



**Southern Village Homeowners Association
Manager's Report
Tuesday, January 10, 2017**

Financials

As always, monthly financials are posted on the community website. Also, Tara & Jerry meet each month to review the financials, normally on or after the 20th of each month. Annual dues statements for 2017 were sent to all owners in late December, with payment by mid-February. Finally, yearend financials for 2016 will be available during the 3rd week in January.

Work Orders

Since the last report 2 work orders were opened & 2 work orders were closed.

Landscaping

US Lawns is trimming, edging, and blowing leaves bi-monthly at the townhomes and courtyard homes. Also, they prune, a few spots (as needed) during these same visits. Note, this schedule will continue until the spring growing season, most likely in late March.

Ruppert Landscape is also on a bi-monthly schedule throughout the winter. When they are on-site they will edge, trim and blow leaves. They will return to weekly service in late March.

Street Trees

Bartlett Tree Services plans to start planting new (replacement trees) in SV this month. They will be focusing on the streets that have the deadest trees (which are stumps at this point). Representatives from Bartlett will attend the 1/10 Board meeting & the 2/21 AGM meeting.

Special Projects

Due to weather conditions, Rushton Paving Company did not repave the small alley behind 103 Hillspring in December. They plan to re-schedule just as soon as the weather improves. We will work closely with them on this project & manage all the communication with the neighbors.

Also, we have received three proposals to repair the wooden bridge & dirt path to/from Culbreth Middle School. The proposals range greatly in price, some as low as around \$10,000 and others as high as nearly \$20,000. Peggy will lead the discussion on such at the 1/10 Board meeting. In the meantime, no action will be taken on any of the trails, etc. in question.



Annual General Membership (AGM) Meeting

The Annual General Membership (AGM) meeting is set for Tuesday, February 21, 2017 @ 7pm at Christ Church (800 Market Street). There will be a short board meeting following the AGM meeting. Information on these meetings has been posted on the community website.

Also, the AGM meeting packet needs to be finalized by Friday, January 13th & mailed no later than January 20th (as the HOA governing documents require 30 days of notice for these types of meetings). The Board should be prepared to review & approve the AGM meeting packet on the evening of 1/10 or very shortly thereafter.

Resident Complaints

In the month of December & early in January Berkeley has received no formal complaints about SVHOA. What this means is no one reported a covenant violation, an ARB violation or any type of issue that would require the Board's awareness and/or attention. Of course, Berkeley gets questions about the HOA, many about dues, etc. and others about the ARB process. These are dealt with quickly by the office staff (Michelle or Tara). Anything that would rise to the level of a formal complaint would be routed immediately to Peggy and/or Patsy (assuming it is something in the field that would require an inspection). Berkeley makes no special attempts to look for violations, but if we see a violation on our daily inspections, then we send a letter asking the person to fix (which in most cases they do asap). Again (and to be clear), since the last Board meeting (on 11/1) there has not been anything that would fall into this category of resident complaints that require Board attention. If there was, we would have told Arun asap.

Website & Electronic Newsletters

Update continue with the community website. Also, we continue to use the electronic newsletter function of the website, with 700 e-mails receiving information from SVHOA. After some discussion with Jerry it was decided that the billing information will remain separate from the communication tools on the website. If for any reason a person wants access to the billing information, they need to discuss directly with Jerry (HOA Treasurer). Berkeley has been instructed to not give out this information to anyone other than Jerry for the time being.

Audit

As 2017 starts, so too will the formal audit of the 2016 SVHOA financials. Clearly the audit is an important project, but is one that Berkeley cannot directly manage, as it is a direct audit of the work that Berkeley does on behalf of the HOA. That said, we suggest that Jerry (HOA Treasurer) take the lead on hiring the auditors and designing a timing schedule that works for all parties.