



Memo

June 24, 2019

To: SVHOA Townhome I Owners  
Fr: Berkeley Property Management  
Re: New Roofing Project

Dear TH1 Owner,

The SVHOA Board of Directors have approved Chief Roofing to replace all roofs of SVHOA Townhome I starting the week of July 8<sup>th</sup>. This vendor will be communicating with you directly, but we wanted to start the communication process with this memo. Please see below for important information.

GENERAL INFORMATION:

Chief Roofing of Hillsborough will begin re-roofing our units on July 8, 2019. Work will begin at 104 Westgreen and continue down the road.

The crews will work Monday-Friday, weather permitting, with **NO WEEKEND** work.

Notices will be placed on doors at least three (3) days prior to working on your building to allow residents time to make preparations.

Some cars may have to be moved. Residents will be notified in advance if this is the case for their unit/building.

This will be a loud project with vibration to the ceilings and walls. Residents may purchase plastic sheeting to cover items in their attics. Also, residents may want to take down valued items from the walls, mantels, bookcases, etc., to avoid damage. **SVHOA will not be responsible for any damage to items inside your unit.**

Units with animals-- **if your animal is sensitive to noise**, make arrangements to have a friend keep your animal during the day your roof is done or consider boarding your animal that day.

The roofers need to place ladders around the perimeter of each building. Please remove any items from the patio, deck, front, or side of the unit that may interfere with the work.

The roofers may occasionally need to use outside electrical outlets.

Each day, the roofing crew will place tarps around the exterior of the unit to protect plants and shrubs. The tarps will be removed when the roof work on a unit is completed.

710 Market Street, Suite #21, Chapel Hill, NC 27516



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SATELLITE DISHES/HOME ALARMS:

Units with satellite dishes—the roofing company will remove the satellite dish and reinstall it after roofing. However, **residents may need to contact their provider to adjust the signal after re-installation.**

Units with alarm systems **need to turn the system off while their unit is being roofed.** False alarms called in are the resident's responsibility.

**Remember: SVHOA will not be responsible for any damage to items inside your unit, items in your attic, to any exterior items, or any trauma to pets.**

If you have questions about how to prepare your unit for roofing, please contact Berkeley Property Management at (919) 448-5150 or by sending an e-mail to [manager@southernvillage.org](mailto:manager@southernvillage.org). Additionally if you want to contact the Board of Directors for SVHOA that can be done by sending an e-mail to the Townhomes Committee Chair, Rana Singh, at [bod@southernvillage.org](mailto:bod@southernvillage.org). Finally, if you have an emergency during this project, you can call the office line and a live person will pick up 7 days per week, 24 hours per day. They will take your information and contact the appropriate management staff.

Thank you for your cooperation.

Michelle Johnson  
Office Manager  
Berkeley Property Management  
(919) 448-5150 (call or text)  
[officemanager@berkeleychapelhill.com](mailto:officemanager@berkeleychapelhill.com)

Cc: Tony Smith, SVHOA Community Manager  
Makenzie Barnes, Chief Roofing Operations Manager