

The HAMLETS HOA – Annual Board Meeting - Minutes – November 12, 2024 - (6:30pm)

1. Attendees

Board member(s): President – Willie Smiley (Lot-14); VP – Steve Wells (Lot-30); Secretary/Treasurer – (Lot-20) Jim Faulk; ARB members: Lot-25 Javins, Lot owners: Lot-5 Wayland, Lot-7 McLawaten,

2. Board of Directors

1. Motion to adopt September 2024 minutes. **Vote 3-0**

2. HOA 2024 Annual Meeting

- Officer up for election is the President. The current HOA President was re-elected by acclamation.
- There were no other candidates.
- Proxies submitted were by Lot-22 [REDACTED] (Proxy to [REDACTED] Lot-47) and Lot-19 [REDACTED] (Proxy to [REDACTED] Lot-20)

3. Virginia - Property Owners Association - (POA)

1. No Items

4. Financial

Assessments

1. Lots Paid for in 2024 - (as of 11/12/24)

- 1st Quarter = 46 / 98%
- 2nd Quarter = 46 / 98%
- 3rd Quarter = 45 / 96%
- 4th Quarter = 44 / 93%

Past Due / Collections.

1. Total 2021-23 assessments in arrears = **\$2,610** - (as of 11/1/24)

- **Lot-[REDACTED]** – 3rd & 4th Quarters 2024 - \$300 + \$25 = **\$325**
- **Lot-[REDACTED]** – 4th Quarter 2024 - \$150 = **\$150**
- **Lot-[REDACTED]** – **Total = \$2,135**
 - Owes from 2021 = \$140
 - Owes 1st / 2nd / 3rd / 4th Quarters + Late Fees 2022 = \$660
 - Owes 1st Quarter 2023 = \$140 + \$25 = \$165
 - Owes 2nd Quarter 2023 = \$140 + \$25 = \$165
 - Owes 3rd Quarter 2023 = \$140 + \$25 = \$165
 - Owes 4th Quarter 2023 = \$140 + \$25 = \$165
 - Owes 1st Quarter 2024 = \$150 + \$25 = \$175
 - Owes 2nd Quarter 2024 = \$150 + \$25 = \$175
 - Owes 3rd Quarter 2024 = \$150 + \$25 = \$175
 - Owes 4th Quarter 2024 = \$150 + \$xx = \$150
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 1/15/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 2-0, 2/21/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/12/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 8/29/23, mailed 8/31/23**
 - Motion to start the process to find a local Manassas area Attorney to start the collection process after the March 5, 2024 meeting if assessments are still outstanding; mail a current letter to the Lot owner pertaining to collection and the HOA assessments for Lot-8. **Vote 3-0**
 - HOA Treasurer sent assessments due and pending collections letter to Lot owner. **1/17/24**
 - Motion to send final notice to Lot from HOA to pay at minimum 50% of assessments in arrears before **6/15/24** or the account will be passed to a collection attorney. **Vote 3-0**
 - HOA Treasurer sent letter of notice of pending collections to Lot owner. **5/8/24**

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- Board discussed Thomas Breedan P.C. attorney retainer fee and hourly rates decided to not move forward with this attorney and collection at this time. **8/13/24 Vote 2-0**
 - Motion for the HOA Treasurer to continue looking for another attorney option; HOA VP is going to go to the home and knock on the door and talk to the owner. **Vote 3-0**
2. Mailed 4th Quarter 2024 Assessment “**Reminder**” letters were mailed to (8) Lots. **10/15/24**
 3. Mailed 4th Quarter 2024 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (5) Lots. **10/25/24**
 4. Mailed 4th Quarter 2024 Assessment “**Late Fee - Assessed**” letters will be mailed to **(TBD)** Lots. **11/30/24**

Operating Account

1. General Ledger
 - \$3,129 – (as of 11/2/24)
2. Expenditures - (budgeted average allowance is \$2,458 / month)
 - January 2024 \$2,463
 - February 2024 \$2,012
 - March 2024 \$3,181
 - April \$1,917
 - May \$2,048
 - June \$2,177 - at year mid-point (-3.23% or \$950.17 below budget)
 - July \$2,535
 - August \$1,796
 - September \$2,675
 - October \$1,762
 - November \$4,313 (thus far)
3. Budget Percentages
 - Expenditures for 2024 are **\$26,646** or **90.33%** or **-1.34% below** the projected 2024 budget - (as of 11/12/24)

Reserve Funds

1. Reserve Savings balance = **\$8,737** - (as of 10/31/24)
2. Reserve CD balance = **\$26,449** (as of 9/30/24) – interest paid quarterly

Other

1. None

5. Common Areas

1. Discussion of Common Areas status and maintenance options:
 - Motion to perform Fall Common Area “leaf removal.” **Vote 3-0**
 - Motion to perform Fall Common Area “plant trimming of the hollies.” **Vote 3-0**
 - Motion to perform any Fall “plant installation and/or removal.” **Vote 0-3**
 - Motion to perform Winter plant/tree clearing maintenance inside the fenced ponds per county requirements. **Vote 3-0**
 - Motion to allocate and authorize up to \$1,000 dollar amount. **Vote 3-0**

6. HOA Webpage

Content / Design

1. None – or any updates to financial updates for 2025.

Technical

1. WIX license renewal for 3-years 9/27/24 to 9/27/27 will be \$432 up (14%) from \$306 three years ago.
2. Zoom license renewal yearly on 10/25/24 will be \$159 up (6%) from \$150 last year.

7. Architectural Review

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Board Actions

1. Motion to conduct the 2024 ARB Walk-through's and forward schedule to ARB members. **Vote 3-0**
 - Initial Walk-thru complete between – April 15-30, 2024 – (completed 4-27-24)
 - First re-walk thru complete between – July 15-31, 2024
 - Second re-walk thru complete between – September 15-30, 2024
 - Final re-walk thru complete before Annual Meeting – in November 2024

ARB Member Feedback

1. None

ARB Applications – (Submitted, Pending and/or Approved) - since last Board Meeting:

1. None

Leased Lots within Community

1. Vanore (2) and Cabin Ridge (1) for a total of 6.4% of the Lots in the community.

ARB Historical Inventory – (1-31-24)

1. Lot external ARB improvements by percentage: - (last updated 5-7-24)

New Roof – 96%	Decks – 91%	Front Exterior House Lights – 89%
Front Storm Door – 81%	Garage Doors – 81%	Fences – 60%
Post Light – 51%	Patios – 43%	Gutters – 34%
Sheds – 32%	Driveways – 17%	Screened Porches – 17%
Satellite Dishes – 15%	Playsets – 15%	Pools – 11%
Windows – 11%	Radon Systems – 6%	Shutters – 4%
Siding – 2%	Solar Panels – 2%	

Lot Ownership Historical Data – (5-7-24)

12 Lots with 1-Owner	26%	Cabin Ridge sales	30
19 Lots with 2-Owners	40%	Vanore Place sales	19
11 Lots with 3-Owners	23%	Corryton Court sales	9
4 Lots with 2-Owners	9%		
1 Lot with 5-Owners	2%		

8. Notice of Violations

1. There were (12) or (26%) of Lots issued ARB Notice of Violations in 2024.
 - In 2023 there had been 21 Lots with violations.
 - **Summary of Violations by Lot & Street**
 - Cabin Ridge Court – (6) or 30% of Lots.
 - Corryton Court – (3) or 38% of Lots.
 - Vanore Place – (3) or 16% of Lots.
 - **Summary of Most Common Violations**
 - Clean Siding (7)
 - Paint/Repair Wood Trim (5)
 - Chimney Cap (3)
 - Vehicles (2)
 - Fencing (2)
 - Foundation Paint (2)
 - Paint Shutters (xx) and Missing Shutters (1)
 - Mailbox/Post (1)
 - Siding (1)
 - Screens (1)
 - Debris (1)
2. Motion to mail notices to all Lots with 2024 Notice of Violations. **Vote 3-0 / 5/7/24**
 - HOA Secretary completed and mailed all ARC NOV's to 11 Lots. **5/8/24**

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- HOA Secretary completed and mailed NOV's to 3 Lots (1, 7, 13) with front post-lights not lit. **5/16/24**
- 3. ARB 2024 re-walk-thru and observations data. **7/22/24 & 7/25/24**
 - **Cabin Ridge Court** – (6) or 50% of Lots.
 - (2 Lots) remedied; (0 Lots) partially remedied; (4 Lots) no items remedied. **7/25/24**
 - 33% of Lots remedied violations
 - (4 Lots) 2-Lots with 2 violations and 2-Lots with 1 violation remaining. **9/20/24**
 - (x Lots) 2-Lots with 2 violations and 2-Lots with 1 violation remaining. **x/xx/24**
 - **Corryton Court** – (3) or 25% of Lots.
 - (2 Lots) remedied; (0 Lots) partially remedied; (2 Lots) no items remedied. **7/25/24**
 - 50% of Lots remedied violations
 - (2 Lots) 1-Lot with 4 violations and 1-Lot with 3 violations remaining. **9/20/24**
 - (x Lots) 2-Lots with 2 violations and 2-Lots with 1 violation remaining. **x/xx/24**
 - **Vanore Place** – (3) or 25% of Lots.
 - (2 Lots) remedied; (1 Lots) partially remedied; (2 Lots) no items remedied. **7/25/24**
 - 60% of Lots remedied violations
 - (2 Lots) 1-Lot with 3 violations and 1-Lot with 1 violation remaining. **9/20/24**
 - (x Lots) 2-Lots with 2 violations and 2-Lots with 1 violation remaining. **x/xx/24**

Motion to send all owners with outstanding ARB violations letters. **Vote 3-0 5/7/24**

- Mailed Notice of NOV letters to (12) Lots. **5/8/24**
- Mailed reminder letters to Lots (1, 7, and 13) informing the owner that their front post light was not lite. **5/16/24**
- Lot-10 (Ater) emailed the HOA to obtain additional information pertaining to the violation issued. **5/30/24**
 - ✓ Board Secretary re-inspection to provide clarification and this info was emailed to owner. **5/31/24**
- Mailed 2nd Notice letters to 9 Lots. **7/26/24**
- Mailed 3rd Notice letters to 8 Lots. **Vote 3-0 - 9/25/24**

9. Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 7:30 pm.
- Motion for next Meeting to be held on 1/14/25 at 5:00pm. **Vote 3-0**