

SOUTHERN VILLAGE HOMEOWNERS ASSOCIATION, INC.
Minutes of Board meeting Held July 18, 2007
In the Library, Christ United Methodist Church

Present: Board Members Tony Smith (chair), Bob Callanan, Jeremy Purbrick, Bill Riggs, Dick Lowe
HRW Debbie Edson

With a quorum established, the meeting was called to order at 7:15 PM.

There were three speakers from the membership for open commentary. Joe Cole spoke regarding changes he felt should be made in the HOA's Good Neighbor Guide regarding language in the brochure introductory paragraph, language in discouragement of long term parking of boats, trailers, campers, motor homes, etc. and of commercial signage on residential properties. The Board expressed appreciation for Joe's input and advised it would consider his thoughts under new business. Melinda Abrams, Youth-in-Action Council liaison to adults and youth (high school students), introduced Katie Knapp, first (along with Bonnie Wilson) co-president, who summarized the purpose and activities of the youth organization and expressed the desire for SVHOA support and offered Youth-in-Action support to the HOA. Katie explained the current members will be inviting other kids to join and explained their motto (appearing on a T-shirt), **R(squared) = Respect x Responsibility**. The Board expressed it would fully support this new youth organization in all ways appropriate.

The minutes of the May 23, 2007 Board meeting were approved.

- 1. Treasurer's Report:** Bob Callanan reported the May, 2007 financials were in order and ready for posting on the web and that the June, 2007 financials required minor corrections and would be posted to the web at a later date.
- 2. ARB Report:** Bill Riggs reported there had been two meetings of the committee since last board meeting, eight submissions for approval had been made and all approved.
- 3. Townhomes Report:** Dick Lowe reported on an SVTC committee meeting held July 10, 2007. SVTC recommended to the Board approval of a proposal by Atlantis Painting, Inc. for painting/wood trim repair on 22 townhomes in the Townhomes II group (200-210 Brookgreen, 200-212 Greenview, 401-415 Copperline) at an estimated cost of \$18,407, approval of shredded hardwood mulching for 22 homes in Westend group (\$2,664) and 55 homes in Townhomes II group (\$4,033) by EcoScapes Landscaping, approval of a settlement of disputed invoices by HRW Home Repair writing off an amount equal to \$2,840 of said invoices. SVTC presented and recommended to the Board approval of re-clarified HOA and townhome owner exterior maintenance policy (procedures) consisting of four parts, memo to owners dated August 1, 2007, list of separate HOA and owner responsibilities, spreadsheet history of HOA group maintenance and list of approved contractors for townhome maintenance. The Board reaffirmed that these policies (procedures) have been in effect for three years since July of 2004 and that the update

should assist and benefit owners, HOA volunteers, management staff and owner representatives such as realtors. SVTC further recommended publication of the reaffirmed policy (procedures) by posting to the web, by a mailer to all owners on August 1, 2007 and subsequently to all new owner accounts, and by reference to the web location in upcoming newsletters. On separate motions made by Dick Lowe all the above were unanimously approved by the Board with instruction to HRW that it would need to take responsibility for management of the paint/wood trim maintenance project by Atlantis Painting, Inc. in the Townhomes II group.

4. Manager's Report: The report is attached; there followed general discussion of all items in the report and on motion of Tony Smith the website proposal at a cost of no more than \$1,000 for 2007 was approved by the Board.

5. Trees, Ponds & Parks Report: Jeremy Purbrick reported and clarified the manager's report on mowing around the ponds as it should have been for a budget of \$800 per year, which includes four mowings by Triangle Pond Management at a cost of \$200 each rather than a cost of \$800 per month. The Board instructed members Tony Smith and Jeremy Purbrick to use their discretion in approving the templates and estimates of costs for needed park signage. During the report there was general discussion of the probable need in next year's budget of an estimated \$10,000 for new swings in Edgewater Park and some type of climbing device in center of park for older kids. The Board is taking this under advisement. There was general discussion of the need for landscapers to be informed by management to be vigilant in picking up trash and attention to insect problems, etc. Jeremy also reported in regard to tree care by the town, Chapel Hill only considers safety issues when it comes to trimming trees in the streetscape for example when branches block the view of signage; as such it is not a replacement for the HOA program promoting balanced growth and treating diseased and unhealthy trees.

6. Alleys: Led by Bill Callanan, there was general discussion as to alley needs in respect to the input of some owners wanting speed bumps and others wanting complete paving. The consensus of board members was to take under advisement with the understanding that future alley projects may require a special assessment of alley owners.

7. Other business: The Board agreed to thank Joe Cole for his concern and input into language in the Good Neighbor Guide and to consider some minor changes on next printing. The Board expressed thanks to Lisa Soeters for her leadership in creating the Good Neighbor Guide. There was discussion led by Tony Smith of a SV Master Association request that we pay our management company to attend four of their meetings. The Board informally agreed that we might be willing to fund three such meetings. General discussion followed with agreement to take under advisement a Southern Village community discussion meeting at some future date.

A long and detailed discussion of a Request For Proposal (RFP) from management company candidates interested in entering into a three year business management contract for SVHOA (to begin January 1, 2008) included the timeline for the RFP

process, the desire of the Board for sealed bids with fairness to all who wished to bid, to open the bidding to all interested candidates by posting on the website and to provide the entire scope of the service wanted of a management company. The consensus of the Board was to ask Jeremy Purbrick to take the lead on preparing the RFP and circulating it among board members for input and approval with a goal of posting it on the website and mailing out to interested candidates by August 1, 2007.

There being no further business before the Board, the meeting was adjourned at 10:45 PM.

Submitted for corrections and approval,

Dick Lowe, Secretary

TO: SOUTHERN VILLAGE TOWNHOME OWNERS
FROM: SVHOA BOARD OF DIRECTORS; Tony Smith, Pres./Dick Lowe, Sec.
DATE: AUGUST 1, 2007
RE: HOME OWNER ASSOCIATION / OWNER MAINTENANCE

POLICIES AND PROCEDURES

This and the attached schedules are to clarify for owners, townhome committee (SVTC)/ Board members and management the separate responsibilities and procedures required for exterior maintenance of townhomes. **It will guide management decisions on maintenance and is designed to be uniformly fair and equitable to all owners.**

When an individual owner or authorized HOA representative perceives the need for exterior maintenance the attached list or schedule should first be checked to see if the responsibility for maintenance is that of the owner or the HOA. Other sources to refer to or consult are the recorded Covenants/Supplemental Covenants, Frequently Asked Questions and community management contacts at www.southernvillage.org.

If the need is an authorized responsibility of the HOA a request should be made to the community management company by telephone, fax or email. (Harrington Bank provides free computer use.) If the need is NOT listed in the attached HOA schedule or IS a part of the itemized maintenance scheduled by the HOA at intervals shown, a request should NOT be made. Piecemeal, exterior maintenance is by owner only.

If the work or maintenance requested is an owner responsibility or is a part of HOA maintenance periodically scheduled, the person requesting it will be clearly and appropriately so advised by management. Denials of maintenance requests may be appealed to the townhome committee (SVTC) and/or the Board prior to or at their next regularly scheduled meetings.

When a maintenance request, which is the responsibility of SVHOA, is approved, management or SVTC or a designated Board representative will ask one or more of the service providers/handyman in the approved list attached to inspect, give an opinion and quote and then perform the work. Competitive quotes should always be encouraged and used when appropriate. Maintenance amounts exceeding \$500 must be approved by a Board representative and/or SVTC member prior to performance and payment.

The **ATTACHED LIST** of service providers is recommended for owners use as well; these referrals have been researched and compiled through actual and satisfactory experience of townhome owners, board members and SVTC members.

This policy/maintenance responsibility/procedure has been fairly interpreted from Covenant provisions and developed from practical experience. Money spent on townhome maintenance is owner money whether or not it is first collected by the HOA. NOTE, home inspections issues are not relevant to this policy and should be settled by sellers/purchasers prior to closings. **Volunteers are encouraged to get involved and continue to improve the townhome maintenance process.**

**SOUTHERN VILLAGE HOME OWNERS ASSOCIATION
AND
TOWNHOME OWNERS
SCHEDULE OF MAINTENANCE RESPONSIBILITIES**

SVHOA RESPONSIBILITY:

- Maintain all unfenced lawn, landscape and streetscape areas as needed
- Repair, paint, refurbish, replace exterior wood trim every five years.
- Refurbish, maintain or replace all exterior caulking every five years
- Paint exterior doors, shutters, wood and iron railings every five years
- Paint/repair outside fence surfaces parallel to alleys every five to ten years
- Paint and repair hardiboard siding estimated as needed every ten years
- Provide tuck pointing of exterior brick walls and miscellaneous brick maintenance estimated as needed every ten years
- Replace exterior shutters every fifteen to twenty years. Repaint every five
- Replace gutters and downspout systems every twenty to twenty-five years- clean and maintain as needed
- Repair exterior roofs (including leaks around chimneys and vents) as needed
- Replace exterior asphalt shingles on roofs every twenty to twenty-five years
- Provide annual termite inspection and protection

SVHOA responsibility is limited to exterior maintenance, repairs, and replacements resulting from normal aging and exposure. Items not specifically listed above are excluded. Damages or needs resulting from all other sources are the individual owner's responsibility.

OWNER RESPONSIBILITY:

- Maintain, repair, repaint, refurbish, replace, or touch up all exterior wood surfaces and caulking as desired or needed in the interim of the SVHOA maintenance scheduled every five years
- Maintain, repair, refurbish, paint or replace all masonry or wood porches, steps, stairs, stoops, inside fence surfaces and privacy fences as desired or needed
- Repair or replace all door jams, frames, thresh holds as desired or needed
- Repair or replace all window components including all glass, frames, casements, trims, hardware, caulking and sealants as desired or needed
- Repair, clean or replace all patios, walkways and driveways as desired or needed.
- Maintain or replace all attic/roof fans, ventilation devices including foundation vents and skylights as needed
- Repair or replace all mailboxes, garage doors, exterior light fixtures and other hardware as desired or needed.
- Maintain all private gardens, landscape additions, owner plantings, flowers, additional fences, trellises, masonry walls and any other owner installed decorative pieces
- Repair or replace all exterior area items damaged from sources such as owner negligence, willful destruction or hazardous loses

List of Contractors and "Handy Men" recommended by Southern Village Town Home residents

Name	Company	Focus	Contact Info	Notes
David Carroll	A Trusted Son	All types of projects -- repair work, roof leaks, deck building & repairs.	Cell Phone: 919 360-1742 Email dcarroll123@nc.rr.com Office phone: 919 967-2008	David lives in Southern Village . Highly recommended by several residents.
Gregg Melville	Gregg Melville Homes	Gregg does all types of projects among them general repairs, electrical, plumbing, sheetrock repair and roofing.	Office phone & fax : 919 929-4658 Cell phone: 919 619-0889	Also a resident of Southern Village. Highly recommended by several residents.
Evie Watts	Handy Mom	Evie does all types of handy work	Phone: 919 967-9621	Evie prefers to combine jobs so that she's at your home for several hours
Bud Matthews	Bud Matthews Home Improvements	All types of projects	Phone: 919 957-7065	Highly recommended by several residents.
Joe Monitor	GJM Construction	All types of projects	Phone: 919 697-2812 Cell: 919 968-3448	Bruce Bennett says he's a "great craftsman."
Bill	BGM	Repairs wood trim and repaints.	Phone: 336 213-4214	Has done a lot of work for home owners here.
Ann	Ambassador Cleaning Services	Ceramic tile and grout cleaning and repair	Phone: 919 796-5601	Ceramic tile and grout cleaning and repair
Pete Cullis	Port Cullis Tradesman	Does HVAC, electrical, plumbing, appliance repair and other types of work	Phone: 919 255-0880	Pete was with the company that installed the Highgrove HVAC equipment. He started his own company and does a lot of work in Southern Village..

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Name	Company	Focus	Contact Info	Notes
Dennis Sparrow	Sparrow Heating and Air Conditioning	HVAC	919 933-4665	Bruce Bennett said he's a "real pro."
	Solar Solutions Inc	Solar attic fans	Phone: 919 941-0061 5400 S Miami Blvd, Ste 144 Durham, NC 27703	Solar fan with lifetime warranty. Cost is approximately \$600
Andy Holloway		Electric attic fans	Phone: 919 730-8029	Cost is approximately \$300
Paul Rosenberg	Love Your Computer	Computer repairs	Phone: 919 968-7787 lyc@digital4all.com	Makes "house calls" for an hourly rate.
Jimmy Lloyd	Ecoscapes	Landscape	Phone: 919 625-0182 Email: ecoscapes@bellsouth.net	Just completed the landscape enhancement project for Highgrove. Has contract for SVTOA
Rick King	New Leaf Landscaping	Landscape	Phone: 919 490-4454 www.newleaflandscaping.net	Better suited for small, personal projects

- Suggest you ask contractor for a Southern Village home owner to provide a reference.
- Ask if the contractor is bonded and insured



c/o HRW
3815 Barrett Drive, Raleigh, NC 27609
(919) 783-9530 | (919) 783-9534 Fax
www.southernvillage.org

Board meeting: July 18, 2007

TO: Board of Directors
FROM: Debbie Edson
DATE: July 13, 2007
RE: Manager's Report

Enclosures

May and June 2007 Financials

Speakers

6:45 - 7:00	Hearing	409 Parkside Circle
7:00 - 7:05	Katie Knapp	209 Glade Street – youth-in-action council
7:05 - 7:10	Michael Czeiszperger	112 Tharrington Drive
7:10 - 7:15	Joe Cole	139 Graylyn Drive – good neighbor guide

Soccer Field

During a site inspection on 6/20/07 with Ecoscapes, it was a rainy day and the drainage was working properly. During an inspection on 7/11/07 it was noted that the heavy rain caused the path to be damaged. Ecoscapes will be on the property on 7/13/07 to inspect to determine what caused the damage and go back to video tape the water flow during a heavy storm. If the drains are not working properly, they will repair at no charge.

TH2 painting (200-210 Brookgreen, 401-415 Copperline Dr, 200-212 Greenview Dr)

Onofrio bid \$31,595.00

Atlantis Painting bid - \$16,464.00; they recommended that all the siding be caulked - \$416.00 per building. – They have put us on the schedule for the week of July 30th, if Board approves. They would put notices on the doors 3-4 days prior.

West End Town homes

Mulch will be applied on 7/13/07 per Ecoscapes

Alley

Asphalt Enterprises – Option 1 – Fill Pot hole - \$1,400 – completed on July 6, 2007. During an inspection on 7/11/07 it looked great.

Highgrove Park

Ecoscapes treated the insects on 7/4/07 they were in the trunk of the tree in the park.

Market Park

Ecoscapes installed mulch around trees for \$200.

During the inspection on 7/11/07, it was noted that the playground equipment was not painted properly. The roof area still has green paint showing through and the green rails have white paint on them.

Website

Low Fat Design will improve (redevelop) existing website for better navigation, layout and information presentation. The new website will be built on top of a content management system that will enable you to post new items to the website directly. We will spend no more than \$1,000 in 2007 on this. All Website Development prices specified in the contract will be honored for six (6) months after both parties sign this contract.

Ponds

Triangle Pond Management will mow around the pond areas for \$800 a month.

Ecoscapes will have estimate to our office by the meeting.

Park signs

Manager will have templates and estimates by the meeting.

To: SVHOA Board
Copy: Debbie Edson
From: Jeremy Purbrick
Date: July 12, 2007
Re: **Trees, Ponds and Parks Status Report**

In addition to the items in HRW's report other notable Common Area maintenance and planning events since the May board meeting include:

Trees The first phase of the three-year street tree maintenance program will be completed this month, slightly under budget.

Ponds The new pond maintenance service seems to be operating well generally, but there has been a recent complaint about the amount of trash at the Parkview end of the Brookgreen pond. The contractor is going to investigate and report back.

Parks The play set upgrades and renovations at Edgewater, Highgrove and Market parks were carried out as planned. There is a proposal to replace the Edgewater swings and add a climbing frame in 2008. I will be asking the board to consider budgeting \$10,000 for this purpose. We are looking for more member suggestions for park improvements next year.