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**Countryhouse Service Group V
Management Report
August 21 - September 17, 2024**

Financials

Monthly financials will be shared by the Finance Manager, with the Treasurer by the 10th of each month, the Treasurer will approve and then share with the full board.

Work Orders

During the period of August 21 through September 21, Mill House opened 22 work orders, the status of the work orders are; 5 were completed, 8 are assigned to vendors, 6 are scheduled and 3 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

The board approved the replacement of 16 garage windows by Kingsford. The windows have been ordered and should arrive at any time. Residents will be notified once it is scheduled.

Chief Roofing is planning to start the project on September 23 depending on the weather. Since there is a lot of rain in the forecast, that might change. They will start at 373 and 374 Wintercrest West. Residents will be notified of the schedule and details once we know more.

MHP sent the Landscaping RFP to Ruppert, GCU, Bland, BrightView, Jose Barrera and US Lawns inviting them to the landscaping meeting on August 30, 2024. Michelle attended the meeting and sent the answers to the questions that were asked during the meeting to all landscapers. BrightView, Ruppert and Bland provided proposals which have been shared with the board and landscaping committee.

MHP emailed all residents the weekly landscaping updates, the close representation update and information about the insurance forum.

Michelle emailed the board an update on the Corporate Transparency Act. All board members are required to register with FinCen by December 31, 2024. In order to register, board members must provide the federal government their names, addresses, date of birth and a copy of their driver's license or passport. A link to register was sent to all board members. There are significant fines for failing to register.

The board approved work at 404 Brampton and 496 Beechmast. Proposals have been signed and the work will be scheduled.

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
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