

Southern Village Homeowners Association

January 19, 2019

Dear Fellow Residents of Southern Village,

Enclosed are informational materials that will be presented at the Annual General Meeting (AGM) of Southern Village Homeowners Association (SVHOA) set for Tuesday, February 19, 2019 @ 7pm at 800 Market Street, which is Christ Church. A ballot for the election of 2 members to Board of Directors is also in this packet.

The Board and its committees are comprised of volunteers. I realize many of you are involved in other civic and educational activities as volunteers. Please consider volunteering for your Homeowners Association as well. It is this volunteerism that will help our community to remain vibrant and thriving.

Enclosed with the package is the main SVHOA budget for 2019 with comparative financials to 2018. The largest non-administrative expenditure items in the budget are street tree care, landscaping and pond/park maintenance. The Board carefully weighs the balance between the cost of common area maintenance and maintaining the level of appearance our residents expect.

Some HOA highlights of 2018 include: (1) adding 3 new dog waste stations, with weekly service, throughout our community, (2) improving, including widening, the existing pathway at Central Park, (3) improving, including widening, the existing pathway off of Brookgreen Drive and connecting it to Parkview Crescent, (4) successful formal financial audit of all of SVHOA, (5) pro-active maintenance repairs to the HOA owned alleyways, (6) continuing our financial contributions to the North Carolina Symphony and other Market Street Association events and (7) creating long range financial models for SVHOA and all townhome groups.

On behalf of the full Board I urge you all to participate in voting and attending the Annual meeting. If you cannot make it in person, please do send in your proxy.

Sincerely,

Susana Dancy
President, SVHOA Board of Directors

Southern Village Homeowners Association

January 19, 2019

To: SVHOA Members

Fr: SVHOA Board of Directors

Re: SVHOA

2019 Annual General Meeting

Tuesday, February 19, 2019

800 Market Street (Christ Church Ascension Hall)

7pm to 8pm

Dear Members,

The 2019 Annual General Meeting of Southern Village Homeowners Association (SVHOA) will be held at 800 Market Street, otherwise known as Christ Church Ascension Hall @ 7:00pm on Tuesday, February 19, 2019. Registration of owners will begin at 6:45pm. The meeting will start promptly @ 7:00pm.

The most important purpose of the meeting is to elect two directors to the Association's Board of Directors. **Candidate information, when provided to the HOA, will be posted on the community website.** Also, a proposed meeting agenda is included in this mailing package.

Enclosed is a proxy for your convenience if you will be unable to attend the meeting. The governing documents for SVHOA call for 1/10th of the membership to be present in person or by proxy to have a quorum. It is essential to have a quorum, so please return your signed proxy if you will not be able to attend.

Questions? Please contact Berkeley Property Management at (919) 448-5150 (call or text) or send an e-mail to manager@southernvillage.org. Also, please visit www.southernvillage.org for more SVHOA news.

Thank you,

SVHOA Board of Directors

**Southern Village Homeowners Association
Annual General Meeting
Tuesday, February 19, 2019
7pm to 8pm
800 Market Street (Christ Church Ascension Hall)**

Proposed Agenda

Establish Quorum

Open Comments

Call to Order & Approve Agenda

Approve Minutes of 2018 Annual Meeting

Elect **two** Board Members

- Further Nominations
- Candidate Questions
- Vote

Reports

- Treasurer
- President

Other Business

Adjourn

Note, immediately following the AGM the SVHOA Board of Directors will meet to elect officers & to select meeting dates for the next 12 months

Southern Village Homeowners Association

2019 Annual General Meeting Proxy & Ballot Proxy

I/We, the undersigned member(s) of Southern Village Homeowners Association Inc., residing at _____ do hereby give my/our proxy for the Tuesday, February 19, 2019, Annual Meeting of the Association, and any adjourned session(s) thereof, to _____ or, if unspecified to the President of the Board of Directors of the Association. The Proxy is hereby authorized to vote on any matter that may be brought before the membership.

Member/Owner Name: _____

Signature: _____

Date: _____

Please submit this proxy if you will be unable to attend the meeting. If you submit your proxy and then are able to attend the meeting, your proxy will be returned to you at the meeting at your request.

Send form to: Southern Village Homeowners Association, c/o Berkeley Property Management, 710 Market Street #21, Chapel Hill, NC 27516; Fax (919) 933-4097.

Optional Direction to Proxy: At the meeting, there will be an election of two new directors. You may direct your proxy to vote for a specific candidate(s) by filling in a write-in candidate(s). Should the slate of candidates change at the Annual General Meeting, please indicate whether you wish your proxy to abstain or to vote in his/her discretion on your behalf.

Choose by writing in no more than **two** names:

If the candidate indicated above should withdraw his/her name from consideration, I direct that my proxy shall

(CHOOSE ONE)

___ Abstain from voting for any other candidate(s)

___ Vote for another candidate(s) in the sole discretion of my proxy

SVHOA	2018 Actuals	2019 Budget
Operating Income		
Homes (Detached, Townhomes & Courtyard)	\$ 212,977	\$ 212,480
Class III	\$ 640	\$ 640
Sub Associations (Condos)	\$ 20,930	\$ 23,000
Southern Village Apartments	\$ 4,650	\$ 5,348
Market Street Association (Dues)	\$ -	\$ 1,000
Late Fees	\$ 3,340	\$ 3,500
Other Income (ex, NSF, Interest, etc.)	\$ 3,028	\$ 3,500
Total Operating Income	\$ 245,565	\$ 249,468

Operating Expenses		
Maintenance Expenses:		
Landscape	\$ 49,894	\$ 49,400
Mulch All Areas	\$ 8,980	\$ 9,000
Park Maintenance and Repairs	\$ 11,372	\$ 19,100
Pond Care (Annual Contract)	\$ 4,930	\$ 5,150
Pond Maintenance and Enhancements	\$ 39,933	\$ 5,000
Trees (Street Care)	\$ 26,032	\$ 28,350
Electric	\$ 2,790	\$ 3,250
NC Symphony (Donation)	\$ 5,000	\$ 5,000
Market Street Events (Donation)	\$ 10,000	\$ 7,500
Police Substation	\$ 5,000	\$ -
Storm Water Charge	\$ 1,254	\$ 1,365
Trash/Recycling (Weekly Service)	\$ 10,905	\$ 9,000
Trees (Grinding/Replace)	\$ 13,200	\$ 13,600
Park/Common Area Improvements	\$ -	\$ 33,300
Water (Irrigation) Common Area	\$ 3,813	\$ 6,180
Other (Misc.)	\$ 3,485	\$ 3,000
Total Operating Expenses	\$ 196,589	\$ 198,195

Administrative Expenses		
Admin Misc. & Bank Fees	\$ 147	\$ 500
Audit/Financial Review	\$ 2,300	\$ 2,500
Insurance	\$ 8,354	\$ 8,800
Legal	\$ 1,058	\$ 1,800
Management	\$ 40,100	\$ 34,850
Printing & Postage	\$ 3,565	\$ 4,000
Tax Return Preparation	\$ 650	\$ 250
Website	\$ 2,115	\$ 2,000
Total Administrative Expenses	\$ 58,290	\$ 54,700

Total Operating & Admin Expenses	\$ 254,878	\$ 252,895
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Net Income (Loss)	\$ (9,313)	\$ (3,428)
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**Southern Village Homeowners Association
Annual General Meeting (SVHOA AGM) Minutes**

Christ Church, Ascension Hall
Tuesday, February 20, 2018
7:00pm to 7:55pm

Attendees

- SVHOA Board of Directors

Susana Dancy	President
John Christian	Vice President
Jerry VanSant	Treasurer
Steve White	Secretary

- Berkeley Property Management

Peggy Akers	Director of Operations
Patsy Smith	President & Field Manager

The meeting started (unofficially) at 7:00 while votes for the one open board position were being tallied.

Peggy Akers from Berkeley Property Management announced at approximately 7:15 that the quorum requirement for election had been met.

With the quorum requirement satisfied, President Susana Dancy opened the Southern Village Homeowners Association Annual General Meeting (SVHOA AGM) meeting at approximately 7:15pm.

Meeting

- 1) The AGM minutes from the previous Tuesday February 16, 2016 meeting were submitted and approved by the Board.
- 2) The agenda for tonight's Tuesday, February 20, 2017 meeting was approved.
- 3) Berkeley recorded the votes for the open position on the board. The results are listed below.

<u>Candidate</u>	<u>Votes</u>	<u>Registered</u>	<u>% of Registered Voters</u>
Susana Dancy	82	664	12.3%

Better communication needs to accompany next year's AGM packet to emphasize the quorum requirements and the need to vote. The quorum requirement >10% or 67 votes which means there were only 15 more votes than the quorum requirement.

Reports

- Treasurer

- Jerry VanSant reviewed the final versions of the Treasurer's Reports covering the SVHOA 2018 Budgets. The Financial Reports and SVHOA 2018 Budgets are available on the SVHOA web site. There were two key focus areas of focus in Jerry's review. The first was the draw down of the SVHOA Reserves in previous years to cover the costs of the tree replacement program and the new storm water pond maintenance repairs and town pond audit requirements. The second was the increase in dues to replenish the Reserves and to cover the costs of the new annual CH Town pond audit requirements. The budgets were submitted and previously approved by the Board.

- Street Trees and Pond Repairs

- John Christian gave a brief overview of the current status of the street tree replacement program and the storm water pond repairs. Approximately 20 street trees were identified as dead and removed during 2017. New trees were planted at these locations this winter. While the diameter of these trees is slightly smaller than in previous years, they are in the normal range for these species and age of young trees. The pond repairs (\$35,000) identified by our engineering audit are complete. The water level of the ponds was reduced to facilitate these repairs. Spring rains will return them to their normal level. John also briefly mentioned that he, Jerry and Steve White conducted a Southern Village wide walking audits in the previous weeks. They will issue a report to Berkeley with recommendations on areas for improvement.

- President's Report

- Susana gave a brief overview of the health of the community and then focused on two key needs. The first need is a new and improved web site that will provide homeowners better access to information and easier complication between the SVHOA and residents. The second item is the need for townhome owners to take a more active roll in the management process for their townhome complexes. In order to accomplish this she requested that they establish committees with an identified representative who will interact with the board on key decisions that affect their complexes and individual homes.

- Townhome Reserves and Complaint Documentation

- Steve White discussed a recent townhomes reserve study that combined the engineering replacement cost and timing estimates and the current

reserves and future estimates on a common timeline. It is hoped that this will be a useful tool for planning capital repairs. Steve also reviewed upgrades to the Complaint System that incorporates more feedback to the complaint originator.

Open Comments/Discussions

- One resident requested that the board include financial forecasts and updates on the SVHOA and Townhome Reserves. Jerry will follow up on that request.

- One resident had a question concerning the dumping of leaves and other debris dumped in a common area on the alleyways behind the townhomes by the landscaping companies. Steve will follow up on that comment.

- One resident had a question about fishing in the ponds. Was fishing allowed, and if it was, is the fishing policy was "catch and release"? John will follow up on this question.

- One resident had a question about on the city streets by alley accesses that make it difficult to exit the alleys. The individual was directed to talk to the Chapel Hill Police Dept.

- One resident had a question about adding "dog waste stations" in various locations on the Greenway and other potential locations. John will follow up on this question. It is interesting to note the bids were recently received from one of the landscaping companies for this purpose.

- One resident had a question about seemingly abandoned cars in the neighborhood and what to do about them. Berkeley will follow up on this item.

- One resident had a question about adding sidewalks on both sides of Arlen Park at the entrance to Southern Village. Would this include the short runs along Parkside and Edgewater Circles? The board will follow up on this item.

A draft copy of the AGM meeting minutes will circulate via email through the Board for approval for Berkeley to publish. Once approved in this manner a copy of the approved minutes will be forwarded to Berkeley PM to publish for the SVHOA. Formal approval will be documented in the following meeting.

President Susana Dancy adjourned the meeting at approximately 7:55pm.

Next Meeting: The next AGM meeting is scheduled on Tuesday, February 19, 2019 @ 7:00pm at Christ Church (800 Market Street)