



**Southern Village Homeowners Association  
Manager's Report  
July 17, 2018**

**Financials**

Monthly financials have reviewed & approved by Jerry. Once that happens they are posted on the community website & shared via e-mail with the full Board of Directors. Jerry has already shared, via e-mail, his Treasurer's report for the latest financials (which are Jan-May).

FY19 Budget work will begin next month between Tara & Jerry, with updates going out after such.

**Work Orders**

Since the last report 4 work orders were opened & 3 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**

Common Areas: Ruppert continues to service the property weekly for mowing, edging and blowing. The crew has begun pruning where needed and will continue to do so until all common areas are complete. They are monitoring and maintaining the dog waste stations and trash bins at the parks. As always during the summer months, please remember it may not be necessary to mow weekly and the crew will make an assessment when on site.

Recycling Centers, Dog Waste Stations, Parks & Pathways: Ruppert continues weekly service of the 3 recycling centers and the 3 dog waste stations; also, they service weekly all parks to ensure everything is in order from a landscape perspective; finally, they maintain the Central Park pathway weekly.

Townhomes: Ruppert continues to visit weekly and mow, edge and blow when needed. Pruning has begun on all properties as well and will continue until they are all complete. Additionally, the irrigation system at Highgrove Townhomes is again repaired (second time this year).

Trees: Bartlett Tree has begun working throughout the community on raising the canopies of trees where they are needed. They have also treated a few trees for disease. The crew has also assisted with the clean-up of several down trees or limbs due to heavy rains and storms. Bartlett has been working closely with the Town of Chapel Hill in regard to recent trees coming down as sidewalk repairs are being completed throughout Southern Village. The city has also started marking trees for fall/winter removal. Bartlett provides a quarterly report of all actively, which we quickly post on the website.

Ponds- DragonFly visits monthly to perform maintenance and check all ponds. Berkeley continues to follow up on beautification project at Pond 2 and are waiting on a start date from Thomas at DragonFly.



### **ARB**

All approvals and 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 daily (or weekly) basis. The next ARB meeting is scheduled for Tuesday, July 17<sup>th</sup> (which just so happens to be the same night as the July SVHOA Board meeting).

### **Alleyways**

Nothing new to report this month.

### **Special Projects**

Pest & Termite Consultants will conduct the annual termite inspections at all SVHOA townhomes (all 141) in August. Information has already been posted on the community website. Additionally, a letter will be mailed later this month to all 141 units, so they can make plans for this important inspection.

Next, FLSA will be inspecting the HOA owned sprinkler systems at Westend Townhomes & Highgrove Townhomes. There are six riser rooms in total that will be inspected. This is the annual inspection that is required by the Chapel Hill Fire Marshall. A letter will be mailed to all affected owners (only in these two townhome groups) in the next few weeks.

Next, the audit of the 2017 financial records of the HOA is now complete. Official findings of the auditor will be shared with Jerry prior to the September Board meeting. Berkeley's role with the audit is done.

DragonFly will be starting on the approved pond beautification project in the next 2-3 weeks.

Ruppert has shared proposals to improve the Central Park pathway, as well as add a new pathway around a pond (the one just off of Brookgreen Drive). Ruppert will be attending the July Board meeting to discuss their proposals directly with the full Board.

### **Website**

Berkeley continues to update the website as needed. We charge \$180 per month for this service.

### **Insurance**

The HOA insurance policies have been renewed, for the next year, at the direction of Jerry.



### **Condos**

Nothing new to report this month.

### **Courtyard Homes**

Notice was provided to 200 block about HOA landscape services ending on 12/31/18. Also, weekly landscape services continue on all 14 units. Also, a formal schedule & scope of work has been shared with owners via Diane Yardley (note, it is also been posted on the community website).

Next, Bartlett has been working with Town of Chapel Hill on health of some street trees. Bartlett has been communicating directly with the affected owners on feedback from the city.

Finally, we have secured pricing for landscaping for FY19 & that info has been shared with Jerry.

### **Townhome 1**

New information on landscape schedule & scope of work was posted on community website. Also, information about August terminate inspections was posted on the community website. Also, very limited interaction between Berkeley & Nancy Morton on future roof replacement project has happened. Of note, at direction of the Board the formal RFP for new roofs will be issued this winter and the project itself will be done (finished) by June 2019.

### **Townhome 2**

New information on landscape schedule & scope of work posted on community website. Also, information about August terminate inspections was posted on community website.

### **Westend Townhomes**

New information on landscape schedule & scope of work was posted on the community website. Also, information about August terminate inspections was posted on community website. Next, a FAQ document concerning the sprinkler system (maintained by HOA) has been posted on the community website. Of note, Westend has already added unit (so inside) inspections on the sprinkler system to 2018 services; in fact, FLSA inspected 11 units back in March & the good news is no issues were found in any of those units. Inspections of the riser rooms (2 of them) will be done next month.

### **Highgrove Townhomes**

New information on landscape schedule & scope of work was posted on the community website. Also, information about August terminate inspections was posted on community website. Next, a FAQ document concerning the sprinkler system (maintained by HOA) has been posted on the community website. Inspections to the riser rooms (4 of them) will be done next month.



**Highgrove Townhomes (continued)**

Irrigation system was repaired (for the 2nd time this spring) on Friday, June 29th; Board approved this repair, which happened from work done by utilities in the right of way. Note, as of the end of day on 6/29 the system was 100% working as designed. Next, on 7/1, emergency work on a broken irrigation (sprinkler) head was authorized by Bob Murden & completed by weekend staff working for Ruppert.

Last, Bob Murden discussed with CertaPro management his thoughts on painting & repairs that are due in 2019 (note, Berkeley also had similar discussions, with suggested course of action being shared with Jerry for his budget files).



**Work Orders Opened Since June 30th**

<b><u>Address</u></b>	<b><u>Item</u></b>
All Parks (SVHOA)	Inspection (by Trusted Son) & some minor repairs
All Riser Rooms (SVHOA)	Inspection & minor clean up (so they remain organized)
119 Westside	wood rot repairs
202 Brookgreen	wood rot repairs