



**Southern Village Homeowners Association  
Manager's Report  
February 19, 2019**

Financials

Monthly financials were reviewed & approved by Jerry. At present the Year End (2018) financials are finished & have been shared with the full Board. Also, these same financials have been shared with the HOA Tax Preparer so that work can start on the 2018 tax return.

Next, current aging reports have been thoroughly reviewed by management & Jerry, with the appropriate actions being taken to collect all monies due, including late fees. As a reminder, the current HOA collection policy is posted on the community website. 2019 annual assessments are due March 1<sup>st</sup>.

Finally, immediately following the election of a new SVHOA Board Treasurer, Management will take the necessary steps to change over all banking authority (signatures). Also, training will start so that there can be a seamless transition from Jerry to the new Treasurer.

Management wants to thank Jerry for his fantastic service as HOA Treasurer for the last 3 years.

Work Orders

Since the last report 3 work order were opened & 2 work orders were closed. As always, if any HOA member wants to see the work orders they are available in the management office. Also, we have included some basic information on work orders as part of this report.

Landscape, Trees & Ponds

Pathways, Parks & Common Areas: Ruppert continues to service the property as needed during the winter months. Ruppert has finished all work on the pathway improvements. A formal walk of the paths happened with Ruppert & management on Friday, February 8<sup>th</sup>. As a reminder, the current landscape contract with Ruppert expires on 12/31/19. At present, management is planning, with Board approval, to issue an RFP this summer for 2020 services.

Recycling Centers, Dog Waste Stations: Ruppert continues weekly service of the 3 recycling centers and the 3 dog waste stations. Obviously, the dog waste stations are well used by members/residents.

Courtyard Homes & Townhomes: Ruppert continues to service the property as needed (no more than two visits monthly) during the winter months. As a reminder, the services for the Courtyard Homes changed on 1/1/19, with only the 100-block getting basic landscape during the growing season only.



Trees: Bartlett has started very limited inspections of the street trees in both January/February to ensure they remain safe. They plan to work only in February on safety issues throughout the HOA.

Ponds: Dragonfly Pond Management visits monthly to perform maintenance and check all ponds. As always, the monthly services reports from DragonFly are on the website. As a reminder, the 2019 annual inspection is due in August/September with the Town of Chapel Hill.

### 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.

Michelle continues to serve as the primary contact for Gregg (ARB chair) on a weekly basis.

Of note, Steve helped direct a special project to collect & organize all ARB action (approvals & denials) going back to January 2010. This information is now organized in a master file & has been shared with Steve, as well as Gregg. This new format will be used going forward. Management would like to thank Steve for his leadership in directing this important project, as well as his 3 years of HOA Board service.

### Alleyways

Nothing new to report this month. Note, management shared with the full Board a long-range financial plan for alleys. As has been the case for the several years, a trusted vendor, Asphalt Enterprises, will inspect all HOA maintained alleyways in May 2019 & issue a formal report of what must be fixed, what should be fixed & what needs to be on the watch list for future inspections.

### Website

Management continues to update the website as needed. There is no charge for these services.

### Condos

Nothing new to report this month. As previously stated, 2019 assessments were mailed out in January.

### Courtyard Homes

Pricing & service levels for 2019 landscape services has been approved by the Board. Of note, the pricing is for basic blow, mow & go services for 10 homes (the 100 block). Mulch, pruning, leaf removal & fall aeration & over seeding is not included as part of the 2019 contract. Clearly, January - March are very slow for landscaping, but management will keep a close eye on this new service agreement.



### Townhome I

Per instructions from the Board, management will issue an RFP for new roofs this winter and the project itself will be done (finished) by late May or June 2019. Additionally, trim painting & repairs will be done in 2019, per direction from the Board. Management will issue an RFP for such in the spring, with the current plan to have all painting done by early Fall.

### Townhome II

As is the case with TH1 (really all 141 townhomes), trim painting & repairs will be done in 2019, per direction from the Board. Management will issue an RFP for such in the spring, with the current plan to have all painting done by early Fall.

### Westend Townhomes

As is the case with TH1 & TH2 (really all 141 townhomes), exterior painting & repairs will be done in 2019, per direction from the Board. Management will issue an RFP for such in the spring, with the current plan to have all painting done by early Fall. Please note, 2-3 residents of Westend THs are requesting the siding color change during this cycle, clearly that will need to be discussed more.

### Highgrove Townhomes

As is the case with TH1, TH2 & WE (really all 141 townhomes), exterior painting & repairs will be done in 2019, per direction from the Board. Management will issue an RFP for such in the spring, with the current plan to have all painting done by early Fall.

### Complaints

As per Board direction, complaints are shared monthly (end of each month) with the Board President. Additionally, a full list of all complaints is shared with the full Board prior to each Board meeting.

### Annual Meeting & Board Meeting

The 2019 annual meeting is tonight, February 19<sup>th</sup> @ 7pm at 800 Market Street. Immediately following the annual meeting, the Board will meet to elect officers for 2019/20 & set meeting dates/times.

### Other

Management will offer new Board member training on Saturday, February 23<sup>rd</sup>. This training will start at the Berkeley office (101 Market Street) & then will conclude with a walking tour of SVHOA land.



**Work Orders Opened**  
**Since Last Report**

| <u>Address</u> | <u>Item</u>         |
|----------------|---------------------|
| 107 Westside   | minor siding repair |
| 103 Nolen      | small roof leak     |
| 403 Copperline | clean gutters       |