



1720 East Franklin Street  
Chapel Hill, NC 27514

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[www.millhouseproperties.com](http://www.millhouseproperties.com)  
millhouseprop



January 16, 2026

Dear Homeowner:

Since we have had more owners involved in the annual meeting when it is held via Zoom, the board decided to have the same format for the 2026 500 Market Street Annual General Meeting (AGM). The Board of Directors has crafted a hybrid meeting, there will be two parts. First part, a mail-in meeting, this packet contains what is necessary to have the AGM; 2025 AGM minutes for approval, 2026 budget and a ballot for voting. The second part will be a Zoom meeting hosted by the board to answer any submitted homeowner questions. This Zoom will be on February 16th at 7:30PM. **Because the Board must have quorum to conduct business, please send in your ballot as soon as possible. We must receive your ballot by February 13, 2026. If a quorum is not established, the Board will need to organize another mail-in process.**

Owners can submit questions to Board members for the Zoom meeting. These questions will be answered during the Zoom call on February 16th. When you return your ballot please include any questions or concerns you may have. You may email or mail your ballot to the Mill House Properties addresses included on the ballot.

Thank You.

Mill House Properties

**Notice of Meeting by Mail and Ballot  
For 500 Market Street HOA**

**Monday, February 16, 2025  
By Mail/Zoom**

Pursuant to N.C. Gen. Stat. § 55A-7-08, please take notice that the annual meeting of the 500 Market Street Homeowners Association is being conducted by mail for the purposes of (1) electing members to serve on the Board of Directors of the Association for a term beginning in 2026 and (2) to approve the 2025 Annual Meeting Minutes.

**ALL BALLOTS MUST BE RETURNED NO LATER THAN 5:00 P.M. ON Friday, February 13, 2026**, and the presence of a quorum will be determined from the ballots received as of that date and time.

Please return your ballots via regular mail to:

500 Market Street HOA  
c/o Mill House Properties LLC  
1525 E. Franklin #5A  
Chapel Hill, NC 27514

or via fax to: (919) 968-7995

or via email to: [hoa@millhouseproperties.com](mailto:hoa@millhouseproperties.com)

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**Mill House is inviting you to a scheduled Zoom meeting. Please  
check your email for a link.**

**[PLEASE SEE NEXT PAGE]**

## 500 Market Street Annual Meeting Minutes

February 17, 2025

The meeting was called to order at 6:30 pm

Quorum was reached by ballot.

Minutes were approved from last year's Annual Meeting.

Treasurer's report was approved from last year. Cash balance in the bank at years end was \$56,101. We own 3 short term CD's (2@ \$10,000, 1@\$7,000).

There is \$6800 in reserve. Slightly over budget in 2024 (lobby work and brick work)

Dues for 2025: \$425 per unit. This increase was made for the purpose of building up our reserve to cover anticipated capital expenditures.

During 2024, we changed our elevator maintenance contract to Metro Elevator Co. We have been using Todd Whiteheart as our elevator consultant. Our elevator is 23 years old and he estimates that major repairs in the not distant future could be as high as \$175,000. Certainly we want to avoid this as long as possible, but this is reality.

The lobby has been refurnished and should be completed in the coming weeks.

A reminder was given to homeowners that their units need to be available when the sprinkler inspections are scheduled. (Either key pad # or key to the office). Also, inspectors will not provide service if there is unaccompanied dog in the condo. Next year, residents who don't comply, will have to pay for the sprinkler inspectors to return.

Michelle will check to find recommended frequency of dryer clean outs.

Dennis Carmody spoke at the meeting. He hoped we would think carefully about continued dues raises. He also expressed gratitude to the Lobby Committee and gratitude to Jim Brittain for his work with the elevator companies. He also mentioned that back parking lot is showing its age and that we should begin thinking about repair.

Durrall responded by stating that if we don't pad our reserve fund that each unit could be assessed as much \$8500, if the elevator has a major breakdown- we are trying to plan for this eventuality over time, so that future residents won't have to bear the whole burden.

The board responded that we would evaluate the parking lot issues.

Reported that the fence near the dumpsters has been fixed, pressure washed and stained. Carlos, the man who did the work, was great.

It was suggested that when windows or heating units are being replaced, that residents be notified ahead of time about the prospective dates. Renting the cranes is an expensive undertaking and it makes sense (when possible), to coordinate with those who are also in the process of doing work that requires a crane, so they can share the expense. Michelle said she would send something out.

The meeting was adjourned at 6:55.

## 500 Market St. COA 2026 Budget Draft

	2025	2025	2026	
	Budget	Actuals	Budget	Notes
<b>Operating Income</b>				
HOA Assessment	79,920.00	79,920.00	88,800.00	Dues to \$370 form \$333 (11.1%)
Late Fee	0.00	0.00	0.00	
<b>Total Budgeted Operating Income</b>	<b>79,920.00</b>	<b>79,920.00</b>	<b>88,800.00</b>	
<b>Operating Expenses</b>				
<b>Administration</b>				
Admin Misc. & Bank Fees	100.00	0.00	100.00	
Audit/ Tax Returns	500.00	896.00	550.00	
Insurance	13,649.00	12,682.60	15,833.00	16% Increase
Legal	500.00	750.00	750.00	
Management Contract Fee	10,000.00	10,000.00	11,000.00	10% Increase per Contract
Master Assoc. HOA Dues	3,589.00	3,600.00	4,127.00	15% Increase
Postage and Printing	0.00	2.08	0.00	
<b>Total Administration</b>	<b>28,338.00</b>	<b>27,930.68</b>	<b>32,360.00</b>	
<b>Grounds</b>				
Landscape Contract	8,100.00	8,100.00	8,256.00	Flat increase (1.9%)
Snow Removal, Mulch & Misc. Se	2,000.00	4,840.00	3,500.00	
<b>Total Grounds</b>	<b>10,100.00</b>	<b>12,940.00</b>	<b>11,756.00</b>	
<b>Maintenance</b>				
Building Maintenance	6,000.00	7,505.07	6,000.00	
Carpet Cleaning	400.00	1,150.00	400.00	
Cleaning Services	4,660.00	4,788.00	4,660.00	
Common Area Improvements	750.00	0.00	750.00	
Elevator	1,920.00	2,616.12	2,500.00	
Elevator Repair & Inspections	0.00	200.00	200.00	
HVAC Maintenance	420.00	0.00	420.00	
Pest Control/Termite Cont	1,425.00	1,125.00	1,425.00	
<b>Total Maintenance</b>	<b>15,575.00</b>	<b>17,384.19</b>	<b>16,355.00</b>	
<b>Utilities</b>				
Electricity	3,000.00	3,868.83	4,000.00	
Phone	2,160.00	3,219.07	3,000.00	
FA- Inspections	2,000.00	1,986.46	2,000.00	
FA- Monitoring	900.00	824.00	900.00	

## 500 Market St. COA 2026 Budget Draft

	2025	2025	2026	
	Budget	Actuals	Budget	Notes
FA- Repairs	3,500.00	1,301.83	2,000.00	
Trash Removal	3,000.00	4,447.99	5,000.00	
Water & Sewer Common Area	10,000.00	10,225.70	10,000.00	
<b>Total Utilities</b>	<b>24,560.00</b>	<b>25,873.88</b>	<b>26,900.00</b>	
<b>Total Budgeted Operating Expense</b>	<b>78,573.00</b>	<b>84,128.75</b>	<b>87,371.00</b>	
% Increase / (Decrease)			11.2%	2026 over 2025 Budget (11.2%)
Total Budgeted Operating Income	79,920.00	79,920.00	88,800.00	
Total Budgeted Operating Expense	78,573.00	84,128.75	87,371.00	
<b>NOI - Net Operating Income</b>	<b>1,347.00</b>	<b>-4,208.75</b>	<b>1,429.00</b>	
<b>Reserve Income</b>				
Reserve Income	22,080.00	22,080.00	24,000.00	Reserve = \$100 from \$92 (8.7%)
Interest Reserve Account	0.00	1,545.00	0.00	
<b>Total Budgeted Operating Income</b>	<b>22,080.00</b>	<b>23,625.00</b>	<b>24,000.00</b>	
<b>Reserve Expenses</b>				
Site Improvements	0.00	0.00	4,000.00	Parking Lot Repairs
Building Interior	0.00	4,000.02	0.00	
Building Exterior	0.00	0.00	0.00	
Mechanical	8,000.00	2,982.66	0.00	
<b>Total Budgeted Reserve Expense</b>	<b>8,000.00</b>	<b>6,982.68</b>	<b>4,000.00</b>	
Total Budgeted Reserve Income	22,080.00	23,625.00	24,000.00	
Total Budgeted Reserve Expense	8,000.00	6,982.68	4,000.00	
<b>Net Reserve Income</b>	<b>14,080.00</b>	<b>16,642.32</b>	<b>20,000.00</b>	
Total Net Income (Loss)	15,427.00	12,433.57	21,429.00	Total Dues of \$470 from \$425 (10.6%)

## **Candidates for the Board of Directors**

### **Will Johnson**

Will Johnson owns and lives in Suite 101, since Spring of 2017. Will has lived in Chapel Hill since 1962. Laurie and Albert (mini schnauzer) join him in the unit. They all love the convenience of living in 500 Market St - pharmacy, restaurants, grocery, ATM, mailing shop, coffee shop, live music, dentist and other professionals. Interested in maintaining the value of this great building.

He has been President of Will Johnson Building Company since 1995, which is located across the street from 500 Market St., and currently employs 18 team members. He began his career in building at the Fearington Village development (1976-1995), as a carpenter and then the Purchasing Director for construction. Graduated from Furman University- BS in Biology 1976

### **Jim Brittain**

Jan and I bought our condo. #302 6-1-16 and plan in the future to spend considerably more time in Chapel Hill. We have 2 children and 3 grandchildren. Our daughter, son-in-law and granddaughter live in Chapel Hill and we will spend much more time with them as this covid decreases. I am a retired pediatric dentist who practiced in Charlotte 40+ years. Served on the board for 4 years in our condo. in Charlotte.

### **Durral Gilbert**

My wife, Tricia, and I own unit 105, which we bought in 2019 as a second residence to our home in Charlotte. Soon after buying the unit, our son, Peyton, needed a place to live while working in Chapel Hill and later, while attending school to get his master's degree in accounting. Since then, we've extended the lease to his roommate, but look forward to making the residence truly ours as we wrap up building our new home in Oak Island, NC. We've also updated almost our entire unit, as we understand the value of our building and the need to continually invest in our individual and collective homes.

Southern Village is one of the most beautiful communities that Chapel Hill has to offer. It's such a quaint and unique village, with a special character that's worth preserving. As a Board member and Treasurer in 2023, I feel that I've made solid contributions to 500 Market Street Condo Owners Association, as I am committed to continuing to help our beautiful building and community stay the gems that they are for the long-term. Moreover, I'm committed to helping to make us a strong community of unit owners that regard each other as neighbors and mutual stakeholders in our shared residence. Each of you should always feel that you can reach me directly at either 704-989-2994 (mobile) or [DurralGilbert@outlook.com](mailto:DurralGilbert@outlook.com)

### **Linda Shipman**

Linda Shipman has owned a unit in the building on 500 Market St since February 2019. As such, she has a vested interest in maintaining the quality of the building. She is dedicated to working with Mill House Properties as a liaison for the building's residents in the best interests of the community. Linda has enjoyed serving on the board this past year and is committed to working with the HOA and Mill House Properties to meet the current and future needs of the owners and renters in our building.

### **Kent Allen**

I grew up in Madison Connecticut. I met Susan in college and we have been married 46 years. 2 children, Josh and Christine. Josh is a musician and lives in Brattleboro, Vt with Linda and children Levon (9) and William (2). Christine is a social worker and lives in Durham with husband Nate and children Jonah (11) and Henry (8). I am a retired United Church of Christ minister and have served on many non-profit boards. We bought our unit here in 2013. We love Southern Village and especially love 500 Market Street. We feel fortunate to live here and are committed to being good stewards of this wonderful place. We spend part of the year in New England and the rest of the year, we are here.



## 500 Market Street Homeowners Association

### 2026 BALLOT

#### 1. ELECTION OF DIRECTORS (vote for up to 5 candidates)

☐

Jim Brittain

☐

Durrall Gilbert

☐

Kent Allen

☐

Linda Shipman

☐

Will Johnson

\_\_\_\_\_ Write in Candidate

\_\_\_\_\_ Write in Candidate

#### 2. APPROVAL OF THE 2025 ANNUAL MEETING MINUTES

On the issue of approval of the 2025 annual meeting minutes, I:

\_\_\_\_\_ **Approve** the 2025 annual meeting minutes.

\_\_\_\_\_ **Do Not Approve** the 2025 annual meeting minutes.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Date

**Question or Comment for the Board:**