

Millstone Community Association Inc.

Marquina Lucas, 919-679-4253

COMMUNITY MANAGER

Kimberly Harrington, 919-679-4258

ASSISTANT COMMUNITY MANAGER

millstone@elite-mgmt.com

COMMUNITY EMAIL ADDRESS

<https://emp.cincwebaxis.com/398>

COMMUNITY WEBSITE PORTAL

HOA Leasing Packet - Tenant & Owner Compliance Form

***** This form is required for all leased properties. It must be included in all tenant paperwork and submitted to the management company along with a copy of the lease within 10 days of tenant move-in. *****

This form must be completed and submitted to the HOA **within 10 days of occupancy** when a property is leased to a tenant.

SECTION 1: PROPERTY INFORMATION

- **Community Name:** _____
- **Property Address:** _____
- **Owner Name:** _____
- **Owner Email:** _____
- **Owner Phone:** _____

SECTION 3: TENANT INFORMATION (To Be Completed by Tenant)

- **Tenant Name(s):** _____
- **Move-in Date:** _____
- **Lease Term:** _____
- **Phone Number:** _____
- **Email Address:** _____

SECTION 4: VEHICLE INFORMATION

Please list all vehicles that will be parked at the property:

Make Model Color License Plate # State

SECTION 5: TENANT ACKNOWLEDGMENT

By signing below, I acknowledge that:

- I have received and reviewed the **HOA governing documents**, including the **CC&Rs and community rules**.

- I agree to comply with all HOA regulations, including but not limited to **parking policies, trash disposal, lawn care, pet rules, and exterior modifications.**
- I understand that violations may result in HOA action, and I may be held accountable through the property owner.

Tenant Signature: _____ **Date:** _____

RETURN COMPLETED FORM AND COPY OF LEASE TO:



Kimberlyharrington@elite-mgmt.com

marquinalucas@elite-mgmt.com

Tenant Violation and Fine Policy

This document outlines the Violation and Fine Policy for tenants residing in communities managed by our HOA. All tenants are expected to comply with the community's governing documents, including the Covenants, Conditions, and Restrictions (CC&Rs), Rules and Regulations, and Architectural Guidelines. Failure to comply will result in a structured violation process outlined below.

Violation Process

The HOA enforces a structured three-level violation process followed by a Due Process hearing. Level 1 begins with a courtesy notice sent to the owner identifying the concern. If the violation is not corrected by the deadline listed in the notice, Level 2 escalates the concern with a formal violation letter reiterating the issue and including a second deadline. Level 3 is issued if no corrective action is taken. This is a final warning prior to a Due Process hearing. At the Due Process level, the owner is invited to a hearing with the Board where fines and penalties can be assessed.

Fine Policy

Fines may be assessed at the discretion of the Board following the Due Process hearing. Common fine amounts include \$25 per day for continued non-compliance, or \$100 one-time fines for non-corrective violations, in accordance with state law. All fines are billed to the property owner's account, and it is their responsibility to resolve them directly with the tenant.

Tenant Compliance Expectations

Tenants are expected to maintain the property in accordance with community standards. This includes, but is not limited to, lawn maintenance, trash/recycling storage, parking rules, and restrictions on exterior modifications. All exterior projects must be approved in writing through the ARC process before work begins. **The Owner must submit the ARC application for all projects.**

By residing in this community, tenants agree to comply with all HOA policies and procedures. Failure to comply will result in the issuance of violations and potential fines through the process outlined above.

Parking

There is no street parking within the community. The garage and driveway must be utilized for all vehicles. Violations will be sent to those in violation. Please make sure to register all vehicles with the management company.