

**Southern Village Homeowners Association
Management Report
April 30, 2020**

Financials

Monthly financials are shared with the treasurer and full board. 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 December financials are the most current ones available, as Tara is working tirelessly with the new software company to provide us with the reports in the proper formatting, she is in communication with Alan to keep him current. Tara was able to generate a report for Alan this month.

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

Work Orders

Since the last report, 1 work orders were opened & 2 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 is visiting the site weekly. It is important to note that the Ruppert crew has been reduced due to COVID-19 and the number of crew members traveling in a truck. They are working on Saturdays to try and maintain a regular schedule. Justin visited the site to review the installation of the park benches with Susana and Patsy. They will be ordered by Mill House and shipped to Ruppert as freight (loading dock was necessary). Ruppert will install. Central Park irrigation will be turned on as soon as a few minor repairs (sprinkler heads) are made by the irrigation crew.

Recycling Centers, Dog Waste Stations: Ruppert continues weekly service of the 3 recycling centers and the 3 dog waste stations. We are noticed 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. They are trying to empty stations on a Friday, so they are ready for the weekend. We will continue to watch during COVID-19 heavy use and will make necessary adjustments as needed.

Courtyard Homes & Townhomes: Ruppert is visiting weekly. Highgrove Town homes irrigation will be turned on as soon as a few minor repairs are made (sprinkler heads replaced). Services continue at Courtyard Homes, the 100-block receives basic landscape services (ex, mow, blow & go) during the growing season

Trees: Davey Tree will continue to prune, treat, and maintain the street trees in Southern Village. They have been on site already this spring and performed a disease treatment for “scale” on the trees throughout the neighborhood suffering from “scale”. They have been pruning trees in various locations where branches encroach the street or sidewalk. Davey has also been identifying street trees that are dead or diseased and sending the list to the city for removal. Davey removed a large stump in the cemetery for the restoration crew.

Ponds: Dragonfly Pond Management visits monthly to perform maintenance and check all ponds. As always, the monthly service report from DragonFly are posted on the website. DragonFly’s contract remains month to month, with no expiration date. Dragonfly has provided a proposal for work at Pond One. This is the proposal 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. Mill House will share the proposal with the BOD as soon as Patsy gets some clarity on a few concerns. Again, we are looking to time the work so that the algae treatment needed at Pond One can be done at the same time.

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. The ARB held its March meeting via email as there were only a few submissions.

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. Patsy will schedule a date soon to walk with Alan and the new vendor.

Website

In 2020 Mill House Properties took over the Southern Village website and make all necessary updates and improvements. It was decided at the last BOD meeting that Susana will put together a group of community volunteers to help determine what the neighborhood would like to see in an updated website. Mill House will lead this update with the BOD guidance.

Condos

A discussion was had at the February BOD meeting as to if the condominium owners could receive voting rights. Mill House will contact the lawyer and see if they can review the declarants and by laws to understand why this has not been allowed in the past and if it can be allowed in the future should the BOD vote to allow.

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. THS Will submit a proposal and Mill House will share with the BOD. It may ne necessary to wait until 2021 for the project to have proper funds available.

Townhome II

THS has completed painting all of TH II. Most homeowners or residents have commented how the crews were professional and fast and are pleased with the results. Due to COVID-19 there will be a slight delay in painting the very edge of the doors that the crew is not able to get when doors are closed, it is not visible unless left open. The original plan was to complete this work on a couple of Saturdays where residents (at home) would leave doors open and the crew would paint. This will be postponed until restrictions have been lifted and residents are comfortable with painters working on their door.

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 is firm Mill House will let residents know, currently we are looking at a June start date.

Westend Townhomes

Management is looking into mailbox replacements for Westend. Delayed due to COVID 19 and the need to meet with the P.O. representative in CH.

FLSA conducted the second fire monitoring system inspections at Westend for residents who were unavailable during round one. Mill House has not received a report yet but will follow up on any repairs that must be completed to pass.



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Highgrove Townhomes

THS will begin the repair and replacement project at Highgrove Townhomes in early May. They will be on site approximately 10 weeks in total. Mill House will communicate with owners throughout the process to be certain everyone is aware of the progress. Mill House will also give notice to one block of Parkview Crescent that faces Highgrove Townhomes regarding the placement of the storage unit and dumpster, they will be in their line of site from the front of their homes. Jack Hayes is the current townhome rep and will be included throughout the process.

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.

Other

The cemetery in Arlen Park restoration project is complete and a cemetery advisory committee has been formed. Alan will work with this group of neighbors to determine "next steps" in the hope to prevent/limit future vandalization from occurring. The group will come up with a list of possible suggestions for the BOD to review and determine how best to proceed. Ruppert will clear the immediate area of small saplings and underbrush to better highlight the area.

The contract with Mill House is up at the end of 2020 and it is the board's responsibility to put the contract out to bid and seek proposals. Alan Rimer will head a committee of three including Rana Singh and one other past BOD member in the search. Alan will work with Patsy to get a few property management companies and he and the committee will write an RFP. SV HAO will put the RFP out by the end of May and seek responses by August 1, with a decision by the BOD to be made by October 1, 2020.

The BOD held is April meeting via Zoom on Tuesday, April 21st at 5:30pm for one hour. Minutes will be posted on the website.

Due to COVID-19 and current health orders Mill House placed "playground equipment closed" signs at all four parks with play structures. And placed a similar sign at Central Park reminding neighbors no contact sports permitted and to practice the safe distancing requirements. Mill House sent an email to all residents in SV stating the same. The signs will remain in place until the order changes.

The next BOD meeting is scheduled for June 9th at 6:30 PM @ 101 Market Street Conference Room.

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.