

1 The Millstone Ridge Homeowners Association, Inc.

2 Matthews, North Carolina, USA.

3
4 Board meeting 02/27/2025

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6 1. Meeting opened at 7 p.m., by Connie Massetti, President.

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8 2. Nate Huggins, Secretary provided prayer.

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10 3. Attending: Nate Huggins, Connie Massetti, Noor Altaie, Carlos Mason, Dave Burdecki, Jane
11 Burdecki, Kevin Ridley and Tony Trevino.

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13 4. Order of Business:

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- 15 • Steve Hoffman resigned from the board due to personal reasons.
 - 16 • Kevin Ridley attending via virtual media.
 - 17 • Tony Trevino, a homeowner with tremendous HOA experience, was newly accepted as
18 a HOA Board Member.
 - 19 • Nate Huggins will get our HOA Contract from Hawthorne Management so the board can
20 evaluate it, shop it and determine our next course of action. Nate will also pursue
21 getting a copy of our Lawn, pool and any other contracts we have with Hawthorne
22 Management.
 - 23 • A number of issues were raised regarding the responsibilities of the HOA Board versus
24 Hawthorne Management.
 - 25 • Tony recommended we acquire a copy of the Community Associate Institute (CAI)
26 Booklet, which serves as a HOA resource for HOA Directors and Home Owners. Tony
27 also advised us to be very cautious and consistent in our communications and
28 actions. He also recommended that we confirm that the HOA Board has Directors and
29 Officers Insurance and all vendors should provide us a copy of their Declaration of
30 Insurance or Certificate of Insurance before providing work. Connie Massetti will follow
31 up on these issues.
 - 32 • The board determined that we would not pursue erecting a Community Message board
but continue to use our email and website platforms to communicate with homeowners.

- 33 • Regarding security and access to our community pool: Dave and Connie have been
34 given Master Passes and will be given access to the Key Combo Box by the pool
35 company. They will also update the board on their findings.
- 36 • Regarding Monthly Community Inspections for violations: Connie and Jane will review
37 the violations report and coordinate with Hawthorne for resolutions.
- 38 • Regarding all community news/Email blast: All information is to be forwarded to Carlos
39 for distribution through one media.
- 40 • Regarding handling delinquent HOA dues: Carlos will monitor violators and in
41 conjunction with Hawthorne Management, keep a list of these residents so we can
42 determine if their Pool Card should be disabled.
- 43 • Regarding the pool area being pressure washed: Connie and Noor will pursue finding a
44 professional to do this.
- 45 • Regarding the pool shower being repaired: Carlos will purchase all necessary parts,
46 make repairs, save receipts and turn them in to HOA Board for reimbursement.
- 47 • Regarding cluttered Pool and Pump Storage Rooms: Carlos, Jane and Connie will
48 coordinate with the pool company and clean out the rooms.
- 49 • Regarding obsolete pool cameras: Carlos to acquire quality cameras (8 cameras,
50 approx. \$50 each) and coordinate with Noor to discuss ideal placements to cover blind
51 spots.
- 52 • Regarding Holiday Decor 2025 at the front entrance: Jane will handle this project.
- 53 • Noor to follow up on HOA Aging Report, ARC Report, the HOA Income Tax Report, the
54 HOA Audit, and analyze the budget to determine what expenses are lined items versus
55 grouped items.
- 56 Update 03/10/2025. **ARC Reviews** (Architectural Reviews): Dave Burdecki will be
57 Hawthorne's contact for ARC.
- 58 • Noor reported that an unlevelled concrete area at the pool entry needs to be
59 address. Connie will follow up.
- 60 • Jane reported that the town is working on uneven sidewalks throughout the
61 neighborhood. Jane has talked with Matthews Town Officials about this ongoing project
62 which should be completed soon.

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64 5. Connie will notify us of the next HOA Meeting. The meeting ended at 8 p.m.

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66 Nate Huggins, Secretary.

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