



**Weathersfield Service Group  
Manager's Report  
March 25, 2016**

**Financials**

Monthly financials are posted on the community website. Also, Bob & Tara continue to meet monthly to discuss WSG financials & both met with the new CPA Corinne Dunn. The 2015 financial data is ready to turn over to the CPA for tax preparation. Note, the tax return is due no later than September 15<sup>th</sup>.

**Work Orders**

Since the last report, we have 6 new work orders & have closed 6 work orders. Also, David Carroll has completed blowing off the roofs by adhering to a list provided by the Board.

**Landscaping**

This week the Ruppert crew picked up sticks & small limbs throughout the community in preparation for edging & mulching next week. Beginning the week of March 28, the crew will be back on the normal Thursday schedule. They will begin mowing, blowing, turf maintenance, light pruning & any special requests. Major pruning will happen in late May/June. Please remember that major planting will take place in the fall. Patsy will be working weekly with Nancy Fore, the new WSG Landscape Chair.

**Lighting Project**

Jim Kitkowski has finished the first phase of the lighting project. The second phase includes units 514-519, 524-529, 558-563, 564-569 & 570-581. WSG is not responsible for light fixtures installed by owners. Mr. Kitkowski will leave a note on residents' front doors before beginning work.

**Special Projects**

Greg Tilley has finished power washing all buildings & garages.

**Website**

The Board is committed to using the website as much as possible to cut down on the cost of printing & to increase communication throughout the community. Close captains are canvassing the area to determine who has a computer & who has not signed up to the website. A number of e-mail blasts have gone out in the past few weeks. The procedure for a blast is for the Board member to write the notice exactly as it should be printed & to send it to Zana for approval. Zana will e-mail the approved notice to Peggy who will get it posted and/or e-mailed out with 48 business hours of approval. Also, whenever possible information will be collected, consolidated & sent out in one communication (for example, a weekly or bi-monthly or monthly e-mail blast). Presently 100 e-mails are registered. As always, Berkeley does not charge for any support for the website and/or these electronic newsletters.



**WSG Work Orders  
Since last Report (February Cycle)**

<u>Close Address</u>	<u>Description</u>
571-572	drain cover
546	rotted wood
541	roof damage
547	roof vent boot
535	siding
534	roof leak