

January 20, 2020

Southern Village Homeowners Association

Dear Southern Village Neighbors,

Enclosed are the 2020 SVHOA budget informational materials, agenda and a ballot for the Annual General Meeting (AGM) of Southern Village Homeowners Association (SVHOA) set for Tuesday, February 18, 2020 @ 7pm at 800 Market Street, which is Christ Church. I hope that you will be able to attend the meeting.

A major focus of the board over the last two years has been to improve the design of the common areas so they serve better as amenities for Southern Village property owners, residents and visitors. You've likely noticed some of the improvements completed last year. Among the list:

- Rebuilt steps to the path around Central Park (at the tennis courts and soccer field).
- Widening of existing Central Park path.
- Installation of new steps and a new path around Brookgreen Pond on HOA common property, creating another connection between Brookgreen Drive and Parkview Crescent, increasing access to the pond.
- Rebuilt stairs from greenway path to one of the trails leading to Culbreth Middle School. (It is also worth noting the Southern Village resident Nick Motta rebuilt a nearby bridge as his Eagle Scout project, one of many such projects our neighborhood has benefitted from).

These common area improvements were early actions the board authorized while a larger common-area maintenance and improvement plan could be developed, and we are making progress there. The Natural Learning Initiative at NCSU's College of Design, which the HOA engaged, has completed a neighborhood survey and facilitated focus group discussions. We are awaiting a final report that helps the board understand the priorities and needs in our neighborhood, to guide a larger common area management plan. We look forward to sharing this report with you when it is available.

You've already been notified that Berkeley Property Management was acquired by Mill House Properties. I'm pleased to report that the transition has been seamless, and we look forward to additional technology improvements they have planned, including a new website (please!).

As you know, the Board and its committees are comprised of volunteers. Please consider how you might be able to contribute to the Southern Village community, whether on the Architectural Review Board or committee for playgrounds, a community garden, or organizing social events or trail maintenance days. I fully expect there will be opportunities on many fronts in the coming year. In the meantime, on behalf of the board of the SVHOA Board of Directors, I encourage you to attend the Annual Meeting.

Best regards,

Susana  
SVHOA BOD President

## Southern Village Homeowners Association

January 20, 2020

To: SVHOA Members  
Fr: SVHOA Board of Directors

Re: SVHOA 2020 Annual General Meeting  
Tuesday, February 18, 2020  
800 Market Street (Christ Church Ascension Hall)  
7pm to 8pm

Dear Members,

The 2020 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 18, 2020. 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.

Mail proxy to: Southern Village HOA  
c/o Mill House Properties  
1720 East Franklin Street  
Chapel Hill, NC 27514

Questions? Please contact Mill House Properties at (919) 448-5150 (call or text) or send an e-mail to [manager@southernvillage.org](mailto:manager@southernvillage.org). Also, please visit [www.southernvillage.org](http://www.southernvillage.org) for more SVHOA news.

Thank you,

SVHOA Board of Directors

**Southern Village Homeowners Association  
Annual General Meeting  
Tuesday, February 18, 2020  
7pm to 8pm  
800 Market Street (Christ Church Ascension Hall)**

**Proposed Agenda**

Establish Quorum

**Open Comments**

Call to Order & Approve Agenda

Approve Minutes of 2019 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**

**2020 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 18, 2020, 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 can 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 Mill House Properties, 1720 East Franklin Street, Chapel Hill, NC 27514.

**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 marking with an X or write in no more than **two** names:

\_\_\_ Nancy Draughon  
\_\_\_\_\_

\_\_\_ Susanna Trevino  
\_\_\_\_\_

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

<b>SVHOA</b>	<b>2018 Actuals</b>	<b>2019 Actuals (12/31/19)</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
<b>Operating Income</b>				
Homes (Detached, TH & Courtyard)	\$ 212,977	\$ 212,598	\$ 212,480	\$ 220,110
Class III	\$ 640	\$ 640	\$ 640	\$ 660
Sub Associations (Condos): SVMA Dues	\$ 20,930	\$ 23,000	\$ 23,000	\$ 27,600
SV Apartments: SVMA Dues	\$ 4,650	\$ 5,348	\$ 5,348	\$ 6,000
Market Street Assoc: SVMA Dues	\$ -	\$ 2,000	\$ 1,000	\$ 1,150
Late Fees	\$ 3,340	\$ 3,425	\$ 3,500	\$ 3,000
Other Income (Interest, Rentals, Misc.)	\$ 3,028	\$ 5,241	\$ 3,500	\$ 0
<b>Total Operating Income</b>	<b>\$ 245,565</b>	<b>\$ 252,252</b>	<b>\$ 249,468</b>	<b>\$ 258,520</b>
<b>Operating Expenses</b>				
Maintenance Expenses:				
Common Area/ Pond Improvements	\$ 4,064	\$ 45,040	\$ 33,300	\$ 34,797
Landscape	\$ 49,895	\$ 49,380	\$ 49,400	\$ 52,000
Mulch All Areas	\$ 8,980	\$ 8,980	\$ 9,000	\$ 9,500
Parks	\$ 11,372	\$ 17,947	\$ 19,100	\$ 31,000
Pond Care (Annual Contract)	\$ 4,930	\$ 4,080	\$ 5,150	\$ 5,500
Pond- Major Maintenance	\$ 35,869	\$ 4,488	\$ 5,000	\$ 15,000
Trees (Street Care)	\$ 26,032	\$ 31,609	\$ 28,350	\$ 30,000
Capital Needs Assessment Study	\$ -	\$ -	\$ -	\$ 10,000
Unanticipated Capital Expenses	\$ -	\$ -	\$ -	\$ 15,000
Electric	\$ 2,790	\$ 2,640	\$ 3,250	\$ 3,000
Market Street Events (Donation)/ Eagle	\$ 10,000	\$ 7,650	\$ 7,500	\$ 10,000
NC Symphony (Donation)	\$ 5,000	\$ 2,500	\$ 5,000	\$ 5,000
Police Substation	\$ 5,000	\$ -	\$ -	\$ -
Storm Water Charge	\$ 1,254	\$ 1,364	\$ 1,365	\$ 1,500
Trash/Recycling (Weekly Service)	\$ 10,905	\$ 9,090	\$ 9,000	\$ 9,500
Trees (Grinding/Replace)	\$ 13,200	\$ 15,180	\$ 13,600	\$ 10,000
Water (Irrigation) Common Area	\$ 3,813	\$ 4,392	\$ 6,180	\$ 4,000
Other (Misc)	\$ 3,486	\$ 337	\$ 3,000	\$ 300
<b>Total Operating Expenses</b>	<b>\$ 196,590</b>	<b>\$ 204,677</b>	<b>\$ 198,195</b>	<b>\$ 246,097</b>
<b>Administrative Expenses</b>				
Admin Misc. & Bank Fees	\$ 147	\$ 239	\$ 500	\$ 300
Audit/Financial Review	\$ 2,300	\$ -	\$ 2,500	\$ -
Insurance	\$ 8,354	\$ 7,676	\$ 8,800	\$ 9,000
Legal	\$ 1,058	\$ 3,460	\$ 1,800	\$ 2,000
Management	\$ 40,100	\$ 34,850	\$ 34,850	\$ 34,850
Printing & Postage	\$ 3,565	\$ 1,663	\$ 4,000	\$ 1,500
Tax Return Preparation	\$ 650	\$ -	\$ 250	\$ 250
Website	\$ 2,115	\$ -	\$ 2,000	\$ -
<b>Total Administrative Expenses</b>	<b>\$ 58,289</b>	<b>\$ 47,888</b>	<b>\$ 54,700</b>	<b>\$ 47,900</b>
<b>Total Operating &amp; Admin Expenses</b>	<b>\$ 254,879</b>	<b>\$ 252,565</b>	<b>\$ 252,895</b>	<b>\$ 293,997</b>
<b>Net Income (Loss)</b>	<b>\$ (9,314)</b>	<b>\$ (313)</b>	<b>\$ (3,427)</b>	<b>(\$35,477)</b>

**Southern Village Homeowners Association  
Annual General Meeting (SVHOA AGM) Minutes**

Christ Church, Ascension Hall (800 Market Street)  
Tuesday, February 19, 2019  
7:05pm to 7:45pm

**Attendees**

- SVHOA Board of Directors
  - Susana Dancy      President
  - Jerry VanSant      Treasurer
  - Steve White      Secretary
  - Susanna Trevino      Member-at-Large
  - Nancy Draughon      Member-at-Large
  
- Berkeley Property Management
  - Tony Smith      SVHOA Community Manager
  - Patsy Smith      President & SVHOA Field Manager
  - Michelle Johnson      Office Manager

Management indicated to the Board that the quorum requirement had been met. A total of 90 persons were present either by proxy or in person.

At 7:05 President Susana Dancy opened the Southern Village Homeowners Association Annual General Meeting (SVHOA AGM) meeting.

**Open Comments**

There was a general discussion with residents on a number of topics listed below.

- How does the Board respond to and document follow up items from the previous AGM meeting? As an example from the 2018 meeting there was a question concerning fishing in the ponds. In this case the Board recommendation was the existing Catch & Release Board Policy.
  
- Are the ponds treated (chemically) for mosquitos? The HOA ponds are not treated for mosquitos by DragonFly Pond Management. The fish and other aquatic animals manage mosquito population. There are 4 storm water ponds directly managed by the HOA. They are (1) the pond off Highgrove Drive, (2) the pond off Brookgreen off, (3) the pond near Scroggs Elementary School and (4) the pond located behind the Southern Village Apartments (note, this pond supports the apartments, the entire business district and very limited HOA homes with alleyways)

- One resident noted that at various times there are young unaccompanied children in the five years old range fishing at the pond off of Brookgreen Drive. This appeared to that resident to be a safety concern. The same individual mentioned concerns about a potentially rabid fox and related potential coyote sightings in Chapel Hill.

- 1) The agenda for tonight's Tuesday, February 19<sup>th</sup> meeting was approved.
- 2) The AGM minutes from the previous Tuesday February 20, 2018 meeting were submitted and approved.

### **Board Election**

There were no additional candidates added to the Board member candidates list. Management recorded the votes for the open positions on the board. The results are listed below.

<u>Candidate</u>	<u>Votes</u>
Hurt Covington	90
Rana Singh	90

### **Reports**

- Treasurer
  - Jerry VanSant reviewed the final versions of the Treasurer's Reports covering the SVHOA 2019 Budgets. Per Board direction financial reports are available upon request, as they are not posted on the community website. If a person wants to see any HOA financials all they need to do is to make a request to [manager@southernvillage.org](mailto:manager@southernvillage.org) or by calling the Management office at 919-448-5150. The 2019 budgets were submitted and previously approved by the Board. Several 2018 financial highlights include; Major repairs (~\$36,000) to storm water ponds required by the Town of Chapel Hill; The start of repairs, improvements and additions to the trail system between Parkview Crescent, Brookgreen and Highgrove; A renewed focus on very long term reserve planning; A successful third party financial audit.
- President's Report
  - Susana gave a brief overview of the health of the community and a number of key areas.
  - 1) A Landscaping Architectural review by NC State with an objective of developing a long term strategic maintaining and improving our common area

parks and ponds and trails and the “walkability and use” of Southern Village. One key objective here is to re-establish a Park Committee to help guide this activity.

2) Continued focus Market Street events such as the North Carolina Symphony and other similar events.

3) The continuation of a defined budget process for the maintenance, health and when required replacement of street trees which are an essential part of the look and feel of Southern Village.

4) The need for a new and improved SVHOA web site that will provide homeowners better access to information and easier communication between the SVHOA and residents.

- This discussion was all pulled together with a brief discussion about a resident survey that will be conducted by the NC State consultant to develop residential input on these and other related areas.

#### **Other Business - Comments/Discussions**

- One resident was curious about the tree selection process used when street trees are replaced. Susana briefly discussed tree selection process including typically the same species on a given street, but a number of species throughout SV.

- The trail bridge used by Culbreth Middle School students, near the intersection of Edgewater and the Fan Branch Trail was swept off it's foundation by recent flood waters. The Board noted this entire area is not maintained by the HOA and a sign stating such is clearly posted in that area. Additionally, the Board agreed to remove the damaged bridge if it considered a safety issue.

President Susana Dancy adjourned the meeting at 7:45pm.

Next Annual Meeting: The next AGM is Tuesday, February 18, 2020 at 7pm at Christ Church (800 Market Street, Chapel Hill, NC 27516).