

# **Weathersfield Service Group VI**

## **The Committee on Communications**

The Communications Committee has two primary missions. It endeavors to provide timely information to homeowners and residents to enhance the already high value of living in Weathersfield. Just as importantly, the Committee welcomes newcomers to our wonderful community.

This latter mission, welcoming newcomers, has been challenging the past two years because the COVID-19 pandemic has kept our committee members from the personal contact that most successfully connects new residents with the activities and people of our community. Nevertheless, the Committee has pursued several activities to help meet its welcome goal. For example, with help from Tara Lacara of Mill House Properties, the Committee has significantly improved the timeliness and accuracy of contact information on new arrivals to Weathersfield. The Committee now has a current, accurate and comprehensive list of contact information for all Weathersfield owners and most renters.

While Committee members were significantly inhibited from face-to-face contact with Weathersfield residents, the Committee did reach out to them through the quarterly WSG Bulletins. Delivered door-to-door by Committee members, the single page, hard copy bulletins shared information on current and upcoming activities of the WSG Board and the Weathersfield community in general. For example, the Fall 2021 Bulletin alerts residents to the format of this year's Annual Meeting; shares the schedule for pavement repairs, termite inspections and roof blowing; notes the importance of keeping dryer vents and chimney flues clean of lint and other debris; and reminds residents of the value and easy availability of the Cole Plaza Solid Waste and Recycling Center. Past bulletins have publicized the ability of residents to reach out to Committee members at any time if they have questions or concerns about living in Weathersfield or the Ferrington community at large.

The Communications Committee completed an overhaul of the Welcome Packet for new Weathersfield homeowners and residents. The new packet includes an updated President's Welcome Letter, a page covering items every new resident needs to know right away, an update on the guide to our website access and content, and a copy of the current "Maintenance Responsibility Chart." This new Welcome Packet will be shared by Communications Committee members with

new residents. We are also exploring other ways the packet can be useful to current homeowners and residents.

Another major responsibility of the Communications Committee is maintaining the currency of the Weathersfield Service Group VI website, [www.weathersfieldsg.org](http://www.weathersfieldsg.org).

The Communications Committee maintains the official website for the Weathersfield Service Group (WSG), [www.weathersfieldsg.org](http://www.weathersfieldsg.org). It is the primary tool for the WSG Board to provide timely information to homeowners and residents of our community. The website highlights current and upcoming Weathersfield activities and events, including major landscaping and other service projects, and official Board proceedings. It alerts readers to important non-Board activities, as well. For example, this past year's announcements on NC State road maintenance, copperhead snake sightings, trash collection day changes and an explanation of delays in receiving County water bills were posted on the website. The website also maintains an archive of the Annual and Board meetings, financial reports, official minutes and other official documents.

The Communications Committee deputy chair is Mary Ellen Sweeney and the editor of the WSG Bulletins is Dinah McAllister. Other Committee members are Joyce Brennan, Barb Sydell, Paul Bolig, Steve Krasnow, Linda Grills, Barbara Layton and Doug McAllister. Thank you all for your great service this year.

Dan Green  
Chair, Communications Committee  
September 2021

UTILITIES COMMITTEE AGM REPORT  
September 2021

1. COMMITTEE MEMBERS

Bob Sydell, David Spencer, Bob Watkins

2. ACTIVITY SUMMARY

The Utilities Committee has continued to work on major areas previously identified in the Reserve Study as outlined below.

Sewer System

Over the past 4 years we have looked at all sewer cleanouts in Weathersfield and repaired those needing work. We have jetted those that needed cleaning but not repair. The entire system has been reviewed and action taken where a problem or potential problem was identified.

We will continue preventative maintenance in the future. The sewer system is over 30 years old and preventative maintenance is important to keep the system working properly. We are likely to see trouble spots pop up in the future. It is important we continue to exercise care in items we put into our sinks and disposals.

Storm Water/Drainage

We recently raised various higher priority flat top concrete drains so they could accept more storm water. We have also identified lower priority concrete drains that need to be raised. This work is scheduled for the Fall of this year. In addition to raising drains, rip rap or rock will be placed leading up to some drains as needed.

Parking Lot Drains

All parking lot drains that needed attention were cleaned in July and will be cleaned again after leaves fall in November. We will clean these drains 3 times per year.

# 2021 Annual Weathersfield Homeowners Association Meeting

## Architecture Committee and Buildings & Street Maintenance Committee Report September, 2021

Bill Kearney (Chair), Sheila Creth and Bob Spillane

### Architecture Committee

- 11 homeowner-responsible property modification requests were approved through August: Screened Porch (3), Gutters (3), Privacy Fence (2), Patio (1), Skylights (1), Railings (1)
- Property modification approval request forms are under documents at [www.weathersfieldsg.org](http://www.weathersfieldsg.org)

### Buildings & Street Maintenance Committee

- Mill House Properties received and dispositioned 80 repair requests through August, including: garage doors, porch steps, railings, roofs, siding, shutters, sidewalks, lighting, and various home sale inspection findings of HOA responsibility. Thank you Michelle, Peggy and Tara for your excellent support to our residents and community.
- Roof debris blowing services were provided in January 2021 and will occur again in November 2021. Any roof repair issues observed in November will be noted for follow-up attention.
- Pressure-washing is a bi-annual service and was performed in June 2020. The next service will occur in the spring of 2022.
- Annual termite inspection of crawl spaces and garages is scheduled for 13 October 2021.
- In 2021 the annual building maintenance operating budget is \$55,500 (18% of the total HOA budget). Through the first 8-months of 2021, expenses were \$34,799 and are projected to be near budget at year end.
- Chatham County responsible street repair needs are coordinated through the FHA. WSG responsible street and parking area re-pavement for phase-1 designated closes (per the 2018 Reserve Plan) is planned in the fall 2021, pending weather and contractor scheduling.

### Home owner reminders

- Guidelines for Homeowners and the Maintenance Responsibilities Chart between homeowners and the HOA are posted on the WSG website under documents at [www.weathersfieldsg.org](http://www.weathersfieldsg.org)
- Typical homeowner responsibilities include: fireplace/chimney cleaning/maintenance, gutter cleaning/maintenance, crawl space remediation, controlling pests and critter removal from within the home, maintaining smoke/fire detectors, maintaining HVAC units including inspecting for condensation leakage in the attic, and clothes-dryer vent-duct cleaning to reduce risk of fire.
- The Ferrington Cares' website [www.ferringtoncares.org](http://www.ferringtoncares.org) offers a list of suggested vendor options to consider for homeowner responsible maintenance needs.

**Landscape Committee Report to Board**  
**WSG Annual Board Meeting – 11-06-2021**  
**(This report covers December 2020 – December 2021)**

Submitted by: David Piet, Landscape Chair, WSG Board Director

Landscape Committee members: Caroline Lloyd, Carolyn Clarke, Shirley Morris, Judith Cohan, Terry Lucas, Nancy Piet.

The Landscape Committee is responsible for both the Ruppert and Davey Tree contracts and works closely with both companies.

**WSG Board Committees:** The Landscape Committee works in close coordination/cooperation with the Utilities and Architecture/Buildings & Street Maintenance Committees on related resident's request or issues. For example, homeowner requests of home improvement modifications; sewer issues; gutters, garage repairs, paving, etc.)

Landscaping documents revised, finalized in February, and posted on the WSG website:

- a. WSG Landscape Management 2021 - 2022
- b. WSG Landscape Guidelines for Renovations to Homeowner Personal Property and WSG Common Areas
- c. WSG Request for Landscaping Modification Approval (Rev. 02/2021)

**Note:** It is important that all WSG residents consult and adhere to these documents regarding landscaping issues and procedures whether on personal property or in Common Areas.

**1. Ruppert Landscape:**

- a. Rejuvenation: January 12 – 15, 2021 completed after some 15 years of not having done so. Post-rejuvenation clearly shows that bushes, shrubs, and trees that were pruned are flourishing due to this intervention.
- b. Numerous complaints and/or requests received particularly during/after Rejuvenation – all addressed in coordination with either Ruppert or Davey Tree.
- c. Davey Tree ground 17 Holly tree stumps so that other small plants could be planted in their place.
- d. Ruppert replaced Holly trees removed during rejuvenation with Camellia Sasanqua (10) and Mountain Laurel (2).
- e. Pruning on Common Areas was conducted in July and August 2021
- f. Pruning on private property was conducted in August and September 2021.  
**Note:** Pruning on both Common Areas and private property took a good deal of time due to weather interruptions and the extreme growth of plants post-Rejuvenation.
- g. Seasonal routine weekly maintenance as called for in their contract are each Wednesday, weather permitting.

**Note:** The WSC Landscape Committee conducted a survey in the fall that identified plants or areas that need to be replanted or attended to.

**h. Ruppert Landscape Staff:**

- I. Cooper Murry, Area Manager
- II. Carl Little, Field Manager for WSG IV

**2. Davey Tree Experts:**

- a. August 2020 – Davey Tree completed a survey of WSG identifying branches and trees that required pruning or removal. In December 2020, Davey Tree completed the pruning of branches and trees that needed pruning or removal. The purpose was to *“Prune the trees throughout the community to clear the homes, chimneys, garages, lights and signs as much as appropriate for the respective trees.”*
- b. Periodic pruning/removal of branches and/or trees requested by residents.
- c. An annual survey of WSG will be conducted by Davey Tree, in coordination with the Landscape Committee, in late fall of 2021 to determine additional pruning and/or removal of branches and trees.
- d. Davey Tree Expert Staff:
  - i. Keith Wright, District Manager

**References: More information can be found on the WSG Website where periodic Notices are posted.**

## **Weathersfield Insurance Committee 2020 Annual Report**

Status: September, 2021

There have been no claims so far this year against our insurance policies. As stated last year, the deductible on this policy is \$10,000. Property owners are once again advised to make sure their own condo insurance policy (Homeowners 6 form) covers the cost of that deductible.

The 2021 HOA cost for insurance premiums for the term of April 1, 2021 to March 31, 2022 is \$49,180 vs. a budget of \$50,000 and vs. a cost the previous year of \$46,089. The total premium of \$49,180 is made up of the premiums for three separate policies: a property and general liability (P&GL) policy (\$46,076), an umbrella policy, providing additional liability insurance (\$1,500) and a directors and officers policy (D&O - \$1,604).

These premiums and policies were achieved with a thorough bidding process involving three separate insurance agencies, including the Seagroves Agency, which won the bid. The P&GL, along with the umbrella policy are provided through Harford Insurance while the D&O policy is through Westchester, brokered by Hanover. The P&GL is by far the most expensive policy and only Harford was able to offer good coverage at a premium close to last year's. Given the age of the community and the decreasing flexibility insurance agencies have over premiums, it is likely that these costs will increase in the next years despite the lengths we go to in our request for proposals documents to point out the care we take in maintenance of buildings, landscaping and routine tree monitoring and care.

Harford sent out inspectors to the community this year and they notified us of observations of tree limbs growing over specific houses and garages that they felt increased the risk of damage. In August, Davey Tree was contracted to trim the specified limbs. Documentation on these actions was made and communicated back to Harford on August 18 by our representatives at the Seagroves Agency.

Late this year, the committee will once again initiate a competitive bidding process, leveraging the learnings from our last bidding process, in order to achieve the lowest premium for the necessary level of coverage.