

**Weathersfield Service Group
Manager's Report
March 27, 2020**

Financials

Once approved, monthly financials are posted on the community website. The conversion of files to AppFolio has taken longer than expected but now both January and February documents have been posted.

Work Orders

Since the last report, we have 8 new work orders and have closed 6 work orders.

Landscaping

The Ruppert team began spring and summer tasks last week. They will be here weekly and will mow, edge and blow while on site. One may leave yard waste in bags or bundled at the entrance to Closes and the crew will pick up weekly. Several requests have been made by owners for removal of small dead bushes and the replacement of one of the hollies that was removed. The Landscape Committee gave approval to one resident to plant several bushes in her front garden. If owners have requests, they need to complete a form for the committee to review. Dead or dying Pencil Hollies next to garages will be removed and the empty space filled with mulch.

Davey Tree crew has removed several trees that pose safety issues.

Special Projects

Bill Kearney and Peggy Akers met with Steve Patrick from Southern Outdoor Restoration to discuss the pressure washing project. This has been scheduled for June 15-25, 2020. Steve will be coordinating the staff for the project and will hand-deliver information about the steps owners might need to take, like removing any potted plants or items that might hinder the crew from doing the work.

Ruppert will be completing three drainage projects. These were requested last year and are scheduled for late March.

Special Projects cont.

There were two sewer emergencies recently. Fortunately, neither impacted the interior of the homes. After discussing the situation with Bill Moore, Peggy Akers contacted Pure-Line Plumbing, a recommendation from Bret Reece, and arranged for someone to inspect the lines. Repairs were made to one section. The other problem area will be repaired soon but the crew did stabilize the situation. Bill has been pleased with the work of this new company. We will request that Pure-Line complete the inspection and mapping of the sewers this spring.

The Board has requested that Peggy write a letter for use by the Board for owners leasing their units and their tenants. Both the owners and the tenants may be required to sign this document outlining the crucial parts of the Covenants, such as parking rules and leasing rules. We will ask WSG lawyer Lori Jones to review the letter.

Next Board Meeting

The March Board meeting did not take place in the usual way due to the COVID-19 pandemic. All committees presented emails to the Board containing reports allowing the members to review what is happening and to ask any questions. Communication Committee Chair Tim Gura will post these reports on the website. The April 24, 2020, meeting may need to follow the same pattern. If a public meeting will take place, we will announce this on the website. Please follow "social distancing" and stay safe!