

The HAMLETS HOA – Annual Board Meeting - Agenda – October 7, 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 September minutes. **Vote 3-0**
2. The HOA was contacted by (postal letter) Nationwide Insurance pertaining to a claim upon the HOA policy. **7/15/25**
 - HOA Secretary emailed and responded by phone. **7/30/25**
 - Nationwide Insurance commercial claims specialist notified the HOA that they had denied the claim to the requesting agency. **8/21/25**
3. HOA 2025 Annual Meeting
 - Officer up for election is the Secretary/Treasurer. The current HOA Secretary/Treasurer has stated he is re-running in 2025.
 - Motion to conduct the 2025 Annual Meeting by ZOOM. **Vote 3-0**
 - Motion to select calendar date and time of Thursday 11/6/24 at 6:30pm. **Vote 3-0**
 - HOA Secretary mailed (postal) out the Annual Meeting notice with invitation, proxy and election information on **9/30/25**
 - HOA Board was informed by an owner that the invitation sheet had an error stating Tuesday 11/6 instead of Thursday 11/6. **10/2/25**
 - Board Secretary postal mailed notice of collection to all owners. **10/3/25**
 - Received a signed Annual Meeting “Proxy” form from Lot-19 Sullivan. **10/2/25**
 - Received a signed Annual Meeting “Proxy” form from Lot-22 Kuechler. **10/2/25**
4. Nationwide Insurance sent a “certified letter” to the HOA stating that there will be an increase in the cost of the policy upon renewal in November 2025. **9/2/25**
 - HOA received notification of policy increase to \$916 from \$737 which is \$179 (24%) increase. **9/20/25**
 - Board Treasurer contacted Erie Insurance, and their quote was \$1,048. **9/30/25**
 - Motion to renew insurance policy with current Nationwide vendor. **Vote 3-0**
5. The property adjoining some Lots within The HAMLETS on the northern boundary has been placed back on the market for sale as noted by the owner at Lot-1 Carrie-Barrie. **9/6/25**
 - Information obtained by past owner Brian Ruth from the Manassas Government is that the Grant Street easement has never been approved to be viable etc.
6. The HOA received a postal letter from PWC Dept. of Public Safety Communications with reference to new county policy pertaining to the new “Vehicle Tow and Repossession Notification Program.” The correspondence outlined the new program and provided a resident web site and phone number.

3 - Virginia - Property Owners Association - (POA)

1. The HOA Board received a request for POA Selling Disclosures from Lot-11 Pollock. **7/29/25**
 - Request was submitted by Owners Real Estate Agent. **7/29/25**
 - ✓ Board HOA Secretary/Treasurer confirmed receipt by HOA. **7/30/25**
 - ✓ Board HOA Secretary/Treasurer forwarded the requested information. **8/4/25**
 - Settlement is scheduled for October 10th
 - ✓ HOA received financial update request. **9/19/25**
 - ✓ Board HOA Secretary/Treasurer forwarded the requested information. **9/22/25**
2. The HOA Board received a request for POA Selling Disclosures from Lot-25 Javins. **9/6/25**
 - Board HOA Secretary/Treasurer confirmed receipt by HOA. **9/6/25**
 - Board HOA Secretary/Treasurer forwarded the requested information. **9/8/25**
3. Virginia POA regulatory updates effective **8-1-25**
 - Change to Virginia Mandated Complaint Procedures
 - Original legislation was passed in 2008 and implemented in 2012.
 - Recommend Boards should consider amending as follows:
 - Association now has up to 14 days to provide written acknowledgement.
 - Reference to registered/certified mail changed to “just mail”

The HAMLETS HOA – Annual Board Meeting - Agenda – October 7, 2025 - (5:00pm)

- After the Board reviews and decides on a response to the complaint the “notice of final determination” which is sent to the complainant no longer needs to include citations to the applicable provisions of the Association’s governing documents.
- Motion to update the HOA Complaint Procedures document per the recommended changes. **Vote 3-0**
- Motion to update the HOA Complaint Procedures document on the HOA’s webpage. **Vote 3-0**
- Motion to update the HOA Complaint Procedures document in the POA Disclosure Package. **Vote 3-0**

4 - Financial

Assessments

1. Lots Paid in 2025 - (as of 10/7/25)

- 1st Quarter = 45 / 96%
- 2nd Quarter = 45 / 96%
- 3rd Quarter = 45 / 96%
- 4th Quarter = 33 / 70%

Past Due / Collections.

1. Total Assessments in Arrears = is **\$3,735** - (as of 10/7/25)

- **14-Lots** that owe only the 4th Quarter 2025 = **\$2,100**
- **Lot-31 – (Hume) = \$850**
 - Owes 4th Quarter 2024 + Late Fee = \$175
 - Owes 1st Quarter 2025 + Late Fee = \$175
 - Owes 2nd Quarter 2025 + Late Fee = \$175
 - Owes 3rd Quarter 2025 + Late Fee = \$175
 - Owes 4th Quarter 2025 = \$150
- **Lot 8 – (Jackson) – 2021-2025 = \$785**
 - 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**
 - **Received \$400 in payment from the Lot. 3/20/25**
 - Mailed follow-up letter to Lot requesting continued monthly payments. **4/2/25**
 - **Received \$1,650 in payment from the Lot. 5/1/25**
 - Motion to Waive Remaining Assessment amount in arrears. **Vote 3-0**
 - Motion to continue collection process for remaining Assessments of \$85 and then waive all previously assessed Late Fees in arrears if past assessments are paid in full. **Vote 3-0**
 - Motion to send letter outlining the Board decision. **Vote 3-0**
 - Mailed a follow-up letter to Lot requesting continued monthly payments. **4/2/25**
 - Mailed Lot letter from HOA requesting \$85 in assessments and the Board will forgive Late Fees. **5/8/25**
 - **Lot still is in Arrears for \$785**
 - 2021-2024 Late Fees = \$350
 - Owes partial 2nd Quarter 2025 + Late Fee = \$110
 - Owes 3rd Quarter 2025 + Late Fee = \$175
 - Owes 4th Quarter 2025 = \$150

2. Mailed 3rd Quarter 2025 Assessment “**Reminder**” letters were mailed to (TBD) Lots. **10/15/25**

3. Mailed 3rd Quarter 2025 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (TBD) Lots. **10/23/25**

4. Mailed 3rd Quarter 2025 Assessment “**Late Fee - Assessed**” letters will be mailed to (TBD) Lots. **11/29/25**

Operating Account

1. General Ledger

- \$5,469 - (as of 10/7/25)

2. Expenditures - (budgeted average allowance is \$2,458 / month)

- January 2025 \$2,519 - (\$1,500 is transfer to Reserves)
- February 2025 \$972
- March 2025 \$4,951
- April 2025 \$1,350

The HAMLETS HOA – Annual Board Meeting - Agenda – October 7, 2025 - (5:00pm)

- May 2025 \$2,044
- June 2025 \$2,370
- July 2025 \$1,844
- August 2025 \$2,805
- Sept 2025 \$2,710
- October \$1,812 – (as of 10/7/25)

3. Budget Percentages

- Total Expenditures for 2025 (as of 10/7/25) are **\$23,380** or **79.25%** of budget or **-4.08% below** the 2025 budget allowance.

Reserve Funds

1. Reserve Savings balance = **\$10,238** - (as of 10/7/25)
2. Reserve CD balance = **\$27,434** (as of 7/5/25) – interest is paid quarterly; Rate is now 3.90% / Matures 8/5/26
 - Motion to roll-over the CD upon maturity. **Vote 3-0**
 - The HOA CD# - (8659248499) matured on 7/5/25 and accumulated \$1,276.51 dollars during its 13-month term at 4.5%.
 - The HOA Treasurer rolled over the CD# - (8659248499) at a future rate of 3.90% for a term of 13 months and a maturity date of 8/5/26. The rolled over amount started at \$27,433.63. **7/7/25**

Other

1. Lot-46 (Hill) owner contacted the Board Treasurer to discuss the assessment amount in arrears. **9-3-25**
2. Lot-26 (Nguidjol) emailed an inquiry pertaining to the 2026 assessment Coupon Book timing. **9/8/25**
 - HOA Secretary/Treasurer responded they will be sent in early December. **9/8/25**
3. Auto renewal of the HOA's ZOOM License for one year was transacted. **10/5/25**

5 - Common Areas

1. Motion to allocate up to \$1,000 in funds for planting additional hollies between the maples along the exterior fence line in the Cabin Ridge Common Area in the Fall of 2025. **Vote 2-0 - 8/5/25**
 - HOA Secretary/Treasurer Board member purchased (6) new hollies from Meadow Farms Nursery to be planted in the open spots between the Maples along the Cabin Ridge common area. **9/1/25**
 - Six (6) new Holly bushes were planted by Meadows Farm in the Cabin Ridge Common Area in the area across from Lot 44. **9/11/25**
 - HOA Secretary/Treasurer Board member purchased (4) additional new hollies from Meadow Farms Nursery to be planted in the open spots between the Maples along the Cabin Ridge common area. **9/13/25**
 - Four (4) new Holly bushes were planted by Meadows Farm in the Cabin Ridge Common Area in the area across from Lot 44. **9/25/25**

6 - HOA Webpage

Content / Design

1. Board Secretary posted Annual Meeting notice and ZOOM link. **9/20/25**

Technical

1. None

7 - Architectural Review

ARB Member Feedback

1. None

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

1. Lot-5 Wayland – adding a concrete Patio and Walkway on rear of house. **9/19/25**

Board Actions

1. The ARB entering 2025 has only (2) returning members.

The HAMLETS HOA – Annual Board Meeting - Agenda – October 7, 2025 - (5:00pm)

- Motion to search for ARB members. **Vote 3-0**
- 2. The Board President and Sec/Treasurer did the annual HOA ARB inspection. **5/6/25**
 - There were (15) Lots with Violations.

Leased Lots within Community

1. Vanore (Lots 2 & 26) and Cabin Ridge (Lot-39) 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 6-10-25)

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 – 13%	Radon Systems – 6%	Shutters – 4%
Siding – 2%	Solar Panels – 2%	

Lot Ownership Historical Data – (10-1-25)

11 Lots with 1-Owner	23.4%	Cabin Ridge sales	31
19 Lots with 2-Owners	40.4%	Vanore Place sales	19
12 Lots with 3-Owners	25.5%	Corryton Court sales	11
4 Lots with 4-Owners	8.5%		
1 Lot with 5-Owners	2.1%		

Yearly Inspection Schedule

1. Motion to conduct the 2025 ARB Walk-through's and schedule. **Vote 3-0**
 - Initial Walk-thru complete between – April 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

8 - Notice of Violations

1. Summary of the 2025 ARB Violations
 - There were (15 or 32%) of Lots in the community issued an ARB Notice of Violation in 2025.
 - Cabin Ridge Court – (7 or 35%) / Corryton Court – (4 or 50%) / Vanore Place – (4 or 21%) of Lots.
2. Summary of the "Type" of ARB Violations during 2025 inspection.
 - Clean Siding (1) Paint/Repair Wood Trim (9) Chimney Cap (2)
 - Vehicles (0) Fencing (1) Foundation Paint (0)
 - Paint Shutters (0) Missing Shutters (1) Mailbox/Post (4)
 - Siding (0) Lawns/Trees/Bushes (3) Screens (0)
 - Roof (1) Gutters (1) Deck/Shed (1)
3. Motion to mail initial Notice of Violations to all Lots with 2025 ARB Violations. **Vote 3-0**
4. HOA Secretary mailed all ARC NOV's to Lots. **5/8/25**
5. HOA Secretary mailed reminder notices to Lots with front post-lights not lit. **5/8/25**
 - Mailed Lots 16, 17 and 32 remainder letters pertaining to unlit front post light. **7/15/25**
6. Mailed notices to Lots 1 and 31 pertaining to the height of grass on lawn. **5/16/25**
 - Both Lots remedied the issue. **6/3/25**
7. Motion to mail Lots with vegetation on fences along Grant Street to trim as they are impeding people walking on the sidewalks. **Vote 3-0**
 - HOA Secretary issued letters to Lots 1, 7 and 8 requesting the vegetation to be trimmed. **6/11/25**
 - Completed by all three Lots. **7/15/25**
8. ARB 2025 1st re-walk-inspection data. **7/14/25**
 - **Cabin Ridge Court**
 - (7) or 35% of Lots.
 - (2 Lots) remedied; (0 Lots) partially remedied; (5 Lots) no items remedied. **7/15/25**

The HAMLETS HOA – Annual Board Meeting - Agenda – October 7, 2025 - (5:00pm)

- (4 Lots) remedied; **(2 Lots) partially remedied; (1 Lot) no items remedied.** [10/7/25](#)
- **Corryton Court**
 - (4) or 50% of Lots
 - (2 Lots) remedied; (0 Lots) partially remedied; (2 Lots) no items remedied. [7/15/25](#)
 - (4 Lots) remedied; (0 Lots) partially remedied; (0 Lots) no items remedied. [10/7/25](#)
- **Vanore Place**
 - (4) or 21% of Lots.
 - (2 Lots) remedied; (1 Lot) partially remedied; (1 Lot) no items remedied. [7/15/25](#)
 - (3 Lots) remedied; (0 Lots) partially remedied; **(1 Lot) no items remedied.** [10/7/25](#)
- 9. HOA Secretary mailed (10) Lots with remaining ARC Violations second-notice letters. [7/15/25](#)
- 10. Lot 32 – Whitehouse emailed HOA that violation was remedied. [7/23/25](#)
- 11. Lot 42 – Cooley emailed HOA that violation is in process of being repaired. [8/1/25](#)
- 12. ARB 2025 2nd re-walk-inspection performed by Board Secretary/Treasurer. [9/9/25](#)
- 13. HOA Secretary mailed (5) Lots with remaining ARC Violations third-notice letters. [9/10/25](#)

9 - Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 5:32 pm.
- The next HOA Meeting to be held is the HOA Annual Meeting on 11/6/25 at 6:30pm. **Vote 3-0**