

The HAMLETS HOA – Annual Board Meeting - Minutes – September 8, 2026 - (5:00pm)

1 - Attendees

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

2 - Board of Directors

1. Motion to adopt July and August minutes. **Vote 3-0 – 9/8/26**
2. Mailed welcome packet to new owners in Lot-10. **7/14/26**
3. Created flyer and distributed to all Lot owners pertaining to the upcoming VDOT street work. **7/27/26**
 - Milling and Paving of community's streets completed. **July 29 – August 7**
4. HOA "Zoom Renewal" is scheduled for 10/5/26 with a yearly price increase of \$10/year. **8/6/26**
5. HOA 2027 Lot owner calendars were delivered and billed. **8/10/26**
6. Motion to set the location, date and time of the November 2026 Annual Meeting. **x/xx/26**
 - Board position up for election is "Vice President"
 - Motion to conduct meeting by Zoom. **Vote 3-0 – 9/8/26**
 - Motion to have the HOA Annual Meeting on Tuesday November 10, 2026. **Vote 3-0 – 9/8/26**
 - Motion to have a start time of 6:30pm. **Vote 3-0 – 9/8/26**

3 - Virginia - Property Owners Association - (POA)

- HOA was contacted by Lot- [REDACTED] requesting POA Disclosure Documents. **5/20/26**
 - HOA received payment from the closing agent **7/10/26**

4 - Financial

Assessments

1. Lots Paid in 2026 - (as of 9/8/26)
 - 1st Quarter = 46 / 98%
 - 2nd Quarter = 45 / 96%
 - 3rd Quarter = 45 / 96%
 - 4th Quarter = 20 / 43%

Past Due / Collections.

1. Total Assessments in Arrears for 2026 = **\$1,665** - (as of 9/8/26)
 - Lot [REDACTED] – 2nd Quarter - \$150 + \$25 Late Fee = **\$175**
 - 3rd Quarter - \$150 + \$25 Late Fee = **\$175**
 - Motion to advance this account to an attorney for collections. **Vote 3-0 – 9/8/26**
 - Lot [REDACTED] – 2021-2026 = **\$1,315**
 - 2021-2024 Late Fees = \$350
 - Partial 2nd Quarter 2025 + Late Fee = \$90
 - 3rd Quarter 2025 + Late Fee = \$175
 - 4th Quarter 2025 Late Fees = \$175
 - 1st Quarter 2026 + Late Fee = \$175
 - 2nd Quarter 2026 + Late Fee = \$175
 - 3rd Quarter 2026 + Late Fee = \$175
 - HOA Treasurer mailed 2nd letter from HOA requesting outstanding assessments and the Board will forgive past Due Late Fees if all other assessments in arrears by June, 15, 2026. **1/15/26 & 5/20/26**
 - HOA VP will contact the owner in person pertaining to assessments. **7/7/26**
 - HOA Secretary mailed summary letter - **7/15/26**
 - Motion to advance this account to an attorney for collections. **Vote 3-0 – 9/8/26**

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2. Mailed 3rd Quarter 2026 Assessment “**Reminder**” letters were mailed to (13) Lots on 7/16/26
3. Mailed 3rd Quarter 2026 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (8) Lots on 7/23/26
4. Mailed 3rd Quarter 2026 Assessment “**Late Fee - Assessed**” letters will be mailed to (2) Lots on 8/29/26

Operating Account

1. General Ledger

- o \$9,205.43 – (as of 7/31/26)
- o \$7,304.18 – (as of 8/31/26)
- o \$4,625.95 – (as of 9/8/26)

2. Expenditures - (budgeted average allowance is \$2,484 / month)

- o January 2026 \$4,123.90
- o February 2026 \$4,029.23
- o March 2026 \$2,844.23
- o April 2026 \$2,149.23
- o May 2026 \$1,903.79
- o June 2026 \$1,864.23
- o July 2026 \$2,296.92
- o August 2026 \$2,576.25
- o September 2026 \$2,978.23 – (as of 9/8/26)

3. Budget Percentages

- o Total Expenditures for 2026 (as of 7/31/26) are **\$17,651.53** or **59.84%** of budget or **1.50% above** the 2026 budget allowance.
- o Total Expenditures for 2026 (as of 8/31/26) are **\$20,227.78** or **68.57%** of budget or **1.90% above** the 2026 budget allowance.
- o Total Expenditures for 2026 (as of 9/8/26) are **\$23,206.01** or **78.66%** of budget or **3.66% above** the 2026 budget allowance. (**\$1,384.01 above budget**)

Reserve Funds / Study

1. Reserve Savings balance = **\$11,738.68** - (as of 8/31/26)
2. Reserve CD balance = **\$28,596.53** (as of 8/5/26) – as the 13-month CD at 3.90% matured. 8/5/26
 - o Board discussion to roll-over and motion to reinvest the CD funds – **Vote 3-0 - 7/7/26**
 - o HOA Secretary rolled all CD funds over funds into a NEW 7-month CD (3/5/27) with a rate of 3.60%. 8/6/26
3. Motion to contact [REDACTED] to inquire if he wanted to complete the 2026 Reserve Study as he completed in 2021. **Vote 3-0 – 1/6/26**
 - o Contacted vendor to inquire about interest in completing the HOA 2026 Reserve Study. 1/8/26
 - Vendor responded they would like to participate in the process and will respond with more details moving forward. 1/8/26
 - Vendor estimate of completing the report is estimated to be about 3/31/26
 - o HOA Board Secretary contacted vendor pertaining to status; Vendor response was its coming. 5/8/26
 - o HOA Board Secretary contacted vendor pertaining to status. No response 5/18/26 & 6/1/26
 - o HOA Secretary sent the vendor/owner written correspondence as notification and to document the non-response of the contracted vendor for the delivery of services. 6/6/26
 - o HOA VP will discuss this item with the owner/vendor. 7/7/26
 - o HOA Secretary emailed the vendor; no response. 7/17/26
 - o HOA Secretary emailed the vendor with included copy of 2021 Study for reference; no response. 8/21/26

Other

1. Owner of Lot-[REDACTED] contacted the HOA pertaining to assessments owes and payment process. 7/27/26
2. Mailed 2026 assessment Coupon Book to new owner of Lot-[REDACTED]. 7/28/26

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5. Common Areas

1. HOA Board Secretary met with Meadows Farms about (6) Hollie replacements (under warranty till 8/31/26);
 - HOA Treasurer contacted the Meadows Farm install group to discuss options to be discussed. 7/7/26
 - Meadows Farm (vendor) responded that case manager has been assigned and will contact the HOA within (10) days. 7/9/26
 - Vendor (Meadows Farm) reviewed and approved the replacement of the (6) Holly's under warranty and planted within the Cabin Ridge Common Area. 7/22/26
 - Vendor scheduled installation date to be July 28th. 7/23/26
 - Vendor removed and replaced the (6) dead Holly's. 7/28/26
2. Motion to trim vegetation growth on the outside of the fence(s) along sidewalk and Grant Avenue. **Vote 3-0**
 - HOA Secretary provided pictures and contacted the vendor to complete the work. 7/10/26
 - Vendor completed the work. 7/23/16 & 8/3/26
3. Discussion and motion to approve up to \$1,000 in funds for Fall Common Area bush replacements. 7/7/26
4. Informed grounds vendor of the upcoming VDOT street work. 7/24/26
5. Contacted the grounds vendor to trim the "Common Area A" Hollies planted along the fencing. 7/30/26
 - Vendor completed the requested work. 8/15/26

6 - HOA Webpage

Content / Design

1. Updated the Notice section to post the date of the next Board meeting on 7/9/26
2. Create Zoom link for September meeting and posted on the HOA's webpage. 7/14/26
3. Usage statistics 2026:
 - July Active Users (82); Unique Users (78); Average Time (31 seconds); Usage up 130%
 - August Active Users (58); Unique Users (54); Average Time (10 seconds); Usage -35%
4. Posted on Facebook page information pertaining to the upcoming VDOT street work. 7/24/26

Technical

1. No new items

7 - Architectural Review

ARB Member Feedback

1. None

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

1. Lot- [REDACTED] – Remove existing old wooden fence and replace with new wooden fence. 6/19/26
 - Application is "approved" and copy mailed to owner. 7/10-12/26
2. Lot- [REDACTED] submitted (5) ARB applications for new Gutters, Windows, Siding, Front stair Railing and a section of Fence replacement. 7/10/26
 - Applications are "approved" and copies mailed to owner. 7/15-16/26

Board Actions

1. HOA Board Secretary mailed ARB Member [REDACTED] the Member Agreement form to sign. 7/12/26
 - HOA received the "signed" ARB Member Agreement form from new member [REDACTED]. 7/22/26

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.

Lot Ownership Historical Data – (7-7-26)

10 Lots with 1-Owner 21.3% (6 on Vanore / 4 on Cabin Ridge / 0 on Corryton

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17 Lots with 2-Owners	36.2%
15 Lots with 3-Owners	31.9%
4 Lots with 4-Owners	8.5%
1 Lot with 5-Owners	2.0%

Yearly Inspection Schedule

1. Motion to advertise and conduct the 2026 HOA ARB Walk-through's per the below schedule. **Vote 3-0 – 1/6/26**
 - Initial Walk-thru complete between – April 30, 2026
 - First re-walk thru complete between – July 15-31, 2026
 - Second re-walk thru complete between – September 15-30, 2026
 - Final2 re-walk thru complete before Annual Meeting – in November 2026

8 - Notice of Violations

1. Conducted spring 2026 inspection of community. **4/24-29/26**
3. Summary of the 2026 ARB Violations
 - There were (7 or 15%) of Lots in the community issued an ARB Notice of Violation in 2026.
 - Cabin Ridge Court – (3 or 15%) / Corryton Court – (0 or 0%) / Vanore Place – (4 or 21%) of Lots.
2. Summary of the "Type" of ARB Violations during 2026 inspection.

➤ Clean Siding (4)	Paint/Repair Wood Trim (2)	Chimney Cap (2)	Trees (1)
➤ Vehicles (1)	Fencing (x)	Foundation Paint (x)	
➤ Paint Shutters (x)	Missing Shutters (x)	Mailbox/Post (1)	
➤ Siding (x)	Lawns/Trees/Bushes (x)	Screens (x)	
➤ Roof (x)	Gutters (x)	Deck/Shed (1)	
3. Mailed 2026 Notice of Violations to (7) Lots. **5/1/26**
4. Lot- [REDACTED]s contacted the HOA (email) pertaining to the received violation notice. 5/14/26
 - HOA responded asking for more information; and Lot owner responded with information pertaining to the vehicle having a Virginia "antique plate". **5/21/26**
5. HOA Secretary informed (in writing) the new ARB members of conducting the July reinspection of the Lots that were issued NOV Violations in April 2026 by July 31st. **7/14/26**
6. HOA Secretary contacted ARB members pertaining to re-inspect process and timing. **7/13/26**
 - Board received no feedback from ARB members; Board Secretary performed the re-inspections. **7/30/26**
7. HOA Secretary issued (postal mail) the Notice of Violation (2nd Notices) to all owners (4) that have not remedied all their documented April 2026 violations. **7/31/26**

9 - Adjournment & Scheduling of next Board Meeting

1. Meeting adjourned at 6:30pm.
 - The next HOA Board Meeting will be on 11/10/26 at 5:00pm. **Vote 3-0**