



**Weathersfield Service Group
Manager's Report
December 31, 2017**

Financials

As always, once approved monthly financials are posted on the community website. Next, Tara and Hoyt continue to meet monthly to review the HOA financials. Finally, in early December a letter regarding 2018 dues was mailed to all members.

Work Orders

Since the last report, we have 5 new work orders & have closed 5 work orders. Details on the new work orders are included on the last page of this report.

Landscaping

Ruppert continues to be on site as required. Special note, per the existing contract (see next page) Ruppert will NOT be on site 16 weeks of the late fall, winter, and early spring; specifically, this means Ruppert will NOT be visiting WSG weekly during this time (when things no longer are growing). When crews are on-site, they are focusing on edging, blowing leaves and removal of landscape debris. Questions on landscape? Please e-mail, patsy@berkeleychapelhill.com.

Note, for 2018 WSG will be starting the 3rd year of a 5-year contract on community landscape.

Special Projects

Bret Reece from RLT & Associates will be beginning the next phase of the sewer project in January. More information will be provided once the schedule is established.

New for 2018, a brand-new Reserve Study has been approved by the Board and will be prepared by Criterium-Giles Engineers. This company handled the last study done all the way back in 2011. As a reminder the purpose of a Reserve Study is to determine a capital needs plan and can be used by this Board and future Boards to make the best decisions concerning future community expenditures. Special note, most of Berkeley clients chose to do Reserve Study work every 5 years, as so many assumptions can and do change in the period.

Next Board Meeting

The next Board meeting is Friday, January 26, 2018 at 2pm at The Gathering Place.



**Weathersfield Service Group & Berkeley Berkeley Property Management
Community Wide Landscaping Agreement - Exhibit A**

Ruppert Landscape, with oversight from Berkeley Property Management, has created a strategic partnership to provide complete landscaping services for Weathersfield Service Group from January 1, 2016 to December 31, 2020.

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: weekly when mowing
15. Phone & e-mail support for homeowners: as needed

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 (water) requirements
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

Questions? Please e-mail, patsy@berkeleychapelhill.com or call 919-357-8093



**WSG Work Orders
Since last report**

<u>Close Address</u>	<u>Description</u>
589	garage door
595A	garage door
594E	garage door
589	repair front railing
519	paint trim front door