



1720 East Franklin Street
Chapel Hill, NC 27514

Tel: 919.968.7226
Fax: 919.968.7995

www.millhouseproperties.com
millhouseprop

**Countryhouse Service Group V
Management Report
October 16 – November 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. The Mill House finance team met with Larry and Martha to review 2023 financials.

Work Orders

During the period of October 16 through November 17, Mill House opened 15 work orders, the status of the work orders are 8 are assigned to vendors, 2 are completed 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

Chief Roofing completed Phase II of the roofing project. Giles Flythe conducted the inspections and final invoices are being paid.

JCnJC will complete the work on eleven decks this week. Those homeowners will each be charged \$50 for the pressure washing that was needed.

Greg Tilley will clear debris from gutters and roofs. He will also provide a list by unit number of any gutters that cannot be cleaned and specific reason why they cannot be cleaned after the cleaning.

The board approved the foundation work on the garage at 388 Lyndfield. The work will be done by Tarheel Basement.

MHP emailed (and mailed to those without email addresses) the information about the annual meeting to all homeowners. Mill House is keeping track of proxies collected to prepare for the annual meeting.

MHP asked Bartlett for an updated proposal for removing the dead pine at 491 and 492 Beechmast and also asked for proposals from Logout and Davey Tree.

The drainage committee received a bid for the needed drainage work from NC Drainage. MHP has asked for additional bids.

MHP sent emails to all residents with the landscaping weekly reports and the pet policy..

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

Gale Fernandes (Finance Manager) hoafinance@millhouseproperties.com