

**Countryhouse Service Group V
Management Report
July 16– August 19, 2025**

Financials

Monthly financials will be shared by the Finance Manager, with the Treasurer, by the 10th of each month.

The Finance Manager will provide a list of new homeowners to the board once a month.

Letters were sent to homeowners who are more than 120 days past due.

MHP will ask Bernard Robinson for a quote for an audit.

Landscaping

Ruppert has been busy with regular maintenance. The Ruppert subcontractor, CPS, is applying mulch and pine straw where needed.

Mill House will meet with Ruppert and the landscaping committee on August 22 to discuss mulch and beautification projects for the rest of the year.

Work Orders

During the period of July 16 through August 19, Mill House opened 34 work orders. A work order report has been shared with the board.

Roofs

The board approved replacing roofs at 357, 358, 362, 363 Linden and 375, 376 Wintercrest West and 321, 322, 323, 324, 325, 326 Sycamore and 344, 345, 346, 347, 353, 354 Weymouth in 2025. Chief Roofing will start at 375/376 Wintercrest West on August 20 since there is an active leak.

A board approval was created for Giles Flythe to inspect the roofs during the roofing project.

Mill House asked Giles Flythe Engineering for a proposal to inspect the garage roofs for remaining life.

The board approved replacing 2 skylights at 415 Wintercrest East. It will be scheduled ASAP.

The board approved replacing the skylight in the garage at 308 Baneberry. This garage does not have a window.




Drainage

The drainage committee will provide a scope of work to Mill House. Mill House will add commercial information and will send a request for proposal to three vendors.



1720 East Franklin Street
Chapel Hill, NC 27514

Tel: 919.968.7226
Fax: 919.968.7995

www.millhouseproperties.com
   millhouseprop

Community Projects

Open Door Policy agreed to lower their service call fee from \$135 to \$115. They also suggested that garage doors be inspected so preventative maintenance can be done.

In order to get emergencies completed quicker, Mill House will mark all roof leaks as urgent in Appfolio. We will also shorten the board approval deadline to one week. Finally, MHP will add shortened review process to flow chart.

A representative from RootX will be in Countryhouse to train volunteers on September 23. RootX will provide gloves and aprons.

MHP will provide 3 qualified vendors for work on walkways.

Blalock Paving removed a bump in the asphalt at 482 Beechmast which was approved by the board.

The board approved CTI's quote for work on the garage foundation at 464 Beechmast. The work is being scheduled.

The gutters around the chimneys at 302, 306, 308, 312, 313, 316 and 319 Baneberry and 328 Sycamore have been replaced (or added) with 6 inch gutters.

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

Finance Team hoafinance@millhouseproperties.com