



**Weathersfield Service Group
Manager's Report
Friday, February 24, 2017**

Financials

As always, once approved monthly financials are posted on the community website. Also, Tara has supplied Julie (WSG CPA) with the necessary information to complete the taxes under the review of Bob and Hoyt. Once the taxes are ready to be filed, the Board will choose someone to sign the tax return.

Work Orders

Since the last report, we have 9 new work orders & have closed 8 work orders.

Landscaping

Rupert has been on site regularly this month working on the following projects: pruning, edging, and mulching the entire property. The process took a few weeks to complete and was all done efficiently and in a timely and neat manner. We are very pleased with the results. The property looks beautiful, and their hard work certainly shows.

In addition, the landscape committee has asked Rupert to remove various old, dead, or mature shrubs throughout the property. Ruppert will be working on these removals throughout the late winter, early spring and are working under the direction of the landscape committee. We will address replacing some of the removed shrubs in early fall, unless otherwise directed by Nancy Fore.

Please remember, although the crew has been on site regularly, they still are operating on a winter schedule. They are contractually only required to service the property every 12 to 15 days during the winter months.

Last, Davey Trees was on site removing trees, which the landscape committee had previously approved.

Special Projects

After securing three bids for blowing off the roofs in the community, Berkeley arranged for the quick scheduling of this project by Greg Tilley. His company blew all off the debris off of the roofs within a week of being hired.

Next, Berkeley secured two bids for painting the 90 lights on the units not covered in the lighting project (done last year). These lights are different from the ones that were repaired earlier. The vendor felt that they were too delicate to remove/paint. The Board wanted to look at other vendors who were willing to take on this project. Bud Matthews and A Trusted Son each presented bids that were given to Bill Moore to discuss with the Utilities Committee. Bill will present a recommendation at the February meeting.



Special Projects (continued)

The major sewer project has begun. Bret Reece from RLT met with Peggy and Bill on February 16th and started on the project that day. Bill delivered letters written by RLT to the residents affected in closes 530-539 and 552-557. These letters outlined the process and gave Bret's contact information in case there are any questions. Bret will keep Peggy informed about the progress of the project and will provide specifics about the costs as the work in each close is completed.

Audit

The Board members began a discussion of a formal financial audit. At the WSG annual meeting the members wanted this topic explored since the By-Laws were being changed giving the Board more flexibility for scheduling audits. The Finance committee will be interviewing firms and looking into the cost and the difference between a review and an audit. Peggy provided some information (note, an audit costs HOAs about \$10,000 to complete) about another client who recently conducted an audit. She stressed that something would need to be documented in the minutes concerning what the board finally decides to do about this topic.

Other Items

Berkeley arranged for Scott Richards to inspect one area of asphalt after a resident made a complaint. Scott also examined several areas of sidewalks that were tripping hazards. Peggy received a quote, Dan approved it, and Scott had the work done within a week to everyone's satisfaction.

Last, Peggy is working with Dan on the problem chimneys. One type of chimney has had problems with water leaking into the chimney causing rotting. The fix is quite expensive. We have gotten information and a quote from Gregg Melville, the vendor who repaired two of these chimneys, for inspection of the chimneys and a possible preventive solution. Dan and his committee will discuss next steps.

Community Website

Berkeley continues to post important HOA information on the free community website. Since the Board decided to develop its own website, Dan's committee has been working to get this started. The process is moving quickly and there should be an update at the February Board meeting.



**WSG Work Orders
Since last report**

<u>Close Address</u>	<u>Description</u>
520	ground light
559	repair light
562	ground light
591	roof leak
572	rehang shutter
593	ground light
564	sealed roof
591	front railing
512	paint trim around door