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**Countryhouse Service Group V  
Management Report  
April 17, 2024 – May 21, 2024**

**Financials**

Monthly financials will be shared by the Finance Manager, with the Treasurer by the 10<sup>th</sup> of each month, the Treasurer will approve and then share with the full board. Gale Fernandes and the Balanced Bookkeeping team will take over the HOA finances for Mill House starting May 27, 2024. Tara will remain at Mill House working on the rental team and will work with Gale through June to ensure she is familiar with Countryhouse. Gale will take over the [hoafinance@millhouseproperties.com](mailto:hoafinance@millhouseproperties.com) email address and Appfolio access.

**Delinquency**

There is currently one account past due.

**Work Orders**

During the period of April 17 through May 21, Mill House opened 19 work orders, the status of the work orders are; 6 were completed, 5 are assigned to vendors, 3 are scheduled and 5 are new. 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. Landscaping requests are now being tracked through the work order system in Appfolio.

**Community Wide Work**

Pest and Termite Consultants will conduct termite inspections on Thursday, May 23 from 8am until 4pm. All homeowners and renters have been notified.

Pressure washing was done in half of the closes last year. The board approved Greg Tilley to pressure wash the other half ( Beechmast, Sycamore, Weymouth, Linden and Whisperwood) from July 8-22. All residents have been notified and will be reminded closer to the time of service with the details.

The board approved Southern Outdoor Restoration for gutter cleaning. It will be done June 3-6 . All residents have been notified with the details.

MHP is soliciting bids for painting front porches on Beechmast and will send out a board approval once obtained.

MHP is also soliciting bids for foundation work on the garage at 388 Lyndfield and will share with the board once obtained.

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](mailto:michelle@millhouseproperties.com) or (919) 428-8205  
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