

Committee Reports

Countryhouse HOA

Communications Committee

----- SUZANNE WHITE

The Countryhouse Website

www.countryhousehoa.org is maintained and updated regularly with our web host: Lowfat Designs. Recent updates include new board contacts and our domain name registration renewal. This allows us to continue using the "CountryhouseHoa" name in our web address.

Updates to Fearington Homeowners Association Website:

Countryhouse contact information was provided to the Fearington Homeowners Association for updates to the Countryhouse Service Group area on their website <https://fearingtonfha.org>. You will see the service group menu when you're signed into the FHA site.

Countryhouse Calendar and Shared Document Updates:

Our Countryhouse Community Calendar and Shared Documents are available through our Millhouse HOA Portal <https://www.millhouseproperties.com/hoa-portal>. The calendar lists meetings, communitywide maintenance projects, and other communitywide activities.

Shared documents include:

- ❖ updated board information and contacts
- ❖ monthly community board meeting minutes
- ❖ committee reports
- ❖ financial reports
- ❖ other community information.

If you haven't registered for the HOA portal yet, please check in with Millhouse Properties—it's a great source of information! You can register online <https://www.millhouseproperties.com/hoa-portal> or contact Millhouse Properties at 919-968-7226.

Communications Survey

To enhance communications with Countryhouse residents, we've developed a survey so that we can learn how you prefer to receive communications. With your input we will do our best to connect with the community and each other.

You'll receive an email with a link to the survey and we hope you'll take just a few minutes to share your thoughts—either through the survey, or by contacting Suzanne at suzwhite@yahoo.com.

We plan to share results and any related communications initiatives in the coming months

Maintenance Committee

----- JOHN KING

Walkway Repairs – The fall walkway repairs have been finished. Some of the repairs were minor popped up bricks but several involved removing some large roots. The maintenance committee will begin their inspection of the walkway in February for repairs to be done in the Spring. If you have a serious problem that needs attention now, please let Mill House know so we can take care of it.

Garage Doors – Several garage door openers were replaced last month. We continue to find originally installed openers that are close to failing. If you have an opener that does not have the sensor on the door please let Mill House know so we can determine if it needs to be replaced soon. The sensors are on both sides of the track at the bottom. With winter weather coming and the possibility of the loss of power, if you do not have a key to the emergency lock on your garage door, you need to have our garage door company, Open Door, 919-525-4803, install one for you. This will be at your expense.

Garage Lights – A reminder if the bulb on your exterior garage light needs replacing, please call Mill House to have a member of the Maintenance Committee replace it. Several garage lights were removed and repaired and painted during the month. Recently several garage lights were so rusted that the screws would not come loose to remove the fixture from the garage. A request has been made to the board to begin a program to replace them when the bulb needs to be replaced.

Drainage – Several drainage issues were undertaken this fall but there are a few more that will have to be addressed after the first of the year. A drainage committee has been established to look at projects for next year and long-range planning. If you are interested in serving on this committee please let Tom O'Connell, thomas_o@bellsouth.net, know.



Landscaping Committee

Updates

----- CAROL WADE

The Annual Tree Survey was completed. The work has been divided into large and small trees. We awarded the large tree and limb removals to Bartlett Tree Service. The smaller, lighter removal and tree trimming has gone out for bid to three companies, including Bartlett.

The roof blowing and gutter cleaning started taking place December 11th and is scheduled to finish on the 15th. CTI is doing a good job in cleaning up the debris left behind. GCU has completed the major leaf removal. Following the gutter cleaning, the crew will make a final sweep before breaking for Christmas week. They are vested in making Countryhouse as presentable as possible for the Holidays.

Leaf Blowing: Residents have asked about the frequency of sidewalk cleaning. They are blown clean on the day of mowing. In Autumn they try to blow off the sidewalks as frequently as possible. Please remember that Countryhouse encompasses 50 acres of heavily wooded land. It's an impossible task to keep it leaf free during this time. I have personally observed the ground become completely covered behind them. I and my neighbor are frequently leaf blowing as well. *It's like "spitting in the wind"!*

Edging occurs during every other mowing. Objects which meet the edge of the turf are string trimmed during every other mowing.

Pruning: Nandinas, mahonias, and butterfly bushes are pruned once a year in late winter. Winter/spring flowering shrubs are pruned after blooming. Ornamental grasses are cut to 6" off the ground in late winter. Hard pruning (cutting a shrub to 1" from the ground) is conducted in late winter for those shrubs that have grown too large and need rejuvenation.

Landscaping contract has been renewed for one year with GCU from January 1, 2024, to December 31, 2024.

Reminder: please do not speak directly to the landscaping crew. Any questions or concerns must be directed to a member of the Countryhouse Landscaping team. .

Voluntary Gift to Our Landscapers

FYI, especially for new residents, Betty King served as Landscaping Chair for 15 years. It has been a custom for her to conduct a monetary collection to be distributed to the crew members at Christmas. She continues to do so again this year. Donations are completely voluntary, and any amount is welcomed. She has sent out a warm letter to all homeowners. Please contact Betty King with any questions.

Maintenance

Planning for 2024

----- JOHN KING

Maintenance Committee 2024 – There are several projects that the Maintenance Committee will be responsible for in 2024. We will inspect all the walkways in February for repair in the Spring. The committee will inspect all the old garage windows to see which ones need to be replaced or painted. Inspection of all the original installed decks will take place in the Spring to determine which ones need some repair. We will also inspect all the porch railings to check for repairs and painting.

I want to thank all the members of the maintenance committee for their help during 2023 and look forward to working with them in 2024.



Architectural Committee

Updates

----- GLENN ALEXANDER

No requests have been received so there are no updates to report.



Nominating and Greeting Committee Report

----- TOM O'CONNELL

I welcome Glenn Alexander and Diana Sinisi to the Board of Directors. The Board is planning to create the Drainage and Erosion Committee. We already have some volunteers to work on this effort: John King, Betty Robie, Helen Thompson, and Steve Botbyl. But we are looking to add a couple more. Larry Hicks is developing operating parameters for the team. It will follow the same process as the roofing committee

Don't be afraid to volunteer for this new committee or for one of the active committees. I'm on the maintenance and landscaping committees. Plus, I worked with the tree survey group. It's a great opportunity to meet and work with your neighbors,

**Countryhouse Service Group V
Management Report
October 18 – December 19, 2023**

Financials

Monthly financials will be shared by Tara Lacara, Finance Manager, with the treasurer, Martha Martin, by the 10th of each month, Martha will approve and then share with the full board, all financials for the year have been approved. The November financials are the most recent available.

Delinquency

There are currently two accounts which are past due. As always, any delinquency details are shared by Tara with the treasurer.

Work Orders

During the period of October 18 through December 19, Mill House opened 29 work orders, the status of the work orders are; 16 were completed, 5 are assigned to vendors, 7 are scheduled and there was 1 new work order. A work order is not marked complete until the invoice is paid, some of the “assigned” work orders are in the accounting process. If a work order is marked complete and there is no amount noted, this means it was either a non-HOA issue or the maintenance committee or a vendor was able to address it at no charge. Invoice amounts for completed work orders (at the time of this report) are included in the report.

Community Wide Work

Mill House Properties mailed letters to all homeowners on November 28, 2023 informing them that the annual assessment will increase by 8% for 2024.

CTI completed work on 35 walkways.

CTI will clean gutters December 11-15. Mill House has notified residents.

Mill House sent GCU a contract for 2024 for a 5% increase. The contract was signed by GCU and Mill House Properties.

Proposals for asphalt improvements at 489-503 Beechmast and 462-467 Beechmast were approved by the board. Mill House asked Blalock Paving to let us know when they can get the work scheduled and told them the work needs to be done on Wednesday and Thursday to avoid heavy traffic days. Once the work has been scheduled, Mill House will notify residents in those closes.



1720 East Franklin Street
Chapel Hill, NC 27514

Tel: 919.968.7226
Fax: 919.968.7995

www.millhouseproperties.com
Facebook Twitter Instagram
millhouseprop

Mill House requested bids from Bartlett, GCU, Davey Tree, Logout and Ruppert for tree maintenance. Each request included a list of trees to be included in the proposal. Vendors were asked to return bids by January 15 for work to be done by the end of February.

Communication

The website will be maintained by Brian at LowFat Designs. Google Analytics for the past 28 days on the website reports there were 53 users, 44 of those were new. Most users continue to come directly to the site, meaning they search by URL and are looking at 4 pages, front page, HOG, board of director's page and contacts, the average user is spending less than 2 minutes on the site. We would like to encourage owners to use the website more.

AppFolio users: 89% of households have activated their portals; 74% of owners pay their HOA assessments online.

Mill House has 200 emails and sends US mail to 7 homes who do not use email or have requested a paper copy be mailed.

Policy

Rental Cap Policy- the current rental count for Countryhouse is 18/30.

Mill House Properties is located at 1720 East Franklin Street, Chapel Hill, NC 27514

Office Hours: Monday - Friday 9:00am - 5:00pm and Friday 9:00am - 1:00pm

Michelle Johnson (Director of HOA Operations) michelle@millhouseproperties.com or (919) 428-8205

Annetta Hoggard (HOA Assistant Manager) hoa@millhouseproperties.com or (919) 448-5150

Tara Lacara (Finance Manager) hoafinance@millhouseproperties.com or (984) 214-2808

Countryhouse V Budget, FY 2023

Monthly Report

November 2023

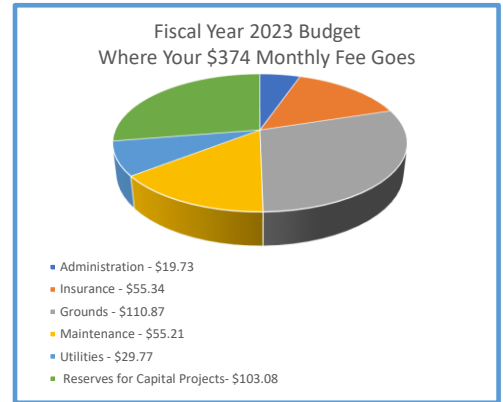
91.66%

Beginning Balance (1/1/2023)

\$696,386

Annual Operating Budget

	FY 2023 Budget *	YTD Actual	Balance	%
Income				
Prepaid HOA Assessment	\$0		\$0.00	0.00%
Late Fee	350	850.00	-500.00	242.86%
NSF Fee	100	105.00	-5.00	105.00%
HOA Assessment	902,088	853,184.75	48,903.25	94.58%
Interest Money Market/CDs	5,000	8,463.16	-3,463.16	169.26%
Other Income	0		0.00	0.00%
Reserve Interest	<u>3,500</u>	<u>3,660.71</u>	<u>-160.71</u>	104.59%
Total Operating Income	\$911,038	\$866,263.62	\$44,774.38	95.09%
Operating Expenses				
Administration				
Admin Misc. & Bank Fees	\$200	\$212.68	-\$12.68	106.34%
Audit/ Tax Returns	500	1,582.00	-1,082.00	316.40%
Insurance	134,804	134,804.00	0.00	100.00%
Legal	4,600	75.00	4,525.00	1.63%
Management Contract Fee	42,000	38,500.00	3,500.00	91.67%
Meetings	150	430.00	-280.00	286.67%
Postage and Printing	100	1,035.51	-935.51	1035.51%
Social	<u>500</u>	<u>331.09</u>	<u>168.91</u>	66.22%
Total Administration	\$182,854	\$176,970.28	\$5,883.72	96.78%
Grounds				
Grounds- Other	\$12,000	\$10,175.18	\$1,824.82	84.79%
Landscape Contract	177,072	162,316.00	14,756.00	91.67%
Mulch All Areas	21,000	21,000.00	0.00	100.00%
Tree Removal	<u>60,000</u>	<u>51,180.00</u>	<u>8,820.00</u>	85.30%
Total Grounds	\$270,072	\$244,671.18	\$25,400.82	90.59%
Maintenance				
Building Maintenance	\$35,000	\$32,628.32	\$2,371.68	93.22%
Common Area Maintenance	13,000	11,772.14	1,227.86	90.55%
Drainage Repairs	5,000	38,260.61	-33,260.61	765.21%
Garage Maintenance	15,000	18,049.56	-3,049.56	120.33%
Gutter Maintenance	15,000	19,444.49	-4,444.49	129.63%
Contingency	574		574.00	0.00%
Pressure Washing	17,800	17,675.00	125.00	99.30%
Roofing/Skylight Maintenance	25,000	32,041.29	-7,041.29	128.17%
Termite Contract	<u>8,120</u>	<u>8,120.00</u>	<u>0.00</u>	100.00%
Total Maintenance	\$134,494	\$177,991.41	-\$43,497.41	132.34%
Utilities				
Electric	\$3,831	\$3,705.58	\$125.42	96.73%
Sewer Repairs	12,000	4,124.81	7,875.19	34.37%
Trash Removal	<u>56,682</u>	<u>44,220.00</u>	<u>12,462.00</u>	78.01%
Total Utilities	\$72,513	\$52,050.39	\$20,462.61	71.78%
Total Operating Expense	\$659,933	\$651,683.26	\$8,249.74	98.75%
Net Operating Budget Balance **	\$251,105	\$214,580.36	\$36,524.64	85.45%
Net Reserve Balance	\$947,491	\$910,966.36	\$36,525	96.15%
Capital Projects (Reserve Funded)				
Roof Replacement	\$388,000	\$375,951.20	\$12,048.80	96.89%
Paving	30,000	6,280.00	23,720.00	20.93%
Siding Replacement			0.00	0.00%
Drainage	<u>10,000</u>		<u>10,000.00</u>	0.00%
Total Capital Project Expense	\$428,000	\$382,231.20	\$45,768.80	89.31%



Ending Reserve Balance

\$519,491

\$528,735

* With 2nd mid-year adjustment for Landscaping and Mill House contract corrections, plus drainage adjustment to capital projects

** Contribution to Reserves

Countryhouse V Budget, FY 2023

Monthly Report

October 2023

83.33%

Beginning Balance (1/1/2023)

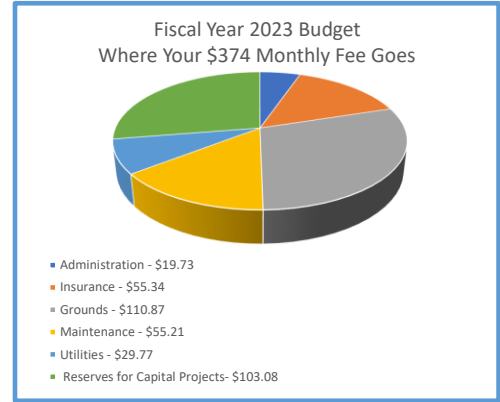
\$696,386

Annual Operating Budget

	FY 2023 Budget *	YTD Actual	Balance	%
Income				
Prepaid HOA Assessment	\$0		\$0.00	0.00%
Late Fee	350	725.00	-375.00	207.14%
NSF Fee	100	105.00	-5.00	105.00%
HOA Assessment	902,088	776,099.75	125,988.25	86.03%
Interest Money Market/CDs	5,000	8,195.14	-3,195.14	163.90%
Other Income	0		0.00	0.00%
Reserve Interest	3,500	3,010.27	489.73	86.01%
Total Operating Income	\$911,038	\$788,135.16	\$122,902.84	86.51%

Operating Expenses

	FY 2023 Budget *	YTD Actual	Balance	%
Administration				
Admin Misc. & Bank Fees	\$200	\$212.68	-\$12.68	106.34%
Audit/ Tax Returns	500	1,082.00	-582.00	216.40%
Insurance	134,804	134,804.00	0.00	100.00%
Legal	4,600	75.00	4,525.00	1.63%
Management Contract Fee	42,000	35,000.00	7,000.00	83.33%
Meetings	150	430.00	-280.00	286.67%
Postage and Printing	100	1,035.51	-935.51	1035.51%
Social	500	331.09	168.91	66.22%
Total Administration	\$182,854	\$172,970.28	\$9,883.72	94.59%
Grounds				
Grounds- Other	\$12,000	\$8,479.31	\$3,520.69	70.66%
Landscape Contract	177,072	147,560.00	29,512.00	83.33%
Mulch All Areas	21,000	21,000.00	0.00	100.00%
Tree Removal	60,000	51,180.00	8,820.00	85.30%
Total Grounds	\$270,072	\$228,219.31	\$41,852.69	84.50%
Maintenance				
Building Maintenance	\$35,000	\$32,366.44	\$2,633.56	92.48%
Common Area Maintenance	13,000	11,772.14	1,227.86	90.55%
Drainage Repairs	5,000	38,260.61	-33,260.61	765.21%
Garage Maintenance	15,000	14,332.97	667.03	95.55%
Gutter Maintenance	15,000	19,444.49	-4,444.49	129.63%
Contingency	574		574.00	0.00%
Pressure Washing	17,800	17,675.00	125.00	99.30%
Roofing/Skylight Maintenance	25,000	31,811.24	-6,811.24	127.24%
Termite Contract	8,120	8,120.00	0.00	100.00%
Total Maintenance	\$134,494	\$173,782.89	-\$39,288.89	129.21%
Utilities				
Electric	\$3,831	\$3,341.51	\$489.49	87.22%
Sewer Repairs	12,000	4,124.81	7,875.19	34.37%
Trash Removal	56,682	44,220.00	12,462.00	78.01%
Total Utilities	\$72,513	\$51,686.32	\$20,826.68	71.28%
Total Operating Expense	\$659,933	\$626,658.80	\$33,274.20	94.96%
Net Operating Budget Balance **	\$251,105	\$161,476.36	\$89,628.64	64.31%



Net Reserve Balance	\$947,491	\$857,862	\$89,629	90.54%
Capital Projects (Reserve Funded)				
Roof Replacement	\$388,000	375,951.20	\$12,048.80	96.89%
Paving	30,000	\$6,280.00	\$23,720.00	20.93%
Siding Replacement			\$0.00	0.00%
Drainage	10,000		\$10,000.00	0.00%
Total Capital Project Expense	\$428,000	\$382,231.20	\$45,768.80	89.31%

Ending Reserve Balance **\$519,491** **\$475,631.16**

* With 2nd mid-year adjustment for Landscaping and Mill House contract corrections, plus drainage adjustment to capital projects

** Contribution to Reserves

Countryhouse V Budget: 2023 Mid-Year Adjusted, FY 2024 Approved

2nd mid-year adjustment for Landscaping and Mill House contract corrections, plus drainage adjustment to capital projects

Approved 09/22/2023

2024 Monthly Fee

\$404

% Increase:

8.00%

Beginning Reserve Balance (1/1/2023) **\$696,386** **\$696,386** **\$519,491**

Annual Operating Budget

	FY 2023 Budget	Mid Yr. Adjusted	2024 Approved
Income			
Prepaid HOA Assessment	\$0	\$0	\$0
Late Fee	0	350	0
NSF Fee	0	100	0
HOA Assessment	902,088	902,088	974,255
Interest Money Market/CDs	0	5,000	0
Other Income	0	0	0
Reserve Interest	0	3,500	0
Total Operating Income	\$902,088	\$911,038	\$974,255
Operating Expenses			
Administration			
Admin Misc. & Bank Fees	\$100	\$200	\$200
Audit/ Tax Returns	500	500	500
Insurance	136,000	134,804	135,000
Legal	4,600	4,600	4,600
Management Contract Fee	40,000	42,000	47,000
Meetings	300	150	408
Postage and Printing	500	100	500
Social	800	500	500
Total Administration	\$182,800	\$182,854	\$188,708
Grounds			
Grounds- Other	\$10,000	\$12,000	\$12,000
Landscape Contract	161,000	177,072	185,926
Mulch All Areas	20,000	21,000	0
Tree Removal	45,000	60,000	60,000
Total Grounds	\$236,000	\$270,072	\$257,926
Maintenance			
Building Maintenance	\$50,000	\$35,000	\$36,750
Common Area Maintenance	10,000	13,000	17,000
Drainage Repairs	30,000	5,000	5,000
Garage Maintenance	15,000	15,000	17,500
Gutter Maintenance	15,000	15,000	16,000
Contingency	2,000	574	9,000
Pressure Washing	13,500	17,800	18,500
Roofing/Skylight Maintenance	25,000	25,000	26,250
Termite Contract	8,120	8,120	8,500
Total Maintenance	\$168,620	\$134,494	\$154,500
Utilities			
Electric	\$3,831	\$3,831	\$4,000
Sewer Repairs	12,000	12,000	12,000
Trash Removal	56,682	56,682	60,000
Total Utilities	\$72,513	\$72,513	\$76,000
Total Operating Expense	\$659,933	\$659,933	\$677,134
Net Operating Budget Balance *	\$242,155	\$251,105	\$297,121
Net Reserve Balance	\$938,541	\$947,491	\$816,612
Capital Projects (Reserve Funded)			
Roof Replacement	\$50,000	\$388,000	\$354,900
Paving	30,000	30,000	15,000
Siding Replacement	0		
Drainage		10,000	70,000
Total Capital Project Expense	\$80,000	\$428,000	\$439,900

Ending Reserve Balance **\$858,541** **\$519,491** **\$376,712**

* Contribution to Reserves