

**Southern Village Homeowners Association
Management Report
February 29, 2020**

Financials

Monthly financials are shared with the full Board & posted to a private section of the community website. For any member that wants to see the financials all they need to do is send an e-mail to HOA Management and they will be shared. The November financials are the most current ones available.

Last, a current aging report has been shared with the Board Treasurer.

Work Orders

Since the last report, 5 work orders were opened & 4 work orders were closed. As always, if any HOA member wants to see the work orders they are available in the Mill House office or we can now share through AppFolio online.

Landscape, Trees & Ponds

Pathways, Parks & Common Areas: Ruppert continues to service the property as needed during the late winter months. Ruppert will begin to prep all common areas for annual mulch to be laid in March.

Recycling Centers, Dog Waste Stations: Ruppert continues weekly service of the 3 recycling centers and the 3 dog waste stations. We are noticing the stations are getting heavy use and bags are going quicker than in the past, we have made the appropriate adjustments in ordering replacement bags.

Courtyard Homes & Townhomes: Ruppert has begun to prep all town home areas for annual mulch, in 2020 they will do what is called a "cultivation of mulch" in March. This "cultivation" will help clean up and redistribute what mulch is in place now, this is a process recommended by Ruppert because of the abundance of mulch currently at the townhomes. The idea is to maintain a 3" organic layer. All beds will be cleaned prior to this process. Services continue at Courtyard Homes, the 100-block receives basic landscape services (ex, mow, blow & go) during the growing season

Trees: Patsy met with Davey Tree Service this month to review the year ahead. Davey Tree will continue to prune, treat and maintain the street trees in Southern Village. All street trees for the 2019 cycle have been planted. There were a couple late removals that did not get replaced and that will be done as soon as possible in the late fall/early winter. There are a few trees in the common areas that will need to be addressed and Davey Tree will provide proposal for those removals and management will share with the BOD.

Ponds: Dragonfly Pond Management visits monthly to perform maintenance and check all ponds. As always, the monthly services reports from DragonFly are posted on the website. DragonFly's contract remains month to month, with no expiration date. Dragonfly will provide two proposals for work at Pond 1. The first will be for treatment this spring of "water meal" the application will kill off the "green algae like" film on the pond that blooms in the spring/summer months. The second proposal will be for dredging and removal of sediment build up at the back side of the pond, this is an issue we have been monitoring closely with Dragonfly and the city and it is time to address. Project date is to be determined at this point.

ARB

All approvals and denials of ARB submissions are posted on the community website. Additionally, formal communication goes out from the ARB chair, as well as Mill House, about all applications.

Michelle continues to serve as the primary contact for Gregg (ARB chair) on a weekly basis. Additionally, Rana has agreed to serve as the Board liaison with the ARB, which is a much-needed step for even better communication between the SVHOA Board & the ARB. Management has also agreed to attend the monthly meetings to help as needed.

Patsy is working on making the suggested changes from both the BOD and ARB to the current ARB Guidelines, when complete management will share with the BOD for a final review and then they will share changes with the ARB. Any approved changes to the ARB documents will be posted on the community website.

Alleyways

In 2020 the alleyways will be inspected and assessed for future repairs to be performed this year. Mill House will walk with the possible vendors and an HOA representative.

Website

In 2020 Mill House Properties took over the Southern Village website and make all necessary updates and improvements. Mill House will work with the BOD to seek any guidance and changes they may want to implement as we update the site. AppFolio (the new HOA portal system) is up and running and has already proven to be a success, residents are activating their portals and using it to pay invoices, request maintenance and send emails. Management has used it to communicate about the AGM (reminders and requesting proxies) and send notices to townhome groups regarding projects that are taking place.

Condos

Townhome I

Mill House is in early stages of seeking bids for trim repair and replacement and painting at Townhome I. It was noted while on site the TH I siding is in bad condition, hardiplank was not used in the original construction and the wood is rotting, this may change the scope of the project.

Townhome II

THS has begun power washing, caulking and painting at TH II. The crews started on Greenview and will move building by building, ending on Brookgreen. The timeline for completion is roughly 6 to 8 weeks and is very weather dependent, we are two weeks in as of February 28th. Notices are emailed and posted as the crew moves from building to building to let residents know of the progress being made and when they will be working on their home.

A limited number of roofs will be replaced this year by Chief Roofing the addresses are 200-210 Greenview (odd numbers only). As soon as this is scheduled Mill House will let residents know.

Westend Townhomes

Davey Tree met with Patsy and Rana Singh (BOD townhome representative) on site to discuss the last four Bradford Pear trees remaining in the alley and whether to prune them or remove them. The trees are close to 18 years old (life expectancy for this species is right about 20 years) and most have either died, fallen or caused damage to the driveways and have been removed. It was determined it may be best to remove the last four, a proposal is being submitted to Patsy to share with the BOD.

Management is also looking into mailbox replacements for Westend.

Highgrove Townhomes

Patsy, Jack Hayes (Highgrove townhome representative) and Rana Singh met with Michael McMorrow of THS to walk the property and be clear on the expectations for the trim repair/replacement project and seek a bid from THS to do this work and the painting project. THS will return to walk the property and take specific measurements prior to submitting a proposal. Mill House will share the proposal once it is received with Jack and Rana.




Complaints

As per Board direction, complaints are shared monthly (end of each month) with the Board President. Additionally, a full list of all complaints is shared with the full Board prior to each Board meeting.



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Other

Recently the cemetery in Arlen Park was vandalized and many of the headstones were knocked over and damaged. Mill House has found a specialist to come assess the damages and give us a proposal as to the cost of repairs. The BOD and management will look for solutions as to how better to monitor the area so that this does not happen again. The AGM took place on February 18th and was well attended. Robin Moore from NC State was present to share his report from the common area survey. Meeting minutes will be posted to the website once they have been approved by the BOD. Patsy and Susana Dancy will meet once a month in 2020 to review the current list of projects happening throughout Southern Village.

The following are the rest of the BOD meetings for 2020, please note the board will now meet on the second Tuesday of the month at 6:30 pm in 101 Market Street, Chapel Hill, Conference Room:

April 4, June 9, September 8, November 10 and January 12, 2021. The AGM is scheduled for Tuesday, February 8, 2021.

AS a reminder, the Mill House Properties is located at 1720 East Franklin Street, Chapel Hill. Michelle will be in this office Monday through Friday between 10:00am -5:00pm; Michelle can be reached at hoa@millhouseproperties.com or (919)448-5150. Patsy Smith can be reach at patsy@millhouseproperties.com or (919) 428-8205 and Tara Lacara at hoafinance@millhouseproperties.com.