

September 23, 2019

Dear Weathersfield Homeowner:

On behalf of the Board of Directors, I invite you to join us for the **Annual General Membership (AGM) Meeting** required by Article V of the Bylaws of the Weathersfield Service Group VI, Inc. Homeowners Association.

This year we will meet on **SATURDAY, NOVEMBER 2, 2019** at **The Gathering Place** from **2:30-3:30 pm**. We promise a streamlined meeting to inform you of what we have done this year and to share our plans for 2020.

Please review the agenda included in this packet for specific details of the meeting. The 2020 Budget, developed by the Board, will be presented for your consideration at the AGM meeting. Several factors and unanticipated events informed our considerations: 1) the garage roof replacements ran 21% over the estimate provided by the independent engineering reserve study; 2) we encountered unusual sewer repairs as this project approaches conclusion; 3) severe storm damage required the removal of a number of full-grown trees (always an expensive undertaking); and 4) another falling tree damaged a bank of garages which meant rebuilding the damaged segments. When the Board considered expenses already projected for 2020 and detailed in the Long-Range Planning Report, factored in inflation in our contractors' charges, and kept in mind our fiduciary responsibilities to maintain sufficient reserves for other projects, it became clear that a raise in dues was warranted. We propose an increase of \$20/unit/month, effective January 1, 2020.

In addition, you will elect three individuals to fill vacancies on the Board for 2019-2021 and you will consider two changes to Article XI of the Bylaws. **IF** you will be unable to attend the meeting, you will also find a sample proxy so that you can have a say in all these issues.

About a week before the AGM, the Board will distribute written reports from the various Board committees so that you can become familiar with the work they've done this year, and they do not need to repeat these details during the meeting.

After the formal meeting, we hope you will take the opportunity to interact with our management company and/or your Board regarding any specific thoughts, questions, or concerns you might have.

We look forward to an efficient and informative hour with you on Saturday, November 2!

Best Wishes,

Jo Bolig, President

Bill Moore, Vice President (Utilities)

Bill Kearney, Member-at-Large (Building & Street Maintenance, Architecture)

Bill Simpson, Member-at-Large (Insurance)

Hope Weber, Member-at-Large (Lot Appearance, Grounds Maintenance)

Hoyt Taylor, Treasurer

Timothy Gura, Secretary



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August 29, 2019

Dear Clients (WSG) of Berkeley Property Management,

We hope this letter finds everyone doing well and looking forward to a lovely fall in the Chapel Hill area. We want to take this opportunity to announce the merger of Berkeley Property Management and Mill House Properties, which will be affective on Friday, August 30, 2019.

This merger is the perfect fit for both companies and you will see little to no changes in the day to day running of your HOA.

Tony has decided to become less involved in the day-to-day running of Berkeley Property Management and Adam has always planned to add an HOA division to Mill House Properties. All other staff (Patsy, Tara, Michelle & Peggy) from Berkeley Property Management will stay in their current positions with Patsy as Director of HOA Operations of the new business line. Tony will be serving as a special consultant to Adam, Patsy and Peggy for the next few weeks. Also, for WSG, please know that Peggy's role will remain exactly the same going forward.

This new business line will continue under the Berkeley Property Management name for now but will transition to Mill House Properties HOA Management at some point. The immediate benefits for all of WSG are (1) longer office hours, (2) better emergency response, (3) access to more vendors, (4) potential better pricing for services, (5) improved IT (ex, websites, applications, online bill payment, etc.). Additionally, in the coming months all the Berkeley Property Management staff will be certified as professional property managers. In the end, we both feel strongly that our WSG clients will receive MORE from this new merger and those benefits will start on Day 1 and only improve going forward.

Please feel free to reach out to either of us with any questions.

Sincerely,

Adam W. Jones  
Owner/GM/Broker-in-Charge  
Mill House Properties

Anthony M. Smith  
Owner & Founder  
Berkeley Property Management

Weathersfield Service Group VI

2019 Annual Meeting

Saturday, November 2, 2019

The Gathering Place

2:30-4 PM

Call to Order & Introductions

Committee Reports

Explanation of Proposed By-Laws Changes/Additions

Vote on By-Laws Changes/Additions

2020 Budget Presentation (and dues increase)

Nominations & Candidates Introductions

Voting for Candidates and Proposed Budget

Results of Election, By-Laws Changes, and Budget Vote Shared

Meeting Adjourned

A message from your Treasurer:

I am Hoyt Taylor, WSG Treasurer. I am a non-voting officer, elected by the Board on an annual basis. My main responsibilities are to provide oversight of the financial matters of our HOA and to look ahead to the future, providing guidance for our long-term financial well-being. To this end, I assist in the creation of each year's Budget, including the amount our dues need to be increased from year to year.

I write this to you now, in addition to the annual Reserve Fund and Financial Reports, because 2019 has been an unusual and expensive year for us, and I want our financial situation to be as clear as possible when we come together for the Annual Meeting in November.

We have incurred a number of unexpected conditions and expenses that I will list for you here:

- 1) A tree fell on a set of garages, amounting to damages that, after insurance coverage, cost WSG over \$6000.
- 2) There have been a number of trees that have needed immediate attention causing our Tree Removal costs to exceed the budgeted amount by over \$13,000.
- 3) We have had some major sewer incidents causing our budgeted Sewer costs to be exceeded by almost \$27,000.
- 4) And the garage re-roofing project exceeded the independent reserve study estimate by over \$22,000.

Moreover, we have learned that our Trash and Recycling costs will increase next year as will our insurance costs. In neither case do we know the exact amount. Next year also calls for Pressure Washing in our every-two-year schedule, a \$15,000 expense we do not have this year. And a great deal more has been budgeted in 2020 for limb and tree removal to make our neighborhood safe.

The recommended dues increase of \$20/month/unit will not cover all of these increased expenses, but because we have enough in the Reserves for now, we do not need to make up for all the losses and expenses in this next, single year. However, we do need to make a good start.

Thank you, I hope this helps to clarify matters.

Hoyt Taylor  
WSG Treasurer

## 2020 Budget Worksheet (9/19/19)

	2019 actual as of 8/31/19	2019 full year budget	2020 proposed budget (\$20/mo. dues increase)	Difference (2020-2019)
<b>INCOME</b>				
Income				
Interest-Money Market/CDs	2,090	4,000	2,000	-2,000
Late Fee	275	0	0	0
Other Income	130	0	0	0
WSG VI Monthly Dues	240,055	361,920	386,880	24,960
Total Income	242,550	365,920	388,880	22,960
<b>TOTAL INCOME</b>	242,550	365,920	388,880	22,960
<b>EXPENSES</b>				
Expenses				
Utilities				
Electric	2,352	4,000	4,200	200
Sewer Services	40,780	14,000	14,000	0
Storm Water	0	4,000	4,000	0
Trash Removal	12,376	22,000	24,500	2,500
Total Utilities	55,508	44,000	46,700	2,700
General Maintenance				
Building Maintenance	28,267	45,000	45,000	0
Pressure Washing	0	7,500	7,500	0
Total General Maintenance	28,267	52,500	52,500	0
Grounds- Other	5,649	27,000	27,000	0
Maintenance Contract	58,000	87,000	87,000	0
Tree Removal	25,330	12,000	35,000	23,000
Total Grounds	88,979	126,000	149,000	23,000
Administration Expenses				
Audit/ Tax Returns	0	500	500	0
Bank Service Charge	112	200	200	0
Insurance	31,749	47,000	50,000	3,000
Legal	0	500	500	0
Meetings	10	200	200	0
Misc.	103	1,000	1,000	0
Postage and Printing	699	1,000	1,000	0
Property Management Fee	12,000	18,000	18,000	0
Termite Contract	95	2,200	2,200	0
Website	16	50	50	0
Total Administration Expenses	44,784	70,650	73,650	3,000
Total Expenses	217,538	293,150	321,850	28,700
<b>TOTAL EXPENSES</b>	217,538	293,150	321,850	28,700
<b>NET INCOME (LOSS)</b>	25,012	72,770	67,030	-5,740

\*\*\*In addition, in the summer of 2019, the Reserve Fund was used to pay for the re-roofing of 92 garages at a cost of \$128,096\*\*\*

# WSG Reserve Fund Report and Financial Report for Annual Meeting

November, 2019

## Weathersfield Bylaws, Article XVIII:

Section 6. Reserve Fund Report. Members of WSG VI shall be advised in writing of the following, not more than sixty (60) days and not less than thirty (30) days prior to each Annual Meeting:

- a. Any significant adjustments to the assumptions used to manage the reserve account such as useful life, replacement costs, interest rates and inflation factors.
- b. That part of the annual assessment to be allocated to the reserve account for the next calendar year.
- c. The status of the reserve account, including but not limited to information such as total monies in the account, rate of return, list of investments and expenditures with purpose of each.

## Reserve Fund Report

a/c. WSG owns two CDs. One is \$70,000, 10 months, maturity date 01/07/2020, 2.2%. The second is \$101,832, 10 months, maturity date 02/06/2020, 2.2%.

b. For 2020, \$67,000 has been projected to be allocated to the Reserve account, consistent with the WSG Long Range Plan adopted in 2018.

c. The Reserve Account is presently valued at about \$200,000. So far in 2019, our Reserve Account activity has been limited to the re-roofing of 92 garages in Weathersfield. The Long Range Plan calls for some significant paving to be done in 2020, but the exact timing and amounts will not be determined until closer to the time of work. Looking further ahead, the re-roofing of our homes will not begin for several years, but the cost will be greater than \$600,000. This is the biggest driver (but not the only one) of our need to allocate significant amounts to the Reserves in the years ahead.

Hoyt Taylor  
WSG Treasurer  
Sept. 8, 2019

## **Weathersfield Bylaws, Article XII:**

### **Article XII**

#### **ASSESSMENTS**

Section 1. Financial Report. At each regular annual meeting of the members, the Board of Directors shall present a budget and an estimate of the assessment for the succeeding calendar year together with a statement of income received and expenditures incurred by WSG VI in the current year up to the date of said annual meeting, and shall make available a copy of such budget, assessment estimate, and statement to the members.

The 2019 budget, with income and expenditures through August of this year, and a 2020 projected budget is provided at the end of this report.

Inflation alone in our operating budget will require an increase in dues of approximately \$8/month/unit, and if we are to meet our long term needs as noted in the Reserve Fund Report, we recommend an additional \$12/month/unit, i.e. a dues increase for 2020 of \$20/month/unit. The 2020 proposed budget that accompanies this report reflects that increase and the amount that we anticipate will be allocated to our Reserves (\$67,000).

Hoyt Taylor  
WSG Treasurer  
Sept. 8, 2019

## **WEATHERSFIELD SERVICE GROUP VI**

Proposal to Amend the Bylaws of the Homeowners Association  
Last updated November, 2016.

Pursuant to a decision made by the Board of Directors on September 13, 2019, we recommend amending the Bylaws as follows:

### **ARTICLE XI. COMMITTEES**

Section 1.

Section 2. Standing Committees. The Standing Committees shall be as follows:

- a. Nominating Committee
- b. [Lot Appearance] Landscape
- c. [Grounds Maintenance] Communications
- d. Building and Street Maintenance
- e. Insurance
- f. Architecture
- g. Utilities

Section 3.

Section 4. Duties of the Committees

- a. Nominating Committee
- b. [Lot Appearance Committee] Landscape Committee. This committee is responsible for overseeing the maintenance of members' lots and common grounds, including cleanup of common areas, additional and replacement plantings, and tree and debris removal.
- c. [Grounds Maintenance Committee. This committee is responsible for overseeing the maintenance of common grounds, including cleanup of common areas, additional and replacement plantings, and tree and debris removal.] Communication Committee. This committee is responsible for developing and maintaining effective communications with all residents, from welcoming new owners with appropriate information to alerting all owners to changes in policy or procedure.
- d. Building and Street Maintenance Committee
- e. Insurance Committee
- f. Architecture Committee
- g. Utilities Committee

**[Material to be deleted is in brackets.] Material to be added is underlined.**



**DISCUSSION:** This resolution asks approval to amend the Bylaws to achieve two (2) goals:

(1) Combine the existing charges of the Committee on Lot Appearance and the Committee on Grounds Maintenance into one, newly-named but already commonly known, committee: Landscape. The new charge of this committee combines the existing charges of the two committees, and neither expands nor diminishes any of their existing responsibilities.

(2) Creates a new standing Communications Committee to take over the duties of the existing Ad-hoc Committee created by the Board of Directors on May 26, 2019. This Committee is responsible for welcoming new owners with all the information specifically pertinent to living in Weathersfield to supplement the current information provided by FHA. In addition, it will endeavor to alert all owners to the changes in policy or procedures authorized by the Board of Directors as well as important developments in Weathersfield.

No changes in the Bylaws are proposed for any other standing committee.

**[Material to be deleted is in brackets.] Material to be added is underlined.**

## 2020 WSG Board of Directors Nominees

### Jo Bolig

Jo Bolig and her husband Paul moved to Fearington Village and Weathersfield five years ago. Jo is currently serving on the WSG Board and is hopeful of continuing to do so. Her interests include travel, reading, animals, movies and classical music.

She currently serves as co-chair of the Social Committee of Women of Fearington, serves on the Board of the Fearington Concert Series, volunteers at the Take and Eat Food Pantry, and serves meals at the IFC Community Kitchen in Chapel Hill.

She and her husband are members of Chapel In The Pines Presbyterian Church in Chapel Hill and First Presbyterian Church in Boone, NC where they have a second home.

### Bill Kearney

Bill and his wife, Mary Ann, moved to Weathersfield in April 2016 following Bill's 40-year career in rocket-propulsion engineering for space and defense systems. Bill & Mary Ann contribute volunteer service within and outside our community in various ways including WSG, FHA, Fearington Cares and faith-centered service. Bill is serving his 3<sup>rd</sup> year on the WSG Architectural, Building & Street Maintenance Committee and is chairing that committee as a WSG Board member since 2018. Bill approaches problems by diligently seeking fact-based assessments and responsively executing collaborative planning. Bill & Mary Ann are grateful to live among the wonderful people and natural surroundings of Weathersfield with a commitment and pride for sustaining the integrity and quality of our community.

### Bill Simpson

Following retirement several years ago, Bill and his wife, Dese, moved to Fearington Village in 2010. He has served on the Weathersfield Board of Directors for the past two years and has agreed to serve another term.

# WEATHERSFIELD SERVICE GROUP VI, Inc.

## PROXY

PLEASE PRINT

I/we \_\_\_\_\_, being owners of the property located at \_\_\_\_\_, Pittsboro, NC and member of the Weathersfield Service Group VI, Inc. do hereby authorize and appoint, Jo Bolig, President of the Board of Directors, or \_\_\_\_\_, who is a member of the Weathersfield Service Group VI, Inc. to be my/our proxy, with full power of substitution to act and vote for and on behalf of me/us at the Annual Meeting to be held on Saturday, November 2, 2019 at 2:30PM at the Gathering Place. This proxy shall remain in full force and effect until such time as it shall be revoked by me/us in writing, until I/we transfer title to my/our property in Weathersfield Service Group VI, Inc., or by my/our attendance at the November 2, 2019 Annual Meeting or any resumption of the meeting after the adjournment thereafter.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Berkeley Property Management a Division of Mill House Properties  
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