

## Dear Melbourne Homeowner or Resident,

This is our **Annual Letter** that contains **IMPORTANT INFORMATION** regarding dates for the **2025 Neighborhood HOA Events & Meetings** as well as information on select topics pertinent to our neighborhood.

We are fortunate to have another full Board of 7 members this year with 3 returning for another 2-year term.

### **2025 HOA Board & Committee Chairs**

#### **Board Members serve two-year terms**

- |   |                         |                                  |
|---|-------------------------|----------------------------------|
| 1. Cam Drennan (President)              | – term expires 12/31/25 | COMMUNICATIONS, SIGNAGE & EVENTS |
| 2. Phil Lyons (Vice President)          | – term expires 12/31/26 | LANDSCAPING & LIGHTING           |
| 3. Crystal Mason (Treasurer)            | – term expires 12/31/26 | FINANCE                          |
| 4. Bob Frederickson (Director-at-Large) | – term expires 12/31/25 | PARK AREA AMENITIES/ARC          |
| 5. Buddy McDonald (Director-at-Large)   | – term expires 12/31/25 | POOL OPERATIONS & SECURITY       |
| 6. Kara Miller (Director-at-Large)      | – term expires 12/31/26 | BUILDINGS MAINTENANCE/ARC        |
| 7. Brian Sisson (Director-at-Large)     | – term expires 12/31/25 | SPECIAL PROJECTS                 |

#### **Neighborhood Volunteer Coordinators:**

Kristi Drennan (Clubhouse Rental) || Lora Lyons (Melbourne Lap Swim Club) || Shelly & Steve Cobb (Seasonal Decorations)

### **List of Neighborhood Events & Meetings for 2025\***

*\*all dates & times subject to change and outdoor events are weather permitting*

#### ➤ **Annual Events**

- EASTER EGG HUNT – Saturday, April 12th - 10am (meet in parking lot starting at 9:45am)
- ANNUAL NEIGHBORHOOD YARD SALE – Saturday, May 3<sup>rd</sup> – 7am to 1pm (heavily advertised)
- POOL PARTY & COOKOUT – Sunday, June 8<sup>th</sup> – 1pm to 4pm
- FALL FESTIVAL – Sunday, October 19<sup>th</sup> – 1pm to 4pm
- BRUNCH with SANTA – Saturday, December 6<sup>th</sup> – 11am

#### ➤ **HOA Meetings** *(all at the clubhouse; day/time subject to change)*

- MONTHLY VIOLATION HEARINGS are scheduled 2X per month @ 6:30pm
- MONTHLY BOARD MEETINGS are scheduled on the second Tuesday of each month @ 6:45pm  
*\*CLOSED SESSION is 6:45pm to 7:15pm    \*OPEN SESSION is 7:15pm to 8:00pm*
- ANNUAL HOA MEETING – Thursday, November 11<sup>th</sup> – 7:00pm *(sign in begins 6:30pm)*

### **Key Projects**

#### **Completed in 2024:**

- ☐ Parking lot sealcoat & re-paint
- ☐ Replaced wood on picnic tables & replaced timbers around playground
- ☐ Re-leveled/sealed the concrete slabs in basketball area (trip hazard)
- ☐ Tennis court repair/re-surface & converted one side into two pickle ball courts

#### **Planned in 2025 (not final):**

- ☐ Install dog waste station(s) in park area
- ☐ Install up to 4 additional security cameras
- ☐ Repair/upgrade clubhouse bathroom
- ☐ Street sign/mailbox upgrade project
- ☐ Install shade structure(s) on pool deck
- ☐ Repairs/ upgrades in pool bathrooms; install new water heater

### **Annual Assessments for 2025**

As communicated in the Annual Meeting back in November, the 2025 Annual Assessment is \$1,000 effective 1/1/25. Payments are billed in quarterly amounts of \$250 and are due on 1/1, 4/1, 7/1, and 10/1.

### **Methods of Communication / Information**

- ☐ HOA website ([www.MelbourneHOA.org](http://www.MelbourneHOA.org)) > *LOTS of information here!*
- ☐ HOA Facebook page “Melbourne HOA” > Time sensitive communications
- ☐ “Melbourne Neighbors Connection” Facebook page >> Melbourne Residents ONLY; must sign up\*
- ☐ Email “Blasts” >> ensure your email is on file with CSI Management
- ☐ Text Messages >> ensure your mobile phone number is on file with CSI Management
- ☐ Mailed Letters / Postcards from CSI Management
- ☐ Event Signage posted within neighborhood (week of event)

## Swimming Pool

- Opening Day is currently scheduled for **Saturday, May 17<sup>th</sup>**; Last Day is Sunday, September 7<sup>th</sup>
- Complete Pool hours for 2025 are posted on the HOA website and will also be posted at the pool entrance.
- There are NO LIFEGUARDS but we have POOL ATTENDANTS there to clean and monitor pool operations
- An access fob is needed for entry into the pool area.
- We utilize the same Pool Access Fobs each season, so there is no need to “re-register” your fob as they will be automatically re-activated when the pool opens (unless the homeowner account is delinquent).
- For newer residents, the prior homeowners should have left their fob. If they did not, please **contact CSI Management** as soon as possible or send an email to [cam@melbournehoa.org](mailto:cam@melbournehoa.org). There is no cost for the initial fob. This also includes residents who may have just never requested a fob in the past.
- For residents who have lost their fob, there is a **\$15 replacement fee**. Once a new fob is activated, the old fob will be de-activated. Renters...please check with your landlord as they will need to submit the request.
- **DON'T WAIT UNTIL THE POOL OPENS TO REQUEST KEY FOBS...do it well before the season begins!** Residents not having an active fob will NOT be permitted into the pool area. Be proactive so this doesn't happen to you!

### 2025 Dates & Hours of Operation

#### May 17<sup>th</sup> to June 8<sup>th</sup>

Weekdays 3:30pm to 8:00pm  
Saturdays & Sundays 11:00am to 8:00pm  
(Open on Memorial Day 11:00am – 8:00pm)

#### June 9<sup>th</sup> to August 24<sup>th</sup>

Open everyday from 11:00am to 8:00pm

#### August 25<sup>th</sup> to September 7<sup>th</sup>

Weekdays 3:30pm to 8:00pm  
Saturdays & Sundays 11:00am to 8:00pm  
(Open on Labor Day 11:00am – 8:00pm)

## Melbourne Lap Swim Club

Run solely by volunteers in Melbourne, this group organizes adult morning swims before the pool opens on select days. Please find their Facebook page at "Melbourne Lap Swim Club" for current updates and swim times.

You may also contact the group coordinator, Lora Lyons, at 704-728-5300. Look for more information to be communicated out sometime in May.

## Clubhouse Rental Process

- Detailed information on renting the clubhouse (which is for RESIDENTS only) can be found on the HOA website.
- Residents may rent the clubhouse for PRIVATE events only (cannot sell merchandise).
- The **clubhouse rental fee is to \$100/day** with a \$250 refundable security deposit.
- The clubhouse is frequently rented by residents and the weekends book up quickly...especially over the summer months for graduations...so book your rental as early as possible. **Rentals require AT LEAST 10-day notice.**
- **The first step is to TEXT the Volunteer Clubhouse Coordinator at 704-302-7332 to check availability.**  
**Please allow a 72-hour turnaround time for reply.**
- The Clubhouse Rental Contract can be found via the AppFolio or on [www.melbournehoa.org](http://www.melbournehoa.org)

## Compliance Process

The management company conducts routine drive-through inspections every 12-15 days (24 per year). The inspector(s) are in a clearly marked vehicle during the drive-throughs and may take pictures of the property from the road and within their vehicle for certain violations as documentation. Inspectors are not driving through “secretively”.

***At no time should an inspector be approached or harassed by a homeowner. This will not be tolerated and HPD will be contacted if an inspector feels threatened.*** After inspections are completed, compliance letters with reference pictures will be generated and sent out to Homeowners. Letters will NOT be mailed to a rental property unless specifically authorized by the owner/landlord. These letters will specifically identify what the violation is and request that the issue is corrected within a certain number of days of the issue date of the letter. If the Homeowner cannot realistically correct the issue in that time, they will need to send communication (preferably email) to the management company within 10 days to discuss and align on when the issue will be addressed and realistically resolved. **This step is critical to mitigate escalation & fines.** Please email [esmith@melbournehoa.org](mailto:esmith@melbournehoa.org) (do not call).

If there has been **NO communication received from the Homeowner before the next inspection**, the violation will remain open and a 2nd letter will be generated after the next inspection. If there is still no resolution or communication within 10 days after the date on the 2<sup>nd</sup> letter, the compliance issue will go to a scheduled hearing.

If the Homeowner fails to attend the hearing with no communication, the Homeowner may receive an initial fine of up to \$100 and begin receiving daily fines of \$25. There's no need to get to this point! **COMMUNICATION is the key to reducing multiple letters, hearings and possibly fines.** Only through teamwork, volunteerism, pride in our neighborhood and **with consistent, responsible enforcement of our CC&Rs** can we protect and increase our property values and enjoy the lifestyle we each want in Melbourne.

Items and areas to be inspected are clearly defined in Melbourne's Declaration of Covenants, Conditions and Restrictions (CC&Rs) and more specifically in the Architectural and Design Guidelines and the Initial Use Restrictions and Rules (Exhibit C). All of these documents can be located on the **AppFolio Homeowner Portal**. If you haven't already, please visit [www.csicommunities.com](http://www.csicommunities.com) to get your account activated. There are numerous resources in the Homeowner portal. For residents who are renting a property, you must contact your landlord to provide any of this information. The HOA nor the management company can communicate or discuss rental property violations with renters without specific consent of the owner/landlord.

Contained in the Architectural and Design Guidelines is the broad statement **"Grass and landscaping will be maintained to appear neat and attractive"** which is obviously open to interpretation. Article 9, section 3 of the Melbourne CC&Rs contains the statement that "Each Owner acknowledges that opinions on aesthetic matters are subjective and may vary as committee members change over time." Therefore, to help clarify expectations, the list below contains the areas the inspector(s) will look at closely and are the key areas that will hinder a property from being "neat and attractive".

- **LAWNS** – unsightly weeds/crabgrass, bare spots/diseased and overgrown grass; lack of edging/trimming  
*February/March is the best time to start treating for lawn weeds since they are small and actively growing. As always, this will be a focal point of inspections especially over the Spring months, so have a plan of action in place! Don't wait until it gets out of hand and risk possible fines that are preventable! Hire professionals if needed...it's much cheaper than paying fines!*
- **PLANTING BEDS** – excessive weeds/grass, very little to no mulch/pine needles
- **SHRUBS** - overgrown and not maintained (from lack of pruning), dead/diseased.
- **TREES** – limbs less than 6 feet off ground at any single point, dead/diseased, "sucker limbs" on the trunk
- **DRIVEWAYS/SIDEWALKS** – contain weeds/grass, excessively dirty (oil stains, clay-stained, mold, etc.)
- **MOLD/ALGAE\*** – unsightly build-up on siding and roofs (black algae)
- **MAILBOXES\*\*** – rusted or needs painting (black); not straight (excess leaning); not set at standard height/size.
- **TRASH RECEPTACLES** – improperly screened from view (*exception on Mondays from 4pm to Tuesdays at midnight*)
- **SHUTTERS/ENTRANCE DOORS** – damaged and/or faded paint; missing shutters
- **STRUCTURES/EQUIPMENT\*\*\*** – fences, garage doors, windows & screens, decorative railings, gutters, satellite dish placement and other items on the exterior portions of a Unit which have become rusty, dilapidated, or otherwise fallen into disrepair and are **UNSIGHTLY** to our neighborhood.

#### **\*Mold/Mildew on siding & shingles**

Most of our homes accumulate mold and mildew on siding, trim and garage doors, especially in years where there is a lot of precipitation. As with the roof algae, mold & mildew thrives in more humid and warm climates like ours and usually appears first, and most prominently, on the north facing side of the home. If allowed to accumulate to where it is easily viewed from the street, as part of the bi-monthly property inspection conducted by the management company, a "friendly reminder" violation will be issued by the inspector. There are also lower cost solutions to cleaning mold and mildew off siding just like roof algae, and eco-friendly and easy-to-use products are available at Hardware and Home Improvement Stores. In many cases, only a small section or one side of a house may need to be cleaned, so these do-it-yourself products offer a much more affordable solution when this is the case. Keep in mind that "power washing" can damage siding and can cause water to get behind the siding, so be careful. A Google search will give plenty of information on best practices.

#### **\*\*Mailboxes**

As our neighborhood ages, many mailboxes have already needed replacement and at least a fresh coat of black spray paint. Periodic spray painting of your mailbox will make a noticeable difference in its appearance. In most cases, when a homeowner receives a notice regarding their mailbox, all it needs is about \$8 worth of a good matte black spray paint. Also, some mailboxes have also begun to lean excessively and need to be re-adjusted. If you need to **REPLACE** your

mailbox, there are only specific models that fall within the neighborhood guidelines. More details can be found in the Melbourne Homeowner & Resident Reference Guide. Carolina Mailboxes Inc. appears to carry several of these models and numerous residents have purchased from them. An ARC Request form should be submitted for review to ensure the new box is within the community guidelines.

### \*\*\*Fencing

Many of our homes have fenced yards and keeping our fences free of mildew and well-maintained is an important part of protecting your investment and keeping our neighborhood looking good. With the high cost of installing a new fence, we recommend re-staining/sealing your fence every 5-7 years to ensure it lasts as long as possible and continues to meet neighborhood appearance standards. Please take a close look at your fence to see if you have any broken or mismatched posts/rails/pickets, weathered staining and/or discoloration, or mildew spots.

All fence guidelines in relation to approved styles/location/staining guidelines can be found in the Melbourne Resident Handbook.

### Trash Receptacle Storage & Screening

Per the Community Wide Guidelines...roll-out trash receptacles may be curbed no earlier than 4:00 PM on Mondays (the day prior to collection day) and must be taken in by midnight on Tuesday (the day of collection).

- All trash receptacles must be screened from view from all streets in an ARC approved manner.
- Fence material to screen trash, yard waste and recycling bins on the side or rear of the house, must be constructed of an opaque or solid fencing material (either wood slate or white vinyl panel). Such opaque fence must be high enough to completely screen the top of the trash and yard waste bins at all times but must not exceed six (6) feet in height.
- For some homes (depending on how the house sits in relation to the road), large shrubs may be used to screen receptacles as well (*must be approved*).
- As with any new fencing, fence screening also requires prior ARC review and approval.
- Examples of what would be acceptable screening:



**NOTE: Letters will be sent out soon to Homeowners who do NOT have adequate and approved screening of their trash receptacles. It will include a 90-day period to correct. As of now, there are approximately 15 addresses without any type of screening,**

### **Architectural Review Committee (ARC)**

As a reminder...if you are planning any projects such as adding/replacing roof shingles, mailboxes, siding, trash can screening, perimeter fencing, decks, patios, storage sheds, exterior paint color changes, additions or major landscape changes such as ponds, drainage, retaining walls, etc...it is highly advised that you submit an ARC Review Request Form. By doing so, you are requesting that the ARC look at your plans and make sure they would be in full compliance to the neighborhood standards before starting the project. Instructions for filling out and submitting this form can be found on the CSI AppFolio, HOA website or by calling the Management Company. A violation will not be issued specifically for not submitting an ARC form, but if the project that is completed does not comply with the current Community Standards, the homeowner will more than likely be responsible for correcting the issue unless specified otherwise by the ARC. Also, having an approved ARC Request Form on file with the management company protects the homeowner in the future if there are any changes to the Standards. **The Community Standards can be found in the RESIDENT HANDBOOK publication located on the HOA website, the CSI AppFolio or you may obtain a printed copy by contacting CSI.**

The ARC will periodically review the neighborhood, generally on a quarterly basis, to check for any non-compliance to the Standards. If any are found, and there is no approved ARC Request Form on file, the homeowner will receive a letter informing them of the non-compliant issue. This letter will include the reason why it is considered to be non-compliant and offer any possible solutions to fix the issue. The “fix” will include submission of an ARC Request Form. There will be no circumstances where something that is found to be non-compliant to the Standards (and does not have documented ARC approval) is “grand-fathered in” just because the situation has existed for a “long time”. Situations like this will be reviewed closely. It is important to adhere to the Community Standards in a consistent manner year after year, especially as our neighborhood ages. If there is no consistent enforcement and adherence to the Standards, then they are essentially become useless.

\*\*\*\*\***SPECIAL PROGRAM**\*\*\*\*\*

**Bradford Tree Removal - Opportunity for Homeowners to Save \$**

The average lifespan of a bradford pear tree is 20-25 years...and most of those remaining in Melbourne are at that age. As many of you know, these are generally weak trees and near the end of their life they become diseased with rusty-brown and thinning leaves. This past summer, the HOA removed all nine bradford pear trees that were on the clubhouse lawn as they were all in full decline and becoming unsightly & unsafe.

As part of the regular drive-thru inspection process, properties with obvious dead & dying trees receive a violation notice with a 30-day window to fully remove the tree(s). Although most Homeowners have removed their bradford pear trees over the years, there are still approximately 42 trees remaining in the neighborhood.

Knowing that many of these trees will be required to be removed soon, the Board reached out to the company that did a great job removing the trees at the clubhouse to see if they could offer Melbourne Homeowners a “volume-discount” on bradford tree removal ONLY. Typically, the average cost to remove a 20+ year old bradford pear tree is around \$1,250...including full removal of the stump and surface level roots with complete haul-off off debris and cleanup.

North Meck Tree Service has offered the following discounted rates based on the number of Homeowners who sign up to have their bradford tree(s) removed during a specified time-period of days in March (exact days TBD).

There are 3 tiers to the neighborhood pricing:

# of trees	cost per tree
10 to 14	\$850
15 to 19	\$800
20+	\$750

The HOA, with assistance from our management company, would coordinate the signup along with the billing & payment for these services. The individual tree removal fee would be added directly to the Homeowner's 2<sup>nd</sup> quarter billing statement due on 4/1/25 rather than receiving a separate invoice directly from North Meck Tree. This is a great opportunity to save money on what inevitably will need to be done, and we hope many Melbourne Homeowners will take advantage of it while it lasts. **If interested in this service in March, please send your name & address to [lvilchez@sentrymgt.com](mailto:lvilchez@sentrymgt.com) no later than 2/21/25.** We will then compile the full list and number of trees to be serviced to determine the final tier pricing per tree. A service contract will then be emailed the first week of March to those signed up for final review and signed authorization/approval. The specific day(s) for the tree removal will also be determined and communicated at that time (targeting mid-March). If you have any questions regarding this program, please send an email to [cam@melbournehoa.org](mailto:cam@melbournehoa.org).

**Volunteers from the Association are ALWAYS needed!**

Are you someone who takes pride in your community and neighborhood and wants to help protect and increase property values in Melbourne and help make our neighborhood a great place to live? Are you someone who is willing to take a portion of time from of your busy schedule to volunteer for your HOA? If you are, please highly consider volunteering to serve a term on your HOA Board or volunteer for a committee. It will provide you a new perspective of your neighborhood as you will see what it takes to run and maintain Melbourne. Without volunteers our HOA cannot function, including not being able to maintain our seven plus acres of common areas, the historic clubhouse, large pool facilities, tennis courts, basketball area, playground and park area! We also have built a reputation for having great neighborhood events in Melbourne and we rely on volunteers to help coordinate and run them. Remember...the “HOA” is comprised of every homeowner (233 homes). **So, again...please give thoughtful consideration to serving on your HOA Board or a Committee and help make Melbourne the best it can be now and into the future!**

We hope that this information was useful and may have helped answer some questions you may have had on these topics. We also welcome all of our new neighbors that have become part of our Association this past year! Again, please visit the HOA website, sign up for emails, and “like” the Facebook page to ensure you always have the most current information available for **YOUR neighborhood**. Get involved! We all look forward to having a great 2024 in the Melbourne Neighborhood and protecting and increasing our property values **TOGETHER!**

Regards,

*The 2025 Melbourne Home Owner's Association Board of Directors*