

# The HAMLETS HOA – Annual Board Meeting - Minutes – March 4, 2025 - (5:00pm)

## 1. Attendees

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

## 2. Board of Directors

1. Motion to adopt January 2025 minutes. **Vote 3-0**
2. Motion to adopt February 2025 minutes. **Vote 3-0**
3. Motion to vote to record the HOA Rules & Regulations with the County. **Vote 3-0**
4. Discussed recent Corporate Transparency Act rulings.

## 3. Virginia - Property Owners Association - (POA)

1. Learned that the HOA does not have to be incorporated to have a state DPOR license.
  - o The HOA it was determined was incorporated in 1992 by the builder (Rivermead).
    - The HOA has copies of those documents
  - o The builder renewed the Corporation in 1993 with the state but never renewed it in 1994 prior to passing the HOA to the citizens; thus, the state did not renew the corporation.
  - o Thus, the Corporation expired in 1994
  - o Board Secretary-Treasurer refiled annual license application indicating updated information and was issued the 2025 HOA license.
2. The Board Secretary has twice attempted to refile the Articles of Incorporation in Jan-Feb but both times they have been rejected.
  - o Each filed rejection was based upon details with the Articles, not having a physical mailing address vs. P.O. Box and other wording corrections required.
  - o The HOA Secretary will work to correct based upon the items listed in the rejection letter and resubmit. **Vote 3-0**
3. The HOA Board members have been working to acquire FINCed ID's
  - o The Board President and Secretary-Treasurer have registered, submitted and obtain a FINCen ID.
    - ✓ The Board VP is working to obtain the FINCEN ID

## 4. Financial

### Assessments

1. Lots Paid for in 2025 - (as of 3/4/25)
  - o 1st Quarter = 45 / 96%
  - o 2nd Quarter = 15 / 31%
  - o 3rd Quarter = 13 / 27%
  - o 4th Quarter = 12 / 25%

### Past Due / Collections.

1. Total 2021-25 assessments in arrears = **\$2,685** - (as of 3/4/25)
  - o Lot- [REDACTED] = **\$350**
    - Owes 4<sup>th</sup> Quarter 2024 + Late Fee = \$175
    - Owes 1<sup>st</sup> Quarter 2025 + Late Fee = \$175
  - o Lot [REDACTED] – 2021-2025 = **\$2,335**
    - Owes from 2021 = \$140
    - Owes 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Quarters 2022 + Late Fees = \$660
    - Owes 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Quarters 2023 + Late Fees = \$660
    - Owes 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Quarters 2024 + Late Fees = \$700
    - Owes 1<sup>st</sup> Quarter 2025 + Late Fee = \$175
    - 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**

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- 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**
  - 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 [REDACTED] 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 Vote 3-0**
  - Motion to send Demand letter to Lot owner outlining all past assessments in arrears. **Vote 3-0**
  - Board VP talked to the Lot owner and was told that \$300 would be submitted in Payment by 3/8/25.
    - Owner asked about submitting electronically.
    - The Board discussed issuing a monthly payment plan to the owner once the \$300 is received. **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 (11) Lots. **1/24/25**
  4. Mailed 4th Quarter 2025 Assessment “**Late Fee - Assessed**” letters will be mailed to (2) Lots. **3/2/25**

### Operating Account

1. General Ledger
  - \$7,762 – (as of 3/4/25)
2. Expenditures - (budgeted average allowance is \$2,458 / month)
  - January 2025 \$2,519 - (\$1,500 is transfer to Reserves)
  - February 2025 \$972
  - March 2025 \$3,000 - (as of 3/4/25)
3. Budget Percentages
  - Expenditures for 2025 are **\$6,492** or **32.01%** of budget and **-2.99% below** the projected budget - (as of 3/4/25)

### Reserve Funds

1. Reserve Savings balance = **\$10,237** - (as of 3/4/25)
2. Reserve CD balance = **\$26,741** (as of 12/31/25) – interest paid quarterly
4. Motion to transfer \$1,500 to HOA Reserves for 2025. **Vote 3-0**
  - Completed by HOA Treasurer. **1/15/25**

### 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**
  - HOA Secretary/Treasurer provided the CPA all needed 2024 records. 2/14/25
2. Motion to adopt the updated HOA Collection Policy. **Ongoing**
3. Motion to “record the 2025 updated HOA Collection Policy with PWC. **Ongoing**

## 5. Common Areas

1. The HOA received the PWC Public Works annual reports for the HOA (2) Common Areas. **1/22/25**
  - Vanore Common Area
    - Remove all overgrown and woody vegetation within 10 feet or riser structure.
    - Remove woody vegetation from the emergency spillway.
    - Remove woody vegetation from the fence lines.
  - Cabin Ridge Common Area
    - Remove all overgrown and woody vegetation within 10 feet or riser structure.

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- Remove woody vegetation from the emergency spillway.
  - Remove woody vegetation from the fence lines.
2. Discussion of Common Areas status and maintenance options:
    - Motion to perform Winter maintenance. **Vote 3-0 (October Meeting) to allocate funds**
  3. HOA Secretary/Treasurer walked the Common Areas and marked with spray paint areas to be cleared and removed per the PWC public works yearly report. **2/18/25**
  4. Vendor the Gardener performed maintenance on both Common Areas. **2/25/25**
  5. Vendor the Gardener applied “mulch” in the Common Areas. **2/26/25**
  6. HOA Secretary/Treasurer oiled the locks on the Common Areas entrance gates. **2/18/25**
  7. HOA Secretary/Treasurer trimmed and removed growing vines on the fences in Vanore and Cabin Ridge on the front facing fences. **2/18/25 -2/28/25**
  8. HOA Secretary/Treasurer purchased some black spray paint and touched up the gates and selected spots on the front facing fences. **2/28/25**

## 6. HOA Webpage

### Content / Design

1. No items.

### Technical

2. No items.

## 7. Architectural Review

### Board Actions

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**
  - Letters mailed to current ARB members. **1/15/25**
  - Responses - none
3. The ARB entering 2025 has only (2) returning members.
  - Motion to search for a third ARB member. **Vote 3-0**
  - Any identified - none

### ARB Member Feedback

1. None

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

1. Lot- [REDACTED] – (6) new windows – **Approved by ARB on 2/26/25**

### Leased Lots within Community

1. Vanore (Lots [REDACTED]) and Cabin Ridge (Lot-[REDACTED]) 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%	

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## 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 (TBD) or (TBD%) of Lots issued ARB Notice of Violations in 2025.
  - Summary of ARB Violations by Lot & Street in 2025 (TBD)
    - Cabin Ridge Court – (x) or xx% of Lots.
    - Corryton Court – (x) or xx% of Lots.
    - Vanore Place – (x) or xx% of Lots.
  - Summary of the Most Common ARB Violations in 2025 (TBD)
    - Clean Siding (x)
    - Paint/Repair Wood Trim (x)
    - Chimney Cap (x)
    - Vehicles (x)
    - Fencing (x)
    - Foundation Paint (x)
    - Paint Shutters (x) and Missing Shutters (x)
    - Mailbox/Post (1)
    - Siding (x)
    - Screens (x)
    - Debris (x)
2. Motion to mail Notice of Violations to all Lots with 2025 ARB Violations. **Vote x-x / x/x/25**
  - HOA Secretary completed and mailed all ARC NOV's to xx Lots. **x/x/25**
  - HOA Secretary completed and mailed NOV's to xx Lots (xxx) with front post-lights not lit. **x/x/25**
3. ARB 2025 re-walk-thru and observations data. **x/x/25**
  - **Cabin Ridge Court** – (x) or xx% of Lots.
    - (x Lots) remedied; (x Lots) partially remedied; (x Lots) no items remedied. **x/xx/25**
      - xx% of Lots remedied violations
  - **Corryton Court** – (x) or xx% of Lots.
    - (x Lots) remedied; (x Lots) partially remedied; (x Lots) no items remedied. **x/xx/25**
      - xx% of Lots remedied violations
  - **Vanore Place** – (x) or xx% of Lots.
    - (x Lots) remedied; (x Lots) partially remedied; (x Lots) no items remedied. **x/xx/25**
      - xx% of Lots remedied violations

## 9. Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 5:45 pm.
- Motion for next HOA Meeting to be held on 5/6/25 at 5:00pm. **Vote 3-0**