



Dear New Southern Village Neighbor,

Welcome to Southern Village and the Southern Village Homeowners Association (SVHOA). The SVHOA is operating under the direction of a five- member volunteer Board of Directors. The Board has contracted the services of Berkeley Property Management, LLC, to manage the day-to-day business of SVHOA.

Please take some time to visit [www.southernvillage.org](http://www.southernvillage.org) for important information about Southern Village and to learn even more about your new community and how to stay involved and informed via e-mail alerts.

Southern Village is a planned community that has been designed to be walkable and pedestrian friendly. You will notice narrower streets and on street parking which slows traffic and makes our streets safer. Five community parks are located strategically within Southern Village with swings, playground equipment and walking paths as well as a playfield and basketball court. The Greenway trail bisects Southern Village and is a wonderful place to walk, jog and bike for exercise in a wooded environment. Market Square is our local business hub with shopping, dining, banking and other services just a few steps from your door. The Southern Village Club pool and tennis facilities next to the soccer field and basketball court are also available to you and your family should you choose to join.

We expect you will love living in Southern Village as we all do. Welcome to our community! Please do not hesitate to contact Berkeley Property Management or any of the Board of Directors if you have questions.

Most Sincerely,

The Board of the Southern Village Homeowners Association ([BOD@SouthernVillage.org](mailto:BOD@SouthernVillage.org))

Susana Dancy, President  
Rana Singh, Vice President  
Hurt Covington, Treasurer  
Susanna Trevino, Co-Secretary  
Nancy Draughon, Co-Secretary



## **Looking for Berkeley?**

If you have a question or concern about a Southern Village HOA issue, the best place to start is Berkeley. The staff often can resolve the problem or else make a referral to the Town of Chapel Hill, the Board of Directors, or other appropriate resources.

Berkeley Property Management, LLC  
710 Market Street  
Suite #21  
Chapel Hill, NC 27516  
Cell: (919) 448-5150 (call or text)  
E-mail: [manager@southernvillage.org](mailto:manager@southernvillage.org) or [officemanager@berkeleychapelhill.com](mailto:officemanager@berkeleychapelhill.com)

The primary contact at Berkeley is Berkeley's Office Manager, who can be reached by sending an e-mail to [manager@southernvillage.org](mailto:manager@southernvillage.org). You can also text to 919-448-5150. The office is staffed from Monday thru Friday from 10am to 2pm or by special appointment.

Please know if you call Berkeley before or after office hours, Berkeley uses an answering service that will take all of your information and pass it along to the office the next business day. The answering service also has emergency contact information if needed.

## **What does Berkeley manage (or what are they responsible for)?**

Berkeley, under direction of the SVHOA Board of Directors, manages all common and park areas in Southern Village through a team of contractors for landscape, trees and ponds. They also arrange contractors for HOA related repairs and maintenance for properties under HOA jurisdiction. They are not responsible for landscape or exterior maintenance of detached (single family) homes or condominiums though such homes are covered by Architectural Review Guidelines and the "good neighbor" policy.

## **SVHOA Communications**

The very best source of HOA information is on [www.southernvillage.org](http://www.southernvillage.org). Please bookmark the site and check it often for new information. Also, on that same website you can find over 10 years of HOA documents, organized by year and by type of document.

***Special Note: the SVHOA Board of Directors strongly encourages you to provide Berkeley with your email address so you can receive occasional informational Southern Village communications from the SVHOA Board of Directors.***

## **SVHOA Finances**

All residents of Southern Village pay dues to the Master Association. These assessments primarily cover the costs of management and common amenities such as parks, common areas, street tree care, and ponds.

Residents of townhomes also pay assessments to their respective sub-associations, managed by the HOA board. These assessments cover such costs as management, exterior building maintenance, landscaping and, where applicable, irrigation and fire alarm systems.

Condominium residents pay assessments to their own sub-associations which are not managed by the HOA board.

These assessments (excepting the condo sub-association assessments) are collected by Berkeley Property Management, the SVHOA management company. Invoices for annual assessments are mailed to all members in January and are due by March 1st. Townhome assessments are due the 1st day of each month. The HOA does not send invoices for monthly townhome assessments.

**All payments are due within 30 days or a \$20 late fee will be added and delinquent notice mailed. This will be repeated every 30 days until the account is current. Please refer to the SVHOA Collection Policy and Procedures for further details.**

Checks should be made payable to SVHOA, and mailed to SVHOA c/o Berkeley Property Management. We also offer a monthly auto draft for townhome members. Please contact Berkeley for the enrollment form.



## **Other Useful Information**

The Southern Village “Good Neighbor Guide”

<http://southernvillage.org/wp-content/post-files/good-neighbors-web1.pdf>

Southern Village parks map

<http://southernvillage.org/wp-content/post-files/sv-parks-map.pdf>

Market Street Association [www.southernvillage.com](http://www.southernvillage.com)

Market Street Events

<http://www.southernvillage.com/events/>

Chapel Hill Visitor Information [www.visitchapelhill.org](http://www.visitchapelhill.org)

Southern Village Aging in Place [www.svaginginplace@gmail.com](mailto:www.svaginginplace@gmail.com)

Next Door Southern Village Community Website (signup required) [www.nextdoor.com](http://www.nextdoor.com)

Southern Village Voice Website (signup required) <https://groups.yahoo.com>

## **Selected Phone Numbers**

Grey Culbreth Middle School (919) 929-7161

Carrboro High School (919) 918-2200

Chapel Hill-Carrboro City Schools (919) 967-8211

Town of Chapel Hill (919) 968-2743

Orange County Recycling (919) 968-2788

Orange County Animal Control (919) 732-8181

Chapel Hill Public Works (919) 969-5100

Chapel Hill Transit (919) 969-4900

Southern Village Club (919) 969-8442



## **WHAT YOU SHOULD KNOW ABOUT MODIFICATIONS TO YOUR PROPERTY**

At the time of purchase, each homeowner should have been given a copy of the Southern Village ARB Guidelines; additionally, documents may be downloaded from the ARB section of the [www.SouthernVillage.org](http://www.SouthernVillage.org) website. Since homeowners might want to make some changes to the exterior of their properties, Sections 4 and 5 of the guidelines include procedures concerning such changes. In accordance with the Guidelines, homeowners agree to submit an Architectural Request form to obtain approval by the Architectural Review Board for any plans that would significantly change the outward appearance of their homes. The Architectural Review Board works with the Board of Directors to assure that no changes will detract from the general appearance of Southern Village.

### **Changes that may require ARB approval:**

- Exterior house painting
- Installation of fences and/or gates
- Additions to the house exterior
- Additional structures (ex: play structures, garden sheds, gazebos, etc.)
- Retaining walls visible from the street and/or alleyways
- Temporary Signage (note, no permanent signage is allowed)
- Major landscape projects

***Note: Please review the Architectural Guidelines for more information***

**<http://southernvillage.org/wp-content/post-files/ARB-Guidelines-Revised-03.22.171.pdf>**

***If you still have questions please e-mail, [arb@southernvillage.org](mailto:arb@southernvillage.org).***