



**Weathersfield Service Group
Manager's Report
July 31, 2016**

Financials

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

Also, Tara continues to work with Bob every 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, Julie Smith, to incorporate new bookkeeping recommendations. The good news is Berkeley will handle the WSG financials exactly like we do for our other 12 accounts. Peggy & Zana have met to discuss the recommendations made by the new CPA and these have been sent to Bob who is on vacation.

Finally, the 2015 taxes have been finished, signed by Zana & filed with the IRS.

Work Orders

Since the last report, we have 6 new work orders & have closed 6 work orders.

Landscaping

Ruppert crews has completed the first phase of pruning in all closes. This project was planned and executed well by the crew. The second phase of the project includes the pruning of tall shrubs and smaller trees. Many trees have grown over 12 feet and will require additional equipment to prune (as per the contract Ruppert can only prune to 12 feet). Crews will work through each close to prune what they can during the normal weekly visits. No special trips will be made for the remaining pruning.

Please note that Nancy Fore has given permission to Ruppert crews to start earlier than normal on these extreme weather days to ensure the safety of the staff in the heat (ex, recently it has been 90 degrees as early as 10am). Also, there may be days when the turf will not be mowed due to extreme heat. Please remember that Nancy is involved with every key decision as it relates to WSG landscaping.

We have received questions about pruning the Eleagnus. We will notify WSG residents when this is scheduled. As a reminder, this work was not done until the fall of 2015.

Finally, Davey Tree crews have completed the work required in the recent contract. Yearly, Keith Wright assesses the property looking for damaged trees or limbs overhanging houses. Please let Nancy or Patsy know if you are concerned about a tree on your property & it will be added to the list for Keith to review during his next visit. The stated goal of Nancy & Patsy is to keep all healthy trees & only remove trees that are dying and/or pose a safety issue to the community. Keith is aligned with these goals.



Special Projects

Regarding the community wide lighting project, Jim reported that he has taken time off since May and will return to the project in late August. All comments about the light repairs have been positive.

Unfortunately, the operator of a truck, not a vendor used by WSG, drove over five lights around the Grove. Peggy has contacted Chris Ward at Davis Landscape for an update for the light replacement. Chris reported that the new lights have been ordered and will be installed soon by his company.

Insurance

Recently the State of North Carolina passed a law requiring larger HOAs to purchase both worker's compensation insurance and volunteer insurance. Premiums tend to run \$1000 per year for this type of coverage. The reason for this change is so that "working" board members and/or volunteers can have medical bills paid if anything were to happen while "working" for the HOA. An example of "work" for the HOA are the weekly walks that Nancy does on Thursday to inspect WSG landscape. This information has been passed along to Zana and the Insurance Committee.

By-laws

Currently the WSG by-laws require a formal financial audit be done every 5 years. The cost of these type of audits can run \$10,000 or more. Recently, Berkeley had another account perform an audit (which did cost over \$10,000) and no issues were found. Zana is aware of this issue and will be discussing it with the Board later this fall. One option is to perform the audit in 2017. Another is to change the by-laws to reflect that audits can and will be done as the Board's sole discretion. Clearly, Berkeley is open to being audited whenever WSG feels it is appropriate.

Website

Updates continue on the community website, often several times per month. Additionally, over 140 e-mail addresses are now signed up to receive electronic newsletters, which are sent out 2-3 times per month. Berkeley does not charge WSG for these services.

Berkeley continues to ask all residents to go to the website first if they are looking for community wide information, as most of the time resident's questions can be answered via postings and/or documents already posted on the website.



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

<u>Close Address</u>	<u>Description</u>
595B	front railing
586	ground light
585	siding, shingle, front railing, foundation crack
581	garage door
596A	garage door
513	roof leak