

To: SV Town Home Owners
From: SVHOA Board of Directors
Date: September 30, 2011
Copy: Berkeley Property Management

Subject: **Town Home Maintenance**

Dear Southern Village Town Home Neighbors:

Recently there have been numerous e-mail communications regarding Town Home maintenance and the responsibility for the costs of repairs. This letter's purpose is to explain the existing conditions concerning responsibilities. It also suggests an opportunity for improving conditions for the future.

There are rules governing the repairing process that you, Southern Village Town Home Owners, agreed to when you purchased your property. These are covered in detail and can be read by using the link <http://southernvillage.org/hoa/>.

Briefly there are three parties involved in maintaining Town Homes: the owners, the HOA Board of Directors, and the HOA property agent, Berkeley Property Management. The Board of Directors has the responsibility and the right to collect money from the owners for use in the payment of certain repairs. The Board has the responsibility to hire an agent to accomplish these responsibilities. This Board is composed of unpaid volunteers administering the agreed to responsibilities.

The Town Home Committee was established by the SVHOA Board to advise it on all matters relating to townhouses. This committee's recommendations have been accepted and acknowledged by the Board. Should you want to change the maintenance agreements, please contact Elizabeth Preddy about working with the Townhome Committee. You can also contact the SVHOA Board of Directors for information about running to be elected to the Board.

The Board's position in such matters is to continue to work with the residents of Southern Village in its obligation to accomplish its mission.

Please feel free to attend any regular meeting of the Board of Southern Village HOA, and thank you for your concern and helpful comments.

Regards,

Jeremy Purbrick
SVHOA President