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**Countryhouse Service Group V  
Management Report  
December 18– January 21, 2025**

**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. Countryhouse federal and state tax returns were sent in with payment.

**Landscaping**

Ruppert Landscaping began servicing Countryhouse on January 1, 2025. Ruppert sends pre-notifications and property service reports to Bonnie, Keith and Michelle. Ruppert picked up Christmas trees and did leaf removal.

**Work Orders**

During the period of December 18 through January 21, Mill House opened 17 work orders. Landscaping requests are now being tracked through the work order system in Appfolio. A work order report is attached.

**Community Wide Work**

The board approved the drainage project proposal from NC Drainage. The proposal has been signed and the project will be scheduled.

Mill House sent a tree proposal to eight vendors. A tour of the property was offered to all vendors and Mill House set up appointments with the tree committee and vendors. Answers to any question a vendor had were shared with all vendors. An updated list will be sent to the bidders.

Michelle attended a close meeting in the 468 Beechmast close and shared information about how to submit a work order for landscaping or maintenance, information on the Countryhouse website and encouraged all homeowners to attend the community meetings.

Michelle met a licensed contractor, board members and the maintenance chair at the garage of 429 Wintercrest East and then on Baneberry to look at the water infiltration issues. Gregg Melville will send proposals for both jobs.




Michelle contacted Reserve Advisors about doing a reserve study and Bernard Robinson about doing an audit and will follow up.

Michelle contacted Chief Roofing about moss on the roofs. Chief does not recommend cleaning moss from the roofs. He noted that all roofs that have been replaced are now under warranty for algae. He instead recommends replacing garage roofs before replacing the Beechmast roofs.



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Michelle and Annetta met with Betty again on January 8 to go over processes. It was discussed that homeowners should either submit a work order in Appfolio or contact the Mill House office for any maintenance or landscaping issues. A close rep zoom meeting will be scheduled for March 4 at 11am to make them more familiar with Appfolio and the Countryhouse website. The same information will be shared with homeowners at the board meeting on March 18.

Bagwell Holt has been hired to file for the Corporate Transparency Act. On December 26th, the Fifth Circuit Court of Appeals again issued an injunction due to the fact that there will be a final judgment likely in the next few weeks. It is up at the Supreme Court, so we are just waiting to get a final ruling at this juncture.

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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