

**Countryhouse Service Group V  
Management Report  
August 20– September 16, 2025**

**Financials**

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

MHP asked Bernard Robinson for a quote for an audit.

Mill House and the Board agreed to decrease the amount for board approval back down to \$1000.

**Landscaping**

Ruppert has been busy with regular maintenance and picking up bagged and bundled debris. Mill House emails landscaping updates to all residents weekly.

Mill House met with Ruppert and the landscaping committee on August 22 to discuss mulch and beautification projects for the rest of the year. The board approved a proposal for another 200 bales of pine straw and 90 yards of mulch. We are still waiting for a definite date for the remainder of the mulch.

**Work Orders**

During the period of August 20 through September 16, Mill House opened 19 work orders. A work order report has been shared with the board.

**Roofs**

Chief Roofing has started 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. They are on schedule to be finished by September 24.

Mill House let Chief Roofing know that skylights replaced in the past 6 years will be reused unless determined otherwise during roof installation. Surplus skylights, if any, will be stored in the Landscaping garage for future use.

Mill House emailed all homeowners affected by the current roofing project to let them know that attic fans and gutter guards will be removed during the roofing project. Attic fans will not be disposed of. If the homeowner wants to reinstall the attic fan, they must get architectural approval.

Giles Flythe Engineering conducted their first inspection of the roofing project. Destin from Chief Roofing confirmed that he would make the needed changes.

### **Drainage**

The drainage committee provided a scope of work for phase II of the drainage project. Mill House added the commercial terms and sent the RFP to the board for approval. Once approved, the RFP will be sent to NC Drainage, Out the Door Plumbing and Carolina United Grading.

When Mill House receives a drainage request, they will first determine if the issue is already included on the master drainage list. If the issue isn't on the list, the drainage committee will be notified to check the issue and assign a priority. If it is Category 1, the issue will be addressed this year. MHP will notify the homeowner the priority given the issue and when it will be addressed.

### **Community Projects**

Mill House has asked Open Door Policy and Garage Doors Unlimited for proposals for a service contract to conduct semi annual inspections including prices for service calls and discounted pricing for repairs and replacements.

The RootX training has been cancelled for September 23. Mill House is getting quotes from plumbers for applying the product.

The maintenance committee has provided a list of the walkways that need to be prioritized. Mill House will ask Juan Bautista and Ruppert for quotes on repairing them.

Giles Flythe provided a quote for inspecting the garage roofs for remaining life. Mill House has also asked Reserve Advisors and Excel Engineering for a quote.

ATS checked out 408 and 409 Brampton. The two leaks are not related. The 409 leak was leaking pipes in down stairs bathroom. The leak in 408 was caused by the boot on the roof vent pipe being chewed up by squirrels. The discoloration on the common wall was caused by the water from the roof vent which has been repaired.

Mill House and board members looked at the garage at 425 Wintercrest East. Mill House asked Giles Flythe for a quote to check out the garage structural integrity and water stuck in the floor.

Mill House sent an email to all homeowners asking for volunteers for the open board positions. Mill House will need all information to be included in the annual meeting packet by September 16, 2025, in order to assemble the packet, get it printed, stuffed and mailed by September 30.

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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