

**Countryhouse Service Group V
Management Report
November 18 – December 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. Mill House sent all homeowners a notice that the monthly assessment will increase to \$424 starting January 1, 2025.

Landscaping

GCU has been blowing and mulching leaves. Ruppert Landscaping will begin servicing Countryhouse on January 1, 2025. Michelle, Bonnie and Keith met with the Area Manager, Neil Pelletier and Branch Manager, Tyler Johnson to go over specifics. Neil will meet with Bonnie and Keith on Fridays at 10am at the landscaping garage starting on January 3, 2025. Ruppert will send pre-notifications and property service reports to Bonnie, Keith and Michelle. Ruppert will place flags out before spraying. They will also let Bonnie, Keith and Mill House know when and where they will spray so Mill House can send an email to all homeowners. Gardener in Residence signs will be used where the homeowner does not want anything pruned. Pink tape will be used if a homeowner does not want a certain plant pruned. Michelle sent a follow up email to Ruppert with the details of the meeting including phone numbers for Bonnie, Keith and Neil.

Work Orders

During the period of November 18 through December 17, Mill House opened 24 work orders. Landscaping requests are now being tracked through the work order system in Appfolio. A work order report is attached.

Community Wide Work

JCnJC completed the work on eleven decks. The maintenance committee checked out the work and found one deck that needed further repairs. The maintenance committee confirmed that the repair has been completed.

Greg Tilley completed the roof blowing and gutter cleaning. He reported that one gutter needed repair and a work order has been created. He also listed the places that have gutter guards. MHP emailed all close representatives and asked for feedback on the gutter cleaning. The invoice will not be paid until we are satisfied that the work has been done satisfactorily.

Tarheel Basement has the garage foundation work at 388 Lyndfield scheduled for February 4. A new garage foundation committee has been created.

Mill House received quotes from Bartlett and Logout for removing the tree at 491/492 Beechmast. The board approved the one from Logout which was less expensive. The work has been completed.

The drainage committee received a bid for the needed drainage work from NC Drainage. Michelle and Pat Hurley also met with Out the Door Plumbing onsite and they also provided a quote. Betty has talked to NC Drainage about also cleaning out the underground black drainage pipes. Both quotes will be shared with the board for approval.



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Diana, Bonnie and Betty met with Michelle and Annetta about creating processes hoping to make everyone more efficient. Michelle will meet with Betty again on January 16 to finalize the new processes and meet with close representatives in Beechmast to look at landscaping. Michelle will collect committee reports before each board meeting and get them to Lowfat Design who will create the newsletter for a small fee. Michelle sent Lowfat Designs the updates for the new board and committee members to Lowfat Design. Michelle will send agendas, minutes and financials to Lowfat Design to post in the future.

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

Bagwell Holt has been hired to file for the Corporate Transparency Act. It requires all board members to submit a copy of their driver's license before December 31, 2024. As soon as all board members have done that, Bagwell Holt will file.

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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