



**Southern Village Homeowners Association  
Manager's Report  
September 18, 2018**

**Financials**

Monthly financials were reviewed & approved by Jerry. Once that happens they are posted on the community website & shared via e-mail with the full Board of Directors. Additionally, Tara & Jerry have worked very hard on the 2019 budget, which already has been shared with the full Board.

**Work Orders**

Since the last report 1 work order was opened & 1 work order was 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 order as part of this report.

**Landscaping & Ponds**

Common Areas: Ruppert continues to service the property weekly for mowing, edging and blowing. The crew is preparing to start limited fall pruning where needed and will continue to do so until all common areas are complete. They are monitoring and maintaining, often 2x per week, the dog waste stations and trash bins at the parks. As a reminder, the existing Ruppert contact for landscape for common areas runs through 12/31/19.

Recycling Centers, Dog Waste Stations, Parks & Pathways: Ruppert continues weekly, sometimes 2x per week, 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. Fall pruning will begin on all properties as well and will continue until they are all complete. Additionally, the irrigation system at Highgrove Townhomes is functioning as design, with no current maintenance issues. As a reminder, the existing Ruppert contract for townhome landscaping runs through 12/31/18.

Trees: Bartlett Tree has finished working throughout the community on raising the canopies of trees where they needed. They have treated some trees for disease. Bartlett has been working closely with the Town of Chapel Hill regarding recent trees coming down as sidewalk repairs are being completed throughout Southern Village. The city has also started marking trees for late fall removal. As a reminder the Bartlett contract for serving street trees throughout Southern Village ends on 12/31/18.

Ponds: DragonFly visits monthly to perform maintenance and check all ponds. As always, the monthly services reports from DragonFly are on the website. Also, the beautification project at Pond 2 (the pond just off Brookgreen) is now complete. Finally, DragonFly treated Pond 1 for Duckweed/Watermeal.



### **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, September 18, 2018.

### **Alleyways**

Nothing new to report this month.

### **Special Projects**

Ruppert has shared final proposals to improve the Central Park pathway, as well as add a new pathway around a pond (the one just off Brookgreen Drive). Tony shared those proposals with Susana.

### **Website**

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

### **Condos**

Nothing new to report this month.

### **Courtyard Homes**

Tony secured pricing for landscaping for FY19 & that info has been shared with Jerry. Of note, the pricing is for basic blow, mow & go services for 10 homes. Mulch, pruning, leaf removal & fall aeration & over seeding is not included as part of the 2019 contract.

### **Townhome 1**

Per instructions from the Board, Berkeley will issue an RFP for new roofs this winter and the project itself will be done (finished) by May or June 2019. To date, Berkeley has received no negative comments about Townhome 1 landscaping with Ruppert, which is a huge difference from the prior landscaper.

### **Townhome 2**

To date, Berkeley has received no negative comments about Townhome 2 landscaping with Ruppert, which is a huge difference from the prior landscaper.



### **Westend Townhomes**

To date, Berkeley has received no negative comments about Westend Townhomes landscaping with Ruppert, which is a huge difference from the prior landscaper. In fact, we have received several compliments from residents during our on-site visits.

On a positive note, Tony was able to successfully lower the fire system monitoring fees for 2019. All details were shared with Jerry, as part of the budget process. Services changes will happen on 1/1/19.

### **Highgrove Townhomes**

Bob Murden has requested to change the grass in front (to a type of Bermuda grass) of his unit. That request was share with the official Highgrove Townhome Board representative. Additionally, we set this request to the ARB for discussion.

On a positive note, Tony was able to successfully lower the fire system monitoring fees for 2019. All details were shared with Jerry, as part of the budget process. Services changes will happen on 1/1/19.

Of note, Highgrove Townhomes continues to be by far the busiest account for Berkeley to service within SVHOA. The biggest issue is there does not appear to be a consistent approach to using the official Board representative to consolidate issues. Berkeley does our best to work with all the requests as they come into the office, which constant coaching/teaching to make sure a more formal process is followed.

### **Complaints**

As always, Berkeley share with the Board President once a month a listing of all SVHOA complaints, both opened and closed ones. Additionally, Tony shares this same list with the full Board prior to any Board meetings. At any time, any Board member can request a copy of the list from the Berkeley office.



**Work Orders Opened Since August 31st**

<b><u>Address</u></b>	<b><u>Item</u></b>
Basketball Court	Take tetherball to dump