



Melbourne Homeowner Association **ANNUAL MEETING**

November 11, 2025
6:30pm – 8:00pm

**WELCOME TO
THE
NEIGHBORHOOD**

AGENDA

Welcome & Introductions

Administration / Election

- Quorum Call for Meeting; Call To Order
- Submit Nominations for Election of Board Members (up to 4)

Quick Overview of the Melbourne HOA & Neighborhood

- Purpose / Roles & Responsibilities
- Board of Directors / Community Volunteers
- Neighborhood Amenities / Events
- Resident Communications / Groups
- Safety & Security
- Guide to Community Wide Standards

Treasurer's Report

- Review of 2025 Financials
- 2026 Budget

Key Projects

- Completed in 2025
- Planned for 2026
- Future Plans & Big Ideas

Open Forum/ Election Results

Special Topics (as time allows)

- Gilead Road Expansion Project



OVERVIEW of our HOA

Purpose of an HOA

Community Associations are primarily designed to:

- Provide continuity to the neighborhood
- Preserve the architectural integrity of the neighborhood
- Manage and maintain the common property areas & amenities
- Protect and enhance property values
- Promote the community concept through social activities and/or use of amenities

-- the Homeowners Association Manual by Peter M. Dunbar, ESQ.

Role & Responsibility of the HOA Board

Examples of powers granted by the governing documents and State law to the Board include:

- Authority to set goals, standards, and policies for the association
- Enforcing the governing documents
- Maintaining the property
- Maintaining the association's financial stability
- Purchasing adequate insurance
- Entering into contracts for services
- Creating and supervising committees
- Conducting annual meetings and monthly board meetings

The Board holds regular meetings as defined by the governing documents. Homeowners not on the Board are always welcome and encouraged to attend during the open session of a meeting.

The Board also serves as advocates for homeowners. They are available to listen to all constructive suggestions and concerns and to help answer questions for homeowners.

Homeowner Rights & Responsibilities

As a homeowner and a dues-paying member of the HOA, owners are entitled to certain rights and, in return, have certain responsibilities.

Included among these rights and responsibilities are each of the following:

- Use of Common Area and Amenities
- Membership and Voting rights in the Association
- Access to Associations Records
- Financial Obligations (to pay assessments)
- Participation in Association Affairs*

“Members of the homeowner association have two responsibilities, one to themselves and to their individually owned property and one to the association and the community concept. Apathy by individual members can render the association ineffective and can destroy the community concept. To maintain the quality of life that accompanies a well-maintained residential community, each individual member must do his or her part. The success of the homeowner association will depend on how well each member meets and keeps the responsibilities that are established by the covenants creating the overall community concept.”

-- the Homeowners Association Manual by Peter M. Dunbar, ESQ.

What if there are NO volunteers to serve on the Board?

- The management company cannot make any financial decisions for the community. In the absence of a Board of Directors, the management company would eventually be forced to terminate the contract.
- Collection of dues would stop. Bills would go unpaid.
 - Pool would be drained and shut down. Clubhouse would be locked and un-rentable.
 - Landscaping and maintenance of common buildings and grounds would stop.
 - Irrigation and electricity to all the common areas would be shut off, including street & monument lights.
 - Insurance policy on the common area would be cancelled; liability shifts to each individual homeowner equally.
- Individual homeowners can file suit against the HOA (all owners) and a court could place the HOA in receivership for failing to maintain services.
 - Court would appoint a trustee to make financial decisions.
 - Trustee would have power to levy assessments to every homeowner.
 - Lenders would be reluctant to loan money to potential buyers.
 - Court appointed trustee has sole control over HOA.
- Lack of maintenance of common areas and buildings would cause property values to decline rapidly and significantly.

2025 Melbourne HOA Board of Directors

<u>Board Members</u>	<u>Position</u>	<u>Current Term Expires (DEC 31st)</u>
Cam Drennan	President	2025
Phil Lyons	Vice President	2026
Crystal Mason	Treasurer	2026
Kara Miller	Director-at-Large	2026
Bob Fredrickson	Director-at-Large	2025
Buddy McDonald	Director-at-Large	2025
Brian Sisson	Director-at-Large	2025



Maximum of 7 Board Members

**NEED TO ELECT up to FOUR
BOARD MEMBERS FOR 2026**



Current “Non-Board” Volunteers:

Kristi Drennan	Clubhouse Rental Coordinator
Lora Lyons	Melbourne Lap Swim Club Coordinator
Steve & Shelly Cobb	Holiday Decorating Committee Leaders

Neighborhood Amenities

❑ Clubhouse

- ✓ For Melbourne residents & their guests ONLY
- ✓ Member must be in good standing
- ✓ Available for full day rental only (\$75/day; \$250 deposit)
- ✓ Need to book event at least 10 days in advance to secure date
- ✓ Private events only; homeowner must be in attendance
- ✓ All rental process information is on the HOA website under “Clubhouse”

❑ Swimming Pool

- ✓ Pool Hours, Rules, and Key Fob information are on the HOA website
- ✓ Free WI-FI hotspot around the pool, clubhouse, and parts of the park

❑ Park Area (Tennis & Pickle Ball Courts, Basketball Pad, Playground and Picnic Pad)

- ✓ Available for all Melbourne residents and their guests
- ✓ Park area is “closed” after dark

❑ Greenway Access

- ✓ Two access points; west end of Culcairn Road & west end of Stawell Drive

Abundant & Well-Kept Amenities Enhances Property Values

Annual EVENTS



- Easter Egg Hunt (Saturday; weekend prior to Easter)



- Community Yard Sale (first Saturday in May)



- Pool Party (2nd Sunday in June)



- Fall Fest (3rd Sunday in October)



- Brunch with Santa (first Saturday in December)
- Saturday, Dec. 6th this year (11:00am)

Resident Groups



<https://www.facebook.com/melbournelapswimclub/>



Several Methods of Communication

- HOA Website (www.MelbourneHOA.org) [Melbourne HOA in Huntersville, North Carolina](#)
- HOA Facebook page ([Melbourne HOA](#))
- “Melbourne Neighbors Connection” FB page (*residents can post*)
- X (formerly Twitter) ([@MelbourneHOA](#))
- Instagram ([Melbourne_HOA](#))
- Email “Blasts” (sender is [Lilly Vilchez <donotreply@appfolio.com>](mailto:Lilly.Vilchez@appfolio.com))
- Mailed Letters from Management Company
- Event Signs posted within neighborhood week of event
- Mobile Phone Texts (*if requested in AppFolio by Homeowner*)

Residents should provide Sentry Management with their current phone number(s) and email addresses(s) to ensure they are able to receive timely information from the management company and the HOA Board.



www.huntersville.org/police

Call 9-1-1

Phone Numbers to Call and When to Call

All Calls **9-1-1**

Types of Calls:

1. Threat to Life or Property
2. Domestic Situations
3. Fire, Traffic Accidents, Medical Emergencies
4. Situation involving weapons
5. Crimes in progress
6. **Noise complaints**
7. Careless & Reckless Driving
8. Burglar Alarms
9. **“Problems in the neighborhood”**
10. Solicitors with no badge
11. Request for a report to be made
12. **Animal control problem**
13. If any doubt, just call 911

Business/Records Office:

Monday - Friday 8:00am to 5:00pm
Huntersville Police Department 704-464-5400
After Business Hours 704-464-5400

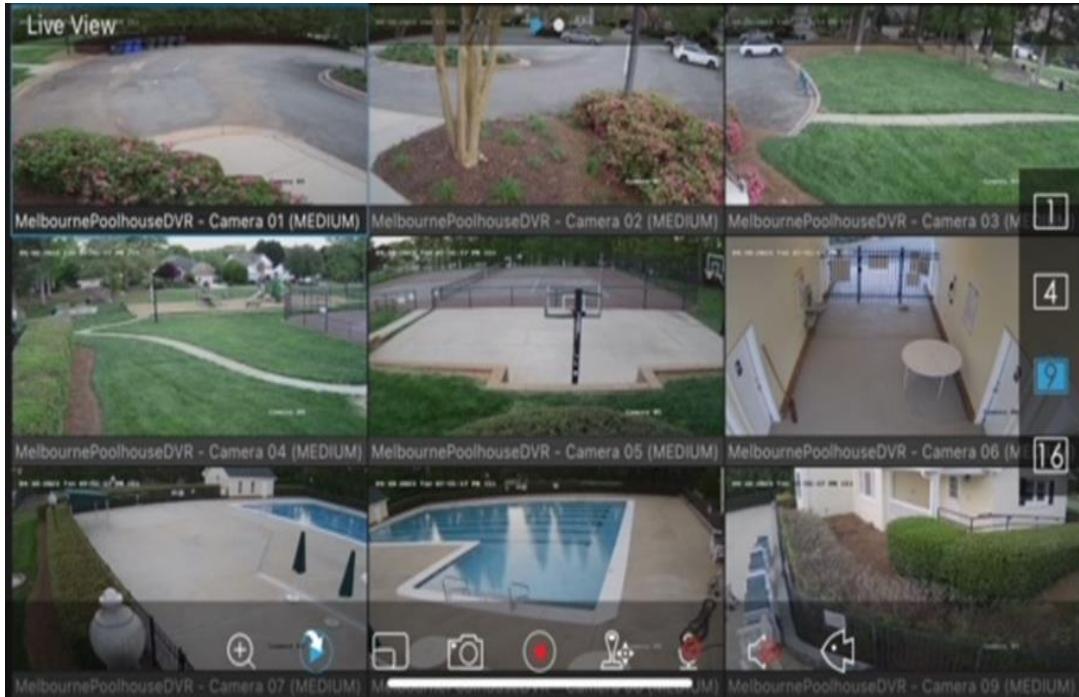
Types of Issues to call the Business Numbers:

1. Wanting to file a report on an officer
2. Questions on the town ordinances
3. Requests for copy of a report
4. Requesting permits for special events

We will be glad to help you with any number that you call, but for a faster response to questions, the numbers above will get you there faster.

Security & Safety

Installed a new & upgraded security camera system in May 2023...



Installed new & signage in 2024 that includes “Police Have Authority To Act” recently in multiple locations. This is a mandatory requirement by HPD if they are to enforce trespassing in our common areas

Architectural Standards & Review

Purpose and Applicability

Architectural Review Committee (ARC)

Architectural Approval Request Application and Review Process

Design Guidelines, Restrictions, Rules and Regulations

- Accessory structures (storage sheds, greenhouses, playhouses, etc.)
- Composting
- Decks, Screened Porches
- Dog Houses, Pens, and Runs
- Driveways and Aprons
- Exterior Painting
- Exterior Lighting and Holiday/Seasonal Decorations
- Fencing
- Fire Pits and Open Fires
- Flags & Flagpoles
- Lawns, Landscaping, Plantings and Trees
- Laundry
- Mailboxes
- Nuisances
- Outdoor Play Equipment (swing sets, basketball goals, trampolines, etc.)
- Parking
- Pets
- Pools and Inflatable Recreation Structures
- Recreational Vehicles, Campers, Boats and Trailers
- Temporary Structures
- Trash Collection (Garbage, Yard Waste, Recycling, and Bulk Items)
- Trash Receptacle Screening
- Roofing & Siding
- Satellite Dishes, Aerials and Antennas
- Signs & Yard Ornaments
- Storm Doors and Windows

Drive Trough Property Inspection Process

Architectural Request Form

Melbourne
HOMEOWNER & RESIDENT
REFERENCE GUIDE
TO COMMUNITY WIDE
STANDARDS

Reference Guide's Table of Contents



The Complete Guide is on
MelbourneHOA.com for
download or you may call CSI
Community Management for a
copy to be mailed to you.

*Also saved as file on the
Melbourne Neighbors
Connection FB Page*

Compliance

24 Planned Drive-Through Inspections Per Year

- ✓ TREES – limbs less than 5 or 6 feet off ground, dead/diseased, multiple “sucker limbs” on the trunk
- ✓ SHRUBS - heavily overgrown (from lack of pruning), too large for area, dead/diseased
- ✓ LAWNS* - large amount of weeds/crabgrass*, bare spots/diseased, overgrown grass, too tall / not routinely mowed
- ✓ MOLD/ALGAE – excessive & noticeable build up on homes & /roofs
- ✓ MAILBOXES – very rusted or needs painting (black); not straight (leaning)
- ✓ TRASH RECEPTACLES – properly 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 dishes, and other items on the exterior portions of a Unit which have become rusty, dilapidated or otherwise fallen into disrepair
- ✓ OTHER: unauthorized RVs/Boats/Trailers; unlicensed/inoperable vehicles; parking on grass

Up to 3 Planned ARC Inspections Per Year (done by the committee)

- ✓ Focuses on Color, Style, Type, Location...NOT condition
- ✓ Fencing, Roofs, Shutters, Front Doors, Garage Doors, Siding & Trim, Satellite Dishes, Mailboxes, Trash Screening

If you receive a violation letter, email communication with the Sentry Management Compliance Team is critical to mitigate escalation & fines

esmith@sentrymgt.com

DRIVE-THROUGH PROPERTY INSPECTIONS

CSI Community Management conducts routine drive-through inspections every 12-15 days...or 24 per year.
The inspector(s) will be in a clearly marked vehicle during the drive-throughs and may take pictures of the property from the road for certain violations as documentation. Items and areas to be inspected are 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.csicomunities.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.

Inspections will also include reviewing that all modifications to structures and major landscaping have been submitted for approval with the Architectural Review Committee (ARC), and that they are being completed in the planned timeline as required and to the specifications that were approved. Homeowners can submit an architectural change request on the AppFolio Homeowner Portal.

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 major areas the inspector(s) will be looking at closely and are the key areas that will hinder a property from being "neat and attractive".

- (a) **LAWNS*** - large amount of weeds/crabgrass*, bare spots/diseased and overgrown grass, too tall / not routinely mowed
- (b) **PLANTING BEDS** – excessive weeds/grass*, very little to no mulch/pine needles
- (c) **SHRUBS** - heavily overgrown (from lack of pruning), too large for area, dead/diseased
- (d) **TREES** – limbs less than 5 feet off ground, dead/diseased, multiple "suckers" on the trunk
- (e) **DRIVEWAYS / SIDEWALKS** – excessive weeds/grass, lack of edging/trimming, excessively dirty (oil, mold, etc.)
- (f) **MOLD/ALGAE** – excessive & noticeable build up on homes & roofs
- (g) **MAILBOXES** – very rusted or needs painting (black); not straight (leaning); not at standard height/size
- (h) **TRASH RECEPTACLES** – properly screened from view (exception on Mondays from 4pm to Tuesdays at midnight)
- (i) **SHUTTERS / ENTRANCE DOORS** – damaged and/or faded paint; missing shutters
- (j) **STRUCTURES / EQUIPMENT** – fences, garage doors, windows & screens, decorative railings, gutters, satellite dishes, and other items on the exterior portions of a Unit which have become rusty, dilapidated or otherwise fallen into disrepair

After the inspections are completed, compliance letters with reference pictures will be generated and mailed 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 10 days of the date of the letter. If the Homeowner cannot realistically correct the issue in that time, they will need to send communication (preferably email) to CSI within the 10 days to discuss and align on when the issue will be addressed and realistically resolved.** We clearly understand that the majority of issues cannot be resolved within this short window of time, so the most important thing here is the **COMMUNICATION**. The letters will include clear and easy instructions of how to communicate with the CSI Compliance Team. CSI is tasked with and committed to responding back to emails within 48 to 72 hours. They will also offer recommendations/solutions to resolving an issue in a timely and cost-efficient manner whenever possible. We also have our new "Neighbors Helping Neighbors" Program in place which includes volunteers from our neighborhood who are willing to come out to a property (if requested by the resident) to help provide some general guidance & tips to help resolve the issue.

If the initial 10 days passes with no correction and there has been NO communication received from the Homeowner, 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 2nd letter, the compliance issue will go to a scheduled hearing. If the Homeowner fails to attend the hearing (in person or by Zoom) 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.

The Board has aligned with the CSI Compliance Department to ensure that violations will not be "nit-picky" and that they are focused on the key areas and levels mentioned above. The ultimate goal of the inspection process is not to get us all frustrated and upset, but rather to collectively get us all on the same page and working together to make Melbourne an attractive place to live and maintain all our property values.

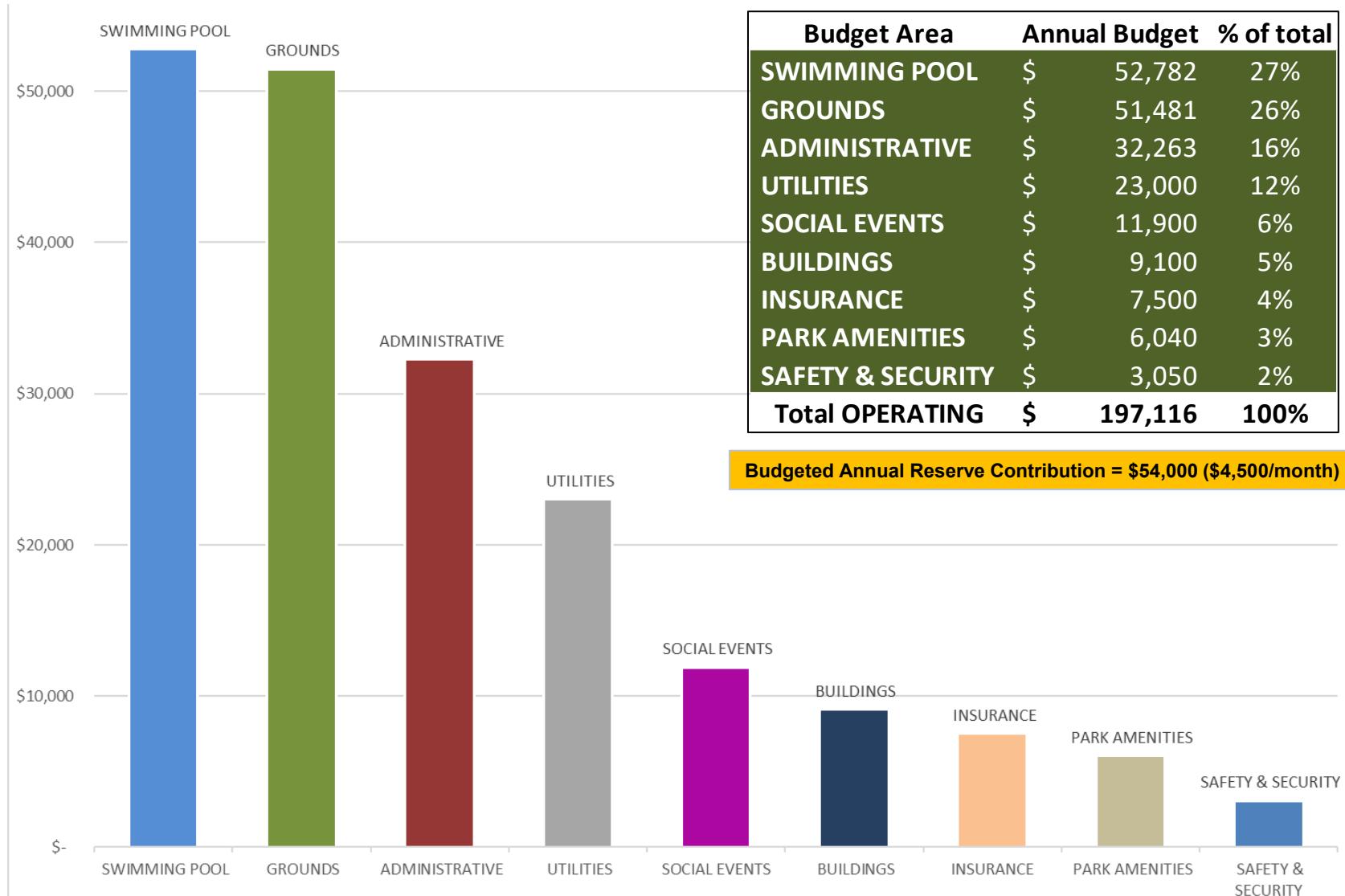
This letter is sent out in the early Spring each year as a general guideline of the inspection process



Most important is COMMUNICATION between Homeowner & the Management Company

Treasurer's Report

2026 Annual Budget Breakdown



2026 Annual Assessment Review

The Board voted to reduce the automatic 10% annual increase down to 5.2%.
This means that the new quarterly assessment (due 1/1/26) is \$263.00

Assessment	Homeowner Assessment Change effective JANUARY 1st, 2026					
	2024	2025	2026	% change	\$ change	
Annual	\$ 968.00	\$ 1,000.00	\$ 1,052.00		\$ 52.00	per home/yr
Quarterly (Billed)	\$ 242.00	\$ 250.00	\$ 263.00	5.2%	\$ 13.00	per home/qtr
Monthly	\$ 80.67	\$ 83.33	\$ 87.67		\$ 4.33	per home/mo
Weekly	\$ 20.17	\$ 20.83	\$ 21.92		\$ 1.08	per home/wk
<i>NOTE: There was a 3.3% increase from '24 to '25</i>						

7-year history:

HOA Assessment	held NO change thru pandemic						
	2020	2021	2022	2023	2024	2025	2026
Annual	\$ 800.00	\$ 800.00	\$ 800.00	\$ 880.00	\$ 968.00	\$ 1,000.00	\$ 1,052.00
Quarter	\$ 200.00	\$ 200.00	\$ 200.00	\$ 220.00	\$ 242.00	\$ 250.00	\$ 263.00
Month	\$ 66.67	\$ 66.67	\$ 66.67	\$ 73.33	\$ 80.67	\$ 83.33	\$ 87.67
% change to prior year	0.0%	0.0%	0.0%	10.0%	10.0%	3.3%	5.2%
						Over 7 years:	31.5%

KEY PROJECTS

- Completed in 2024 & 2025
- Planned for 2026 & 2027
- Big Ideas

Maintaining & Enhancing our property values, safety and enjoyment of our neighborhood!

Completed in 2024

- New HVAC System; partial duct replacements & cleaning (*installing NOV/DEC)
- Tennis Court Repair/Re-surface & converted one side for two pickle ball courts
- Re-leveled the concrete slabs in basketball area (trip hazard)
- Parking Lot Re-Surfaces/Re-Painted

Completed in 2025

- Re-surfaced the entire pool deck, repaired & painted pool coping
- Fully removed & enhanced landscaping around the pool
- Installed Two Dog Waste Stations in common areas

Proposed in 2026 & 2027 (not final)

- Install 4 additional cameras including at courts; add fob system for tennis/pickle ball courts
- Clubhouse (Repairs & Renovations)
 - Convert women's bathroom to storage for more folding tables/TV/chairs
 - Renovate men's bathroom (will become sole bathroom)
 - Fireplace threshold & screening repair/enhancement
 - Update Furniture, Paint, & window shade for large window facing the pool
- Pool Bathrooms (Repairs & Renovations)
 - Update countertop/sinks/faucets/bathroom stalls
 - Add a wall-mounted diaper changing station to each bathroom
- Add Shade Structure(s) on pool deck
- Upgrade of street & stop signs (complete in sections)
- Replace/Upgrade all mailboxes (per Homeowner approval)

*Possible 220ft brick wall along
northside of Gilead east of McCoy
pending Gilead Road Project*

“Big Ideas”

- Install toddler-size play equipment to playground
- Build pavilion over picnic area and add gazebo in park (see pics)
- Build out 2nd floor of clubhouse for expanded rental usage (\$\$\$\$)


Any other ideas?

Example of picnic pavilion & gazebo



OPEN FORUM



- ✓ Member must be recognized
- ✓ One person speaks at a time
- ✓ 5 minutes maximum per member
- ✓ Respect others time

ELECTION RESULTS

Special Topics

Gilead Road Expansion Project Update

if time allows