



**Weathersfield Service Group
Manager's Report
June 30, 2016**

Financials

As always, once approved monthly financials are posted on the community website.

Also, Tara continues to work direct with Bob monthly so he has a deep understanding of the WSG financials. Bob has complete access to all financial information, including complete access to all banking information at the Southern Village branch of Bank of North Carolina.

Finally, both Peggy & Tara have been working with the new CPA (hired by WSG) Julie Smith, to incorporate her (Julie's) recommendations. The good news is that Berkeley will handle the WSG financials exactly like we do for our other 12 accounts. This will make the process quicker & much more efficient for all involved, including Julie at tax time. Peggy is working directly with Zana on the final work plan to make these changes happen by the end of July. Please know the May & June financials will be held up until Zana has signed off formally on the work plan.

Special note, for another of Berkeley's accounts, they went through a full (i.e., \$10,000+) financial audit of their 2015 books, as prepared by Berkeley. The formal audit is now complete & there were no findings mentioned, meaning the Berkeley process (financials) has passed a 3rd party audit. Clearly this is good news for all of Berkeley's clients, thus the reason we mention it.

Work Orders

Since the last report, we have 12 new work orders & have closed 11 work orders.

Landscaping

Ruppert crew has been pruning. They started at the back of the community last week and will work toward Swim & Croquet. They start with low, small shrubs and will return with necessary equipment to prune all the high shrubs and small trees. As this project will take time to complete, Patsy and Nancy will inspect each close when completed. We will post an email when the crew is finished and will request that residents remove all pink ribbons within two weeks of the announcement. You may see the crew on a Saturday to expedite the process.

Next, Ruppert will continue to mow and blow during the summer unless there is a period without rain and/or high heat. Justin will determine when not to mow. He or Kevin will notify



Landscaping (continued)

Patsy and/or Nancy if there is a change in the weekly schedule. Also, Ruppert wants to remind WSG residents to either bundle piles of sticks with string or put yard waste in landscape bags.

Last, the team from Davey Trees was on site two days last week and will return this Friday (July 1st) to complete large tree work. They are working from a pre-approved list based on a full inspection of the property. For awareness, Davey Trees is involved when any tree work is over 12 feet high, it is requiring certain expertise. The primary driver behind everything Davey Trees does is to keep as many trees in WSG as possible, as they never want to remove a healthy tree.

Special Projects

The lighting project is continuing and we have gotten a number of positive comments about how good the repaired lights look.

Unfortunately, the operator of a truck, not a vendor used by WSG, drove over five lights around the Grove. Peggy has contacted the electrician who initially installed the lights and will get a bid from him to replace all lights around the area as the ones used have been discontinued. Dan is working with the company whose driver was involved to get the work done. Please know that WSG will not pay for any of this damage.

Website

Updates continue on the community website, often several times per month. Additionally, over 135 e-mails are now signed up to receive electronic newsletters, which are sent out 2-3 times per month. As always, Berkeley does not charge WSG for these services.



**WSG Work Orders
Since last report (June cycle)**

<u>Close Address</u>	<u>Description</u>
511	seal siding
596C	garage door
577	garage door
573	check for leak in yard
532	garage door
530	soffit, seal foundation crack
551	ground light
576	flashing, fascia in garage, rot on front railing
520	siding, window sill, vent stack
541	roof leak
558	secure posts
Weathersfield Rd.	install posts for landscaping signs