

1 The Millstone Ridge Homeowners Association, Inc.

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3 Matthews, North Carolina, USA
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5 **Minutes of our HOA Board Meeting on June 10, 2025**
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- 7 1. Meeting opened approximately 7 p.m., by Connie Massetti, President.
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- 9 2. Connie introduced Sylvia Thomas, our new Hawthorne Management Company
10 Representative, 704-377-0114, extension 431.
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- 12 3. Attending: Connie Massetti, Nate Huggins, Noor Altaie, Jane & Dave Burdecki, Carlos
13 Mason, Tony Trevino and Michael O'Connell (prospective board member).
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- 15 4. Comprehension of ARC process: David Burdecki is our ARC Manager. A homeowner will
16 submit an Arc to Hawthorne Homeowner's Services for vetting/compliance. Hawthorne
17 Homeowner's Services will either return the ARC to the homeowner for compliance or
18 forward the ARC to Dave for HOA Board approval or denial. Dave must act on the ARC,
19 in writing, within 30 days or the ARC will be considered approved. Upon the ARC's
20 approval or disapproval, Dave will notify the homeowner in writing and the ARC will be
21 closed out by Hawthorne Homeowner's Services after the homeowner provides proof of
22 project completion/issue resolved. The closed ARC will remain in Hawthorne
23 Management's archives forever.
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- 25 5. Broken Sidewalk at pool entrance: The town of Matthews is taking care of it and at no
26 expense to the HOA.
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- 28 6. Pool vandalism update: Police unable to identify perpetrators (kids), Connie will post
29 photos of kids in the pool area/walls with hope that someone will identify them and
30 inform us. Noor Altaie will acquire quotes to repair damages (to wall, sinks, restroom,
31 etc.) at the pool. Carlos Mason will acquire prices of improved security
32 cameras/monitors/alarms/etc., to deter future perpetrators. Additionally, Matthews has
33 Citizen Patrols that will monitor this area for us. Currently, Dave and Connie will be
34 notified by the local authorities if something is detected during their zone checks.
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7. Requirements for hiring a vendor: Sylvia Thomas, Hawthorne Management Company Representative, stated that the HOA Board may have a vendor (typically crews of 3 people or less) sign a liability waiver rather than make them acquire Worker's Compensation Insurance due to the high cost of it. Additionally, all vendors should provide the HOA Board with their W-9 form and a Certificate of Insurance reflecting their insurance coverages prior to being employed.
8. Inspection frequency: Sylvia stated that inspections occur once per month, unless something requires additional inspections, and they typically occur before 5 p.m. She further stated that a board member may join her but would not want a board member interacting with homeowners.
9. Financials and Aging Reports: Noor Altaie, Treasurer, is monitoring the Delinquent Dues Aging Report, the Projected Financial balances, our small Reserves Account balance and is concerned that we may run out of funds in several years. Toni Trevino, who has extensive experience with budgets and financial forecasting, offered to conduct an analysis of the HOA's Financial Statements, forecast what is needed in our Reserve Account to handle projected large expense repairs/replacements/etc., and work with Noor and Sylvia to address shortages and recommend a plan to address this issue.
10. Board of Director Electronic Voting System: Sylvia stated that if we continue with our current voting system, we must have a unanimous board member voting outcome and the Email address of each voter for this process to be legal. She recommended using Zoom or physical meetings to make decisions that require voting when we cannot acquire a unanimous voting outcome using our current electronic system.
11. Procedure to address HOA Violations that are ignored: Violations should be reported to Sylvia, and she will provide the homeowner with a written violation notice with require corrective action and a time period to get in compliance. If the homeowner ignores the first notice, Sylvia will provide a second notice with required instructions. If the homeowner still does not comply, a formal hearing via Zoom with the homeowner and at least two (2) HOA Board members will be scheduled within 15 days after the second notice's expiration date. At this meeting the HOA will makes a decision to fine or don't fine the homeowner and/or may create a joint resolution plan. If the homeowner ignores the Zoom meeting, the homeowner and their account will be turned over to the attorney who will charge the homeowner delinquent fees, interest, and attorney fees

74 and place a lien on their home. At the selling of the home, we are expected to recoup all
75 HOA related fees. Currently, Hawthorne Management Company does not have a "Fines
76 Matrix". Currently, HOA fines cannot exceed \$100 per day and HOA dues cannot exceed
77 being raised beyond 10% a year.

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79 12. The need for a current/new/updated contract: Sylvia will get us a copy of a properly
80 signed and dated contract with Hawthorne Management Company.

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83 Thank you,

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85 Nate Huggins, Secretary

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