



**Southern Village Homeowners Association
Manager's Report
Monday, May 14, 2018**

Financials

The April financials (the ones ending on April 30th) have been posted to the community website. As part of the normal monthly review, Jerry & Tara talk (usually via e-mail) as much as is required.

Next, a master budget & reserve file has been created by Berkeley. It has been shared with Jerry for next steps. The current plan is for Jerry to present the file to the Board at tonight's meeting & then formally kick-off the FY19 Budget in late summer (so most likely Aug/Sep). The goal is to close the budget by early December.

Last, the audit of the 2017 financials formally started last month. The full Berkeley teams continues to support the audit as required. As of this writing there are no outstanding audit requests.

Work Orders

Since the last report 3 work orders were opened & 4 work orders were closed. As always, if any HOA member wants to see the work orders they are available in the Berkeley office. Also, Berkeley is including some basic information on work orders as part of this report.

Landscaping, Street Trees & Ponds

Ruppert continues to service all common areas weekly. While it is not always necessary to mow weekly (based on weather and/or turf conditions) the crew will evaluate on site & decide as to how to proceed. Of course, they will let Berkeley know the plan once it is determined. Ruppert did minor repairs to the irrigation system at both the soccer field & Arlen Park entrance, both systems are up & running. Ruppert has provided two proposals for the Board to review regarding Calderon Park turf strip.

Townhomes & Courtyard Homes, Ruppert has been on site weekly & continue to mow, edge & clean up the properties as needed. Ruppert repaired minor irrigation at Highgrove Townhomes, but there is a larger repair that will require Board approval to proceed. Next, Courtyard Homes have been mulched as of last week. All the 141 Townhomes will be mulched completely by the end of the month.

Next, Bartlett Tree has been through the neighborhood to evaluate the new trees & to start to take inventory of pruning, new tree installations & future tree removals (performed by the city). They report that overall most trees have "leafed out" well, a few trees on Hillspring Lane will need to be replaced & that is happening this week. There will be no charge to the HOA to replace these trees (as they are under the 6-month warranty). Also, Bartlett is removing the bamboo stakes where they can be & will be adjusting or adding stakes if needed. Bartlett reports there are 7 Sycamore trees on Hillspring that are dead, 4 on Westside & 1 on Highgrove. Note, SVHOA may have to replace 20 trees in 2019.



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Next, Bartlett took care of the removal & disposal of two large trees that came down recently (from spring storms), one on Highgrove & a second on Graylyn, as well as a large limb that fell on Highgrove.

Last, DragonFly Pond services all four ponds monthly, reports are posted to the website. Berkeley called to report an aeration malfunction at Pond 4 (Scroggs) & they will send a service crew to fix. DragonFly has provided two pond beautification proposals for the Board to review. Thomas Moore will be at the May Board meeting to discuss in detail some other ideas.

ARB

All approvals & denials of ARB submissions are posted on the community website. Additionally, formal communication goes out from the ARB chair, as well as Berkeley, about all applications. Finally, for anyone looking for a complete history of ARB approvals please know the community website has information, by month, going back to early 2010.

Michelle continues to serve as the primary contact for Gregg (ARB chair) on a weekly basis. The next ARB meeting is scheduled for Tuesday, May 15, 2018.

Courtyard Homes, Condos & Townhomes

First Courtyard Homes, as previously mentioned mulch was laid last week to those residents requesting it. Additionally, Tony did some research on the 100 & 200 blocks of the Courtyard style homes. He has reported his findings already to Susanna D., Jerry & Diane. He will share his finding with the full Board at tonight's meeting. Note, the Board will have some decisions to make regarding future services.

Next, Condos, honestly there is nothing to report. Berkeley has had nothing come in from any condo owner since the last Board meeting. We do know, from serving as the property manager for 2 condo associations in SVHOA, that those 2 condo associations are very happy with SV & all its amenities.

Last, Townhomes, some planning work on roofs & painting has been done. The most pressing issue for the new Townhome Committee to consider will be the replacement of TH1 roofs. They need a full replacement within the next 12 months. Tony has some indicative pricing in hand, which proves out there is enough money in the reserves to cover. Next step, assuming the Board approves is for a formal RFP to go out so 3 quotes can be used to award the business. Tony already has an old RFP that the TH1 group wrote in 2014, so we can dust it off, update it & send it out in short order. The roofs for TH2, Westend & Highgrove all are in good shape & do not need repair anytime in the next 3-5 years. Also, as already mentioned in the landscape section, mulch for all Townhomes will be done by Ruppert by the end of May. Finally, the irrigation system at Highgrove did not fair well this winter & needs repairs.

Special Projects

Berkeley continues to work a handful of special projects.



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As previously mentioned last report, 3 new dog waste stations have been installed around Southern Village. Ruppert is collecting waste from them on a weekly basis (normally on Fridays (weather permitting)) at no charge to the HOA. Of note, over the last two weeks we have noticed the stations are filling up over the weekend (often with trash (not dog waste)). We all need to monitor this to ensure the weekly coverage is correct. If it is not, discussions will need to happen about twice weekly service.

Pond improvements is a new special project that will be discussed in more detail at the next Board meeting. Right now, Susana D. is leading that effort, with support from some residents. Additionally, Dragonfly staff will be attending the May Board meeting to speak directly with Board members on their thoughts on how best to proceed. One other note on ponds, as of today there is a no mow rule in effect for all vendors working around the Southern Village ponds. Specifically, this means Ruppert will not mow within 4-6 feet of any existing pond. Additionally, Dragonfly has been asked to not mow at all.

Next, CTI will complete minor roof repairs at both Highgrove & Westend Townhomes later this month.

Next, the Berkeley action item list started after last Board meeting has 6 open items & 44 closed items. Tony will bring the full list to today's Board meeting to discuss in detail. Also, he has already sent out soft copies to the full Board. Note, some action items are long term in nature (ex, creating & rolling out a new community website) & thus cannot be closed in a short period of time.

Next, the SVHOA financial audit of 2017 is underway. Berkeley is supporting this effort as required.

Last, the formal complaints made to Berkeley has 2 open items on it, with one closing this week & the other still open (which will require more action from Berkeley). Tony shared the list, via soft copy, with the Board earlier today. He will have hard copies at tonight's meeting.

Website

The current website continues to be maintained by Berkeley for a flat fee of \$180 per month. Additionally, Susana D. has kicked off a project to create a new and better website. Berkeley is 100% supportive of this effort and looks forward to helping more as it comes on line.

Insurance

Luke, Jerry & Tony are already discussing the SVHOA insurance renewal. The policy is up for renewal in July, so the plan is to start working together in June on a formal renewal plan. As was the case last year, Luke will shop around for the best rates & then make a recommendation to Jerry. At that point Jerry will guide us all on next steps. Note, early indications are that rates will be up less than 5% from 2017.



Work Orders Opened Since April 30th

<u>Address</u>	<u>Item</u>
Highgrove Townhomes	roof repairs
Westend Townhomes	roof repairs
Scroggs Pond	repair aerator