

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

101 Market Street  
Tuesday, April 19, 2016  
6:30pm to 9:00pm

Attendees

- SVHOA Board of Directors, President Arun Kilara, Vice President Susana Dancy, Treasurer Jerry VanSant, and Steve White Secretary
- Berkeley Property Management, Tony Smith
- Guest – Chapel Hill, Kumar Neppalli - Traffic Engineering Manager, Chris Blue - Chief of Police, Donnie Rhodes - Police Captain, and Jim Hugwerich – Ombudsman/Facilitator
- Guest – D. R. Bryan
- Guest - Brian Lowarncce (Bartlett Tree Experts)

A quorum was present, and President Arun Kilara opened the SVHOA BOD Meeting at approximately 6:30pm.

1) The meeting started with a discussion with the representatives from the Town of Chapel Hill on traffic calming measures in Southern Village, and other road related activities. Highlights -

- Projected timing for the completion of the Market Street parking spaces, restriping, and resurfacing is July. A request to study the addition of an ADA cross walk at 500 Market Street will added to the scope.
- Kumar reviewed various options for traffic calming from speed tables to radar speed signs to more aggressive enforcement. It was noted that the key objective is to reduce speeding, not installing devices or writing tickets. Funding from existing town bonds will pay for these activities.
- The town is assessing special road striping to highlight bicycle lanes.
- A proposal by the HOA Board to conduct a Southern Village wide survey on roadway, walkway, car, bicycle, and pedestrian issues was discussed. The town indicated support for the idea and offered to conduct the mailing. The timing would need to be before summer recess.

- The Police Chief and Captain both emphasized that 911 calls are the correct method to contact their department even for minor infractions. Someone speeding was sighted as an example.
- Chris Blue identified Robin Clark as the Police Dept. community service contact.

At the completion of this discussion the town representatives left and the board continued with the SVHOA meeting.

1) The meeting minutes from the February 17, 2016 Annual General Meeting of the Southern Village Homeowners Association were approved.

## 2) Reports

- Treasurer (Jerry VanSant)
  - The Treasurer's Report (See Attachment) was reviewed and approved.
  - The report was issued to the Board this morning, which enabled board members to review it prior to the meeting.
  - The Alleyways reserve study indicated the funding is still satisfactory based on the overall condition of the Alleyways.
- ARB
  - No report
- Townhomes
  - No report
- Condos
  - No report
- Alleyways
  - See above
- Communications (Susana Dancy)
  - Official SVHOA documentation must be sent via the USPS.
  - The current resident email list only has approximately 500 names. It would be nice to increase the list for non-official communications.
  - Southern Village traffic survey. (See above in the Town discussion)
- Nominating Committee (2 open seats at 2017 AGM)
  - More resident participation is required to support the SVHOA.

## Other Business

- Highgrove Park Trail Improvement
  - The Boy Scouts have requested permission to conduct an Eagle Scout project to improve the trail system between Highgrove Park and Culbreth Middle School. The trail from the Edgewater Greenway intersection to Culbreth Middle School uses a bridge crossing the stream that was installed by a previous Eagle Scout project. The Board approved this activity.
- Trash Cleanup Project in Wooded Areas
  - The Boy Scouts have requested permission to conduct a trash removal project in the wooded areas along the greenways and other related areas. This activity has been conducted in the past. The Board approved this activity.
- Finalize 2016 Reserve Studies
  - The studies have been completed and approved.

## Open Comments

- 1) Susan Duke previously located at 111 Hillspring Lane requested the Board to reimburse her cost of \$1,600 associated with the removal tree debris in the common area behind her property. Since tree debris in the common areas is not removed unless it poses a safety concern, the Board denied her request.
- 2) A discussion has been taking place between the Berkeley Property Management, SVHOA Board and ARB, and Mr. Wiggins (119 Graylyn Drive) concerning the construction of a Playhouse without submitting an Application For Architectural Approval and receiving ARB approval. After consulting with the SVHOA lawyer and Berkeley Property Management the board will request Mr. Wiggins submit an Application For Architectural Approval to the ARB by Wednesday April 27, 2016. If SVHOA ARB does not receive the application by this date, Berkeley Property Management will be directed to initiate legal actions.

It is the Board's position that failure to pursue legal action could negatively impact future enforcement of homeowner covenants. This outcome could negatively impact the community of Southern Village. The Board approved this action.

- 3) Brian Lowarnce of Bartlett Tree Experts gave the Board an overview of 3 year tree pruning and replacement activities. With the first year completed, everything appears to be on schedule. Proactive pruning and trimming has resulted in fewer storm related issues than in the past.
- 4) D.R. Bryan reviewed a proposal to install a fitness trail or parcourse consisting of outdoor exercise equipment located around the town soccer fields and play area complex. The town is willing to fund 50% of the estimated \$22,000. D.R. has indicated \$5,500 could be obtained from Market Street, leaving a balance of \$5,500. The Board indicated that if 25% of the stations were located on the Greenway in Southern Village then the Board could locate funding.

President Arun Kilara adjourned the meeting at approximately 9:00pm.

Next Meeting: Tuesday, July 19, 2016 @ 6:30pm at 101 Market Street

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**Treasurer's Report**  
**Based on financial statements through March 31, 2016**

(for April 19 SVHOA Board Meeting)

First quarter income for the SVHOA account is \$186,636 versus a budget to date of \$187,825.

Expenses are \$91,798 versus a budget of \$90,522. There are no significant line-item deviations with the exception of the Reserve Study (see below).

Overall net income through March is \$94,838 versus a budget of \$97,303. Factors in this small deficit are the income shortfall noted above and expenses over budget for tree care and the reserve study. As the year progresses we should track closely to our budget.

Current reserves for the SVHOA account are \$158,000. Since our budget assumes no full-year income or loss, the end-of-year reserve amount should be similar to last year's.

As these overall numbers indicate, financial operations are on track with no significant budget issues of concern.

Dues collection is good compared with recent years. As of mid-March, approximately 100 members were over 30 days past due and owed \$38,000. Arrears notices were sent to these persons. The current annual payment arrears (mid-April) is down to \$13,000 (about 40 members); history suggests these late dues will virtually all be received in the course of the year.

The Reserve Study (completed early this year) cost \$5350 which was not budgeted. Of this, \$800 was charged to the SVHOA account and covered inspection of the six village parks (including related stonework) and recommended reserve-funded improvements. The remainder of the cost was for analysis of needs from the alleyway and several townhome reserve accounts. If necessary, the reserve study cost will be covered from the tree maintenance fund.

Management staff, especially Finance Manager Tara Furze, do an excellent job of managing financial operations and keeping the treasurer well-informed. Each month I am sent for review and cross-check a summary of all expenses for the previous month, a balance sheet, a budget report showing income and expense items for each account, and a full set of bank statements. The balance sheet and budget report are posted monthly on the SVHOA web site for all to see.