



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

Financials

Monthly financials are posted on the community website.

Also, a special letter was sent to all owners regarding the 2017 dues increase.

Work Orders

Since the last report, we have 6 new work orders & have closed 5 work orders.

Landscaping

Ruppert Landscape is currently working on the winter schedule, which means the crew visits the site every 12-14 days, depending on weather and other schedules. The weekday the crew comes will vary (from the normal Thursday). When on-site, Ruppert will continue to blow, edge & clean debris (but only if needed). They will not mow the grass again until spring. Also, leaves will be vacuumed & trucked away only two times during the winter. Next, Ruppert will also continue to pick up yard waste, assuming it is bundled properly & placed in common areas. Again, this will not be done weekly, but more like 1-2 times per month. Finally, as per the contract (attached), tree pickup will take place twice in January (just like in prior years).

Special Project(s)

Sewer Project. Jo Bolig, Bill Moore (with the Utilities Committee) and Peggy Akers will meet early next month with Bret Reese from RLT to discuss scheduling the first phase of the sewer project approved by the Board of Directors. No work will be done over the holidays.

Annual General

The 2016 AGM meeting was held on Friday, November 4th @ 5pm at The Gathering Place. Members approved increasing the monthly dues to \$265. Next, Nancy Fore and Bill Moore were elected to the board. Finally, two changes to the by-laws were approved.

Berkeley Provided Website

Berkeley continues to post important HOA information on the free community website.



**WSG Work Orders
November Cycle**

<u>Close Address</u>	<u>Description</u>
570	garage door
510	roof leak
565	garage door
589	ground light
596E	front railing
590	garage door
547	front railing

Note, as always copies of all work orders are available for inspection at the Berkeley Office



Weathersfield Service Group Landscaping Agreement - Exhibit A

Ruppert Landscape, with help from Berkeley Property Management, has created a strategic partnership to provide complete landscaping services for Weathersfield Service Group effective January 1, 2016.

Services Provided:

1. Lawn mowing & edging: no more than 36 times a year
2. Scan turf areas for problems: weekly when mowing
3. Weed control with appropriate herbicide: weekly when mowing
4. Fertilize lawns: two times per year
5. Fertilize shrubs: once in the spring
6. Trim: shrubs two times a year; trees one time a year, up to 12 feet
7. Eleagnus: property wide pruning two times a year
8. Aerate & over seed lawns: once in the fall
9. Leaf removal: four times a year
10. Insect & disease control: as needed
11. Debris pick-up: weekly when mowing from the end of close
12. Christmas tree pick-up: 1st visit after New Year's & 2 weeks later
13. Hardwood mulch: one complete application annually (estimated at 2 cubic yards per unit for total of 208 cubic yards)
14. On-site field manager: as required with Board Member
15. Phone & e-mail support for homeowners: as needed (often daily)

Additional Services (to be billed at additional cost to Weathersfield):

1. Catastrophic storms clean-up & debris removal
2. Special planting and/or projects, including irrigation systems
3. Bi-annual clean-up of the woods to rid of fallen trees, limbs & debris
4. Renovation pruning, including any pruning of trees over 12 feet
5. Snow removal and/or preparation for hazardous winter weather