

The HAMLETS HOA – Annual Board Meeting - Minutes – January 14, 2025 - (5:00pm)

1. Attendees

Board member(s): President – Willie Smiley; VP – Steve Wells; Secretary/Treasurer Jim Faulk; ARB members: TBD; Lot owners: none

2. Board of Directors

1. Motion to adopt November 2024 minutes. **Vote 3-0**
2. December – No Meeting
3. HOA 2024 Annual Meeting
 - o Officer up for election is the President.
 - o The current HOA President was re-elected by acclamation.
 - o There were no other candidates.
4. Motion to vote to record the HOA Rules & Regulations with the County. **Vote 3-0**
5. Motion to vote for purchase of 2026 HOA Calendars. **Vote 3-0**
6. Motion to vote for purchase of 2026 Holiday Cards. **Vote 3-0**
7. Discussed Corporate Transparency Act recent rulings
8. Discussed Corporate Transparency Act issues.
9. Discussed adjacent landowner email to the HOA.
 - o Motion to not respond to the email sender. **Vote 3-0**
 - o Motion to forward to Lot owners that have spoken with government officials. **Vote 3-0**

3. Virginia - Property Owners Association - (POA)

1. Completed and submitted Virginia DPOR paperwork and payment for “renewal” of HOA 2025 license. **12/2/24**
 - o Completed and submitted Virginia DPOR paperwork and payment for “renewal” of HOA 2025 license. **12/2/24**
 - o Received the renewed 2025 HOA license from DPOR. 1/7/25
2. An HOA Reserve Study is required by law every (5) years. The next year required for a reserve study is 2026

4. Financial

Assessments

1. Lots Paid for in 2025 - (as of 1/14/25)
 - o 1st Quarter = 28 / 60%
 - o 2nd Quarter = 9 / 19%
 - o 3rd Quarter = 8 / 17%
 - o 4th Quarter = 8 / 17%

Past Due / Collections.

1. Total 2021-24 assessments in arrears = **\$2,610** - (as of 1/14/25)
 - o Lot- [REDACTED] – 4th Quarter 2024 – \$150 + Late Fee = **\$175**
 - o Lot [REDACTED] – 2021-2025 = **\$2,160**
 - Owes from 2021 = \$140
 - Owes 1st / 2nd / 3rd / 4th Quarters 2022 + Late Fees = \$660
 - Owes 1st / 2nd / 3rd / 4th Quarters 2023 + Late Fees = \$660
 - Owes 1st / 2nd / 3rd / 4th Quarters 2024 + Late Fees = \$700
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 1/15/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 2-0, 2/21/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/12/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot- [REDACTED] 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- [REDACTED]. **Vote 3-0**
 - HOA Treasurer sent assessments due and pending collections letter to Lot owner. **1/17/24**

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- 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**
 - 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**
 - Feedback from VP is he will be contacting the owner. **1-14-24**
 - Motion to send Demand letter to Lot owner outlining all past assessments in arrears. **Vote 3-0**
2. Mailed 4th Quarter 2025 Assessment “**Reminder**” letters were mailed to (19) Lots. **1/15/25**
 3. Mailed 4th Quarter 2025 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (TBD) Lots. **1/25/25**
 4. Mailed 4th Quarter 2025 Assessment “**Late Fee - Assessed**” letters will be mailed to (TBD) Lots. **3/2/25**

Operating Account

1. General Ledger
 - \$1,343 – carried over from 2024
 - \$7,845 – (as of 1/14/25)
2. Expenditures - (budgeted average allowance is \$2,458 / month)
 - January 2025 \$944 - (as of 1/14/25)
3. Budget Percentages
 - Expenditures for 2024 are **\$29,483** or **99.94%** or **0.06% below** the projected 2024 budget - (as of 12/31/24)
 - Expenditures for 2025 are **\$944** or **3.2%** of 2025 budget and **5.13% below** the projected 2025 budget - (as of 1/14/25)

Reserve Funds

1. Reserve Savings balance = **\$8,737** - (as of 1/16/25)
2. Reserve CD balance = **\$26,741** (as of 12/31/25) – interest paid quarterly
3. Motion to transfer \$1,500 to HOA Reserves for 2025. **Vote 3-0**

Other

1. HOA Secretary/Treasurer remitted a CPA Pre-Payment of \$700. **12/13/24**
 - HOA Secretary/Treasurer completed and submitted HOA CPA packet. **12/13/24**
 - HOA Secretary/Treasurer complied and submitted the HOA 2024 financial records to the CPA. **1/15/25**
2. HOA Secretary/Treasurer completed the 2024 Yearly Financial Summary. **12/31/24**
3. HOA Secretary/Treasurer completed the 2024 Historical Summary. **12/31/24**
4. HOA Secretary/Treasurer completed the 2024 Reserve Fund Summary. **12/31/24**
5. Discussion to review and update the HOA Collection Policy. **Vote 3-0**

5. Common Areas

1. Discussion of Common Areas status and maintenance options:
 - Motion to perform Winter plant/tree. **Vote 3-0 (October Meeting)**
 - HOA Secretary/Treasurer cut and removed “vines” from the street facing containment pond fences. **1/13/25**

6. HOA Webpage

Content / Design

1. HOA Secretary/Treasurer updated the links to the newly elected Virginia Congressman and State Delegate on the HOA's webpage. **1/6/25.**

Technical

1. Motion for HOA VP to contact current webmaster to confirm he will be able to assist if needed in 2025. **Vote 3-0**

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7. Architectural Review

Board Actions Motion to

1. Motion to conduct the 2025 ARB Walk-through's and schedule. **Vote 3-0**
 - Initial Walk-thru complete between – April 10-30, 2025
 - First re-walk thru complete between – July 15-31, 2025
 - Second re-walk thru complete between – September 15-30, 2025
 - Final re-walk thru complete before Annual Meeting – in November 2025
2. Motion to forward letters to 2024 ARB members pertaining to the 2025 schedule. **Vote 3-0**
3. The ARB entering 2025 has only (2) returning members.
 - Motion to search for a third ARB member. **Vote 3-0**
4. Motion to re-adopt the current ARB application for 2025. **Vote 3-0**
5. Motion to re-adopt the current ARB Notice of Violation (NOV) form for 2025. **Vote 3-0**

ARB Member Feedback

1. None

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

1. None

Leased Lots within Community

1. Vanore (Lots █████) and Cabin Ridge (Lot-████) for a total of 6.4% of the Lots in the community are leased.

ARB Historical Inventory – (1-31-25)

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 – (1-1-25)

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 4-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.
 - **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)

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- 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**
 - HOA Secretary completed and mailed NOV's to 3 Lots (██████) 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**
 - (3 Lots) 2-Lots with 1 violation and 1-Lot with 2 violations remaining. **12/31/24**
 - **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**
 - (1 Lot) 1-Lot with 4 violations. **12/31/24**
 - **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**
 - (2 Lots) 2-Lots each with 1 violation remaining. **12/31/24**

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 6:30 pm.
- Motion for next HOA Meeting to be held on 3/4/25 at 5:00pm. **Vote 3-0**