



**Weathersfield Service Group
Manager's Report
September 23, 2016**

Financials

As always, monthly financials are posted on the community website. Also, Tara has moved to the new financial reporting system, approved by Julie Smith (the WSG tax preparer).

Next, a meeting regarding the monthly financials & annual taxes was held on September 16th at Julie's office. It was attended by Zana, Dan, Hoyt, Bob, Tara, Peggy & Julie. The group came to the decision the monthly financials, as prepared by Berkeley, will be handled the way Julie needs them for tax reporting. The balance sheet received an update will be easier to read and a note will be placed on future posted financials showing any Reserves transfers.

Last, it was agreed that details of WSG expenses will be compiled by Tara and given to Bob and/or any future WSG Treasurer. Since the Treasurer will have this information, all Board members, present & future, should go first to Bob (or, his replacement) for any financial information. Should Berkeley get requests for such, they will be passed directly to Bob.

The Board will discuss the 2017 budget at the September Board meeting.

Work Orders

Since the last report, we have 6 new work orders & have closed 4 work orders. Copies of all work orders are available at the Berkeley office for review & inspection at any time.

Landscaping

Ruppert is operating on the summer/fall schedule & will be on-site weekly. In the next two weeks they will be aerating & over-seeding. Please remember mowing will not take place again until the seeds have germinated. The crew will catch up on other maintenance activities, such as pruning the hollies & shrubs under 12 feet tall. Individual requests will be handled as Nancy/Patsy approve. Please remember to bundle yard debris for pick-up by the crew.

Special Projects

Pest & Termite Consultants will conduct termite inspections on September 22/23. We have sent a letter to all owner. Also, an e-mail to 136 residents was sent with this information.



Special Projects (continued)

Next, Jim Kitowski reports that Phase 2 of the light project should be completed within two weeks. Once done, there is only one more phase to go.

Last, a very large special project involving the maintenance of the various types of drains in WSG will be discussed at the September Board meeting. RLT & Associates has been asked to submit options for proactive drain/sewer maintenance.

By-Laws

There will be at least one (perhaps more) recommended by-laws change that the Board will need to discuss as part of the AGM packet. Berkeley recommends that any changes to the WSG by-laws be reviewed & approved by the WSG lawyer prior to sharing at the AGM.

AGM (or, Annual General Membership) Meeting

The 2016 AGM meeting is set for Friday, November 4th @ 5pm at The Gathering Place. This meeting & all meetings of WSG are open to the public. All materials for the AGM packet must be mailed, with a postmark of 30 days period to the meeting. Because of this requirement, Berkeley needs all documents no later than Monday, September 26th.

Communications & Berkeley Provided Website

Monthly updates, sometimes more often, continue on the community website. Additionally, over 135 e-mails are now signed up to receive electronic newsletters, which are sent out 1-2 times per month. Berkeley does not charge for these services.

Additionally, we continue to support the idea of Close Captains communicating directly with their Close members for any important issues. There no doubt face-to-face communication continues to be the best way for most WSG residents to get HOA information.



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

<u>Close Address</u>	<u>Description</u>
596E	front railing, ground light
521	rotted wood
531	broken siding
534	front railing, paint door frame
592	ground light
524	ground light