



Memo

September 16, 2019

To: SVHOA Townhome II Owners (200-212 Greenview (evens only), 200-210 Brookgreen)

Fr: Berkeley Property Management

Re: New Roofing Project

Dear TH2 Owner,

The SVHOA Board of Directors have approved Chief Roofing to replace a limited number of roofs in your townhome group, based on a recent inspection of all roofs it was noted several roofs in the above two blocks have deficiencies. Replacement will be starting the **week of September 30<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 your units on September 30, 2019. Work will begin at 200-212 Greenview and continue to 200-210 Brookgreen following the completion of the roofs on Greenview.

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.



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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.

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: Patsy Smith, SVHOA Community Manager  
Makenzie Barnes, Chief Roofing Operations Manager