have a buffer at the waters edge around all four ponds. This change has been communicated to Berkeley. We also discussed whether or not the mowing schedules for ponds WP#3 and WP#4 should be modified from the current every 7 to 12 days to once or twice a year. No decision was made.

- Common Area Improvements - Susana

- The planned conversations with Dr. Robin Fran Abrams from NC State are continuing. Dr. Abrams plans to visit Southern Village in early April to walk through SV with Susana to look at our Parks and to get a refreshed feel for SV.

- Townhouses - Steve

- Townhome Committees

- The Board reviewed and approved the note on the general description of the committees and how they will function. We will begin formal discussions with the Townhome committee volunteers the first week of April.

- Review and discuss HOA/Townhome Owner Maintenance Policies and Procedures Document

- This document was discussed and some interesting historical facts were noted. The HOA/Townhome Owner Maintenance Policies and Procedures document was generated by a Townhome residents (owners) committee and approved by the SBHOA Board in 2011. In theory it represents the townhome owners opinion on how maintenance should be managed for the townhomes. No decision was made on how much weight should be placed on this document. The Board only became aware of this document in the fall of 2017.

- Report on Townhouse Committee Applicants

- We currently have no names for Courtyard, 5 names for Highgrove, 3 names for Townhome I, no names for Townhome II and 2 names for Westend II. We will give it one more week and then start working with the people who have volunteered.

- Management Contract & Discussion - Jerry

- No discussion was held at this time.

Adjourn

- The meeting was adjourned at approximately 9:45pm.

Next Meeting

Next Meeting: Tuesday, May 15th @ 6:30pm at 101 Market Street 1st Floor Conference Room

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 will be documented at the next SVHOA BOD meeting.

Southern Village Townhome Committees

The Southern Village Home Owners (SVHOA) Board of Directors (Board) would like to re-establish Southern Village Townhome Committees for the Courtyard, Westend, Townhome I, Townhome II and Highgrove townhomes. The purpose of these committees will be to assist the Board in making capital decisions that directly impact townhome owners.

Currently there is no mechanism in place for the Board to obtain input from townhome owners on major capital expenditures (cost estimates, reserves and dues impact) or the timing of these expenditures.

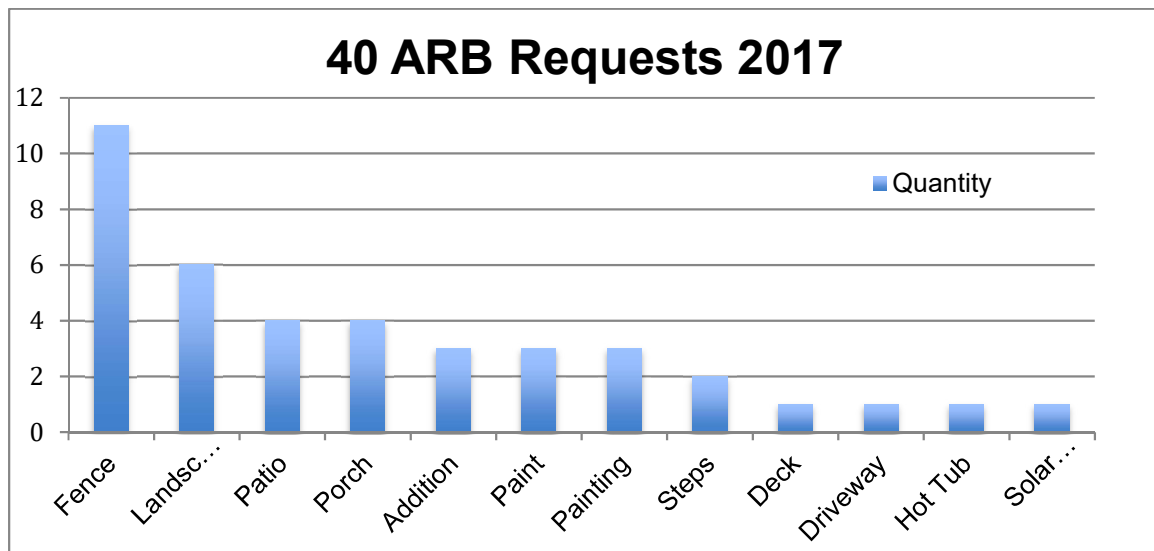
There are three significant areas of routine capital expenses that affect townhome complexes. These are, in order of expense, roof replacement, exterior painting and yard lawn and landscaping maintenance. The Courtyard townhomes do not jointly manage reserves for roof replacement and exterior painting, only yard lawn and landscaping maintenance.

It will be the responsibility of each townhome complex, the Courtyard, Westend, Townhome I, Townhome II and Highgrove townhomes to establish a committee of as many members as they deem necessary. One to two members from each of these committees will need to be identified to interact with the board as a common voice for their complexes. The Board and the property management company will share all the available data and review their recommendations. The function of the Townhome Committees will be to either support the recommendation or to recommend an alternative. Based on all input the Board will make the final decision.

The Board will assist each of the townhomes complexes in establishing their committees, but the operational responsibilities for the committees will rest with the committees and the townhomes owners.

2017 – ARB Request Categories

2017 - ARB Request Categories	
Type	Quantity
Fence	11
Landscaping	6
Patio	4
Porch	4
Addition	3
Paint	3
Painting	3
Steps	2
Deck	1
Driveway	1
Hot Tub	1
Solar Modules	1
Total	40



Documentation Request

- 1) Currently only the requests received in 2017 appear to be listed on the SVHOA website. I'd like the Board to consider all years be made available in the Documentation section, by year.
- 2) The current listing appears to only include "Approved" requests. I'd like the Board to consider all archiving both "Approved" and "Denied". It is more accurate documentation and it may better assist residents in their planning process.

2017 – ARB Requests

2017 ARB Requests			
Num.	Date	Type	Location
1	Feb-17	Fence	300 Highgrove Drive
2	Feb-17	Porch	101 Newell
3	Apr-17	Paint	122 Hillspring
4	Apr-17	Patio	102 Nolen
5	Apr-17	Fence	310 Glade
6	Apr-17	Patio	404 Highgrove
7	Apr-17	Landscaping	107 Meeting
8	Apr-17	Fence	100 Westgreen
9	May-17	Painting	100 Westgreen
10	May-17	Fence	605 Aberdeen
11	May-17	Painting	803 Edgewater
12	Jun-17	Steps	412 Cooperline
13	Jun-17	Painting	706 Highgrove
14	Jul-17	Landscaping	106 Graylyn
15	Jul-17	Fence	112 Meeting
16	Jul-17	Fence	314 Westside
17	Aug-17	Addition	702 Highgrove
18	Aug-17	Paint	509 Parkside Circle
19	Aug-17	Solar Panels	500 Highgrove
20	Aug-17	Fence	203 Graylyn
21	Aug-17	Porch	113 Glade
22	Aug-17	Porch	707 Highgrove
23	Sep-17	Landscaping	400 Highgrove
24	Sep-17	Patio	118 Nolen
25	Sep-17	Landscaping	118 Nolen
26	Sep-17	Fence	102 Newell
27	Sep-17	Landscaping	407 Parkview Crescent
28	Sep-17	Fence	407 Parkview Crescent
29	Sep-17	Patio	407 Parkview Crescent
30	Sep-17	Hot Tub	307 Edgewater
31	Oct-17	Addition	803 Edgewater Place
32	Oct-17	Deck	803 Edgewater Place
33	Oct-17	Driveway	206 Eastgreen Drive
34	Dec-17	Porch	116 Hillspring
35	Dec-17	Steps	116 Hillspring
36	Dec-17	Landscaping	116 Hillspring
37	Dec-17	Addition	519 Highgrove
38	Dec-17	Fence	210 Glade
39	Dec-17	Paint	603 Aberdeeen
40	Dec-17	Fence	200 Parkside

2018 – Approved YTD ARB Requests

2018 ARB YTD Requests			
Num.	Date	Type	Location
1	Mar-17	Porch	201 Graylyn
2	Mar-17	Windows	506 Highgrove
3	Mar-17	Addition	506 Highgrove
4	Mar-17	Fence	212 Glenhaven
5	Mar-17	Retaining Wall	204 Calderon
6	Mar-17	Retaining Wall	112 Meeting
7	Mar-17	Patio	209 Westside
8	Mar-17	Porch	216 Edgewater
9	Mar-17	Deck	208 Parkside
10	Mar-17	Solar Panels	519 Highgrove
11	Mar-17	Paint	915 Edgewater
12	Mar-17	Hot Tub	107 Overlake
13	Mar-17	Driveway	111 Arlen Park
14	Mar-17	Windows	110 Meeting