

The HAMLETS HOA – Annual Board Meeting - Minutes – March 10, 2026 - (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 and February (there was no meeting) minutes. **Vote 3-0 – 3/10/26**
2. Motion to order the 2027 HOA calendars. **Vote 3-0 – 1/6/26**
 - o HOA Treasurer ordered the calendars; delivery and payment due by September 2027. **2/6/26**
3. HOA Secretary mailed welcome items to new owner of Lot-11. **1/14/26**
4. HOA Treasurer ordered an additional P.O. Box key. **12/23/26**
 - o Ordered key was delivered to the P.O. Box. **2/22/26**
4. HOA received the yearly corporate renewal package from the Commonwealth of VA State Corporation Commission. **1/26/26**
 - o HOA Treasurer submitted the yearly renewal fee (\$25) via postal mail. **2/2/26**
 - o HOA Secretary completed the Annual Report and submitted it via postal mail. **2/2/26**
 - o Virginia SSC notified the HOA that the renewal payment was accepted but the “Annual Report” was incomplete; and needed to be resubmitted. **2/5/26**
 - o HOA Secretary contacted (by phone) VA-SSC to verify the re-submit process and the HOA Secretary recompleted the Annual Report and re-submitted by mail (postal) to SSC. **2/5/26**
 - o HOA Incorporation annual report and Fee processed, and next renewal is March 2027. **2/20/26**

3 - Virginia - Property Owners Association - (POA)

1. As of January 15, 2026 the HOA has not received the renewed 2026 HOA license nor has the check of payment been cashed.
 - o The HOA Sec/Treasurer contacted DPOR to investigate and they confirmed they had not received the postal mailed renewal application and/or check. **1/15/26**
 - o The HOA Sec/Treasurer re-mailed the renewal application and payment check to DPOR. **1/16/26**
 - o HOA received message from DPOR indicating “incomplete application” with the zip code field not added. HOA Secretary supplied the information in an email and phone response. **2/9/26**
 - o Received 2026 license renewal from VA-DPOR. **2/15/26**
 - HOA Board Secretary updated the HOA’s records. **2/21/26**
 - o The HOA Sec/Treasurer placed a bank stop payment on the first check #1787 to VA-DPOR. **2/24/26**

4 - Financial

Assessments

1. Lots Paid in 2026 - (as of 3/10/26)
 - o 1st Quarter = 45 / 96%
 - o 2nd Quarter = 20 / 43%
 - o 3rd Quarter = 14 / 30%
 - o 4th Quarter = 14 / 30%

Past Due / Collections.

1. Total Assessments in Arrears for 2025 = **\$1,140** - (as of 3/10/26)
 - o **Lot [REDACTED]** - \$150 + \$25 Late Fee = **\$175**
 - o **Lot [REDACTED]** – 2021-2025 = **\$790 + 175 (2026) = \$965**
 - 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.

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- 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 \$965**
 - 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
 - Motion to mail letter from HOA requesting outstanding assessments and the Board will forgive past Due Late Fees. **1/15/26**
2. Mailed 4th Quarter 2025 Assessment “**Reminder**” letters were mailed to (15) Lots on **1/15/26**
 3. Mailed 4th Quarter 2025 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (10) Lots on **1/24/26**
 4. Mailed 4th Quarter 2025 Assessment “**Late Fee - Assessed**” letters will be mailed to (4) Lots on **3/2/26**

Operating Account

1. General Ledger

- \$10,778.06 - (as of 1/31/26)
- \$9,358.83 - (as of 2/28/26)
- \$6,514.60 – (as of 3/10/26)

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

- January 2026 \$4,123.90
- February 2026 \$4,029.23
- March 2026 \$2,844.23 – (as of 3/10/26)

3. Budget Percentages

- Total Expenditures for 2026 (as of 2/28/26) are **\$6,593.13** or **22.35%** of budget or **5.68% above** the 2026 budget allowance.
- Total Expenditures for 2026 (as of 3/10/26) are **\$9,437.36** or **31.99%** of budget or **6.99% below** the 2026 budget allowance.

Reserve Funds / Study

1. Reserve Savings balance = **\$11,738.09** - (as of 3/10/26)
2. Reserve CD balance = **\$27,967.81** (as of 3/10/26) – interest is paid quarterly; Rate is now 3.90% / Matures 8/5/26
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**
 - 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**
 - Check mailed still was never delivered nor returned to the HOA's P.O. Box. **2/23/26.**
 - HOA Treasurer issued a stop payment on the check (#1790) and issued new check to vendor. **2/24/26**
 - HOA Treasurer issued a second check to the vendor. **2/24/26**
 - Vendor estimate of completing the report is estimated to be about **3/31/26.**

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4. Motion to transfer \$1,500 to the HOA Reserves. **Vote 3-0 – 1/6/26**
 - HOA Treasurer transferred the funds to the Reserve Fund. **1/8/26**
 - Vender CM2 Engineering confirmed they were interested and will submit a proposal. **1/9/26**
 - Vendor forwarded proposal with cost to Board Treasurer. **1/13/26**
 - HOA Treasurer requested an invoice to be submitted and was received. **1/14/26**
 - HOA Treasurer mailed payment to vendor to start the work. **1/15/26**

Other

1. HOA Treasurer forwarded the required 2025 files and information to the CPA. **2/23/26**

5 - Common Areas

1. Normal Yearly Clean-up Maintenance
 - Motion to allocate up to \$1,250 for vegetation maintenance within the PWC containment ponds within the HOA's Common Areas. **Vote 3-0 – 1/6/26**
 - Board HOA Secretary/Treasurer informed the vendor that the HOA will be doing winter work in the Common Areas estimated for later in January. **1/8/25**
 - HOA Sec-Treasurer walked and marked the Common Areas with spray paint to identify the items to be cleared and cleaned-up. **xx/xx/26**
 - HOA Treasurer forwarded the vendor the work order and drawings for the Common Areas. **1/12/26**
 - Vendor confirmed receipt and will schedule the work for later in January. **1/13/26**
 - Work was completed during the 3rd week of January 2026.
 - Invoice was \$1,500 for two days work and 2 truck loads of haul away to landfill. **2/1/26**
2. PWC Yearly Inspection Reports compiled on **12/2/25** but not received by the HOA until **1/30/26**
 - **Common Area Facility #170 – (Vanore)**
 - Overall, good report
 - Noted (3) areas to be remedied
 - Remove all overgrown vegetation within 10 feet of the “Cement Riser” structure.
 - Remove overgrown vegetation from “Emergency Spillway” area.
 - Remove overgrown vegetation from “Dam Embankment” area.
 - **Common Area Facility #171 – (Cabin Ridge)**
 - Overall, very good report
 - Noted (1) area to be remedied
 - Remove all overgrown vegetation within 10 feet of the “Cement Riser” structure.
 - These PWC reports were compiled (6) weeks before the HOA had tasked the HOA vendor to perform the Common Area maintenance work. The outlined vendor work covered all these items plus even more items such as cleaning vines from fences and cleaning vegetation from around the “intake pipes” into the pond.
3. Common Areas, entrance monuments beds and beds that border Lots 1 and 28 were mulched. **2/27/26**
 - Board Treasurer met with the team-lead and requested that they also (in the future) remove one dead one tree truck and (4) dead smaller trees. All are located

6 - HOA Webpage

Content / Design

1. Board Secretary updated the content by adding the HOA 2026 license. **2/22/26**
2. Board Secretary updated the content for ARC Job Aide – Windows, Sliding Glass and French Doors. **3/1/26**

Technical

1. Wix hosting site – website stats
 - January - Site Sessions (44) – Direct Access (24) – Unique Visitons (35)
 - February - Site Sessions (43) – Direct Access (22) – Unique Visitons (33)

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7 - Architectural Review

ARB Member Feedback

1. None

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

1. Lot- [REDACTED] - (4) Front Windows Replacements. **2-25-26 Submitted;**
 - o Approved and owner notified. **2/27/26**

Board Actions

1. Motion to advertise for new members to evaluate and appoint the ARC Committee **Vote 3-0 – 1/6/26**
 - o Board Secretary added note on HOA webpage requesting nominees for the HOA ARB Committee. **1/8/26**
 - o Board Secretary added an announcement to the community Facebook page. **2/20/26**

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.

Lot Ownership Historical Data – (3-10-26)

10 Lots with 1-Owner	21.3%
20 Lots with 2-Owners	42.6%
12 Lots with 3-Owners	25.5%
4 Lots with 4-Owners	8.5%
1 Lot with 5-Owners	2.1%

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
 - Final re-walk thru complete before Annual Meeting – in November 2026

8 - Notice of Violations

1. Summary of the 2026 ARB Violations
 - o There were (xx or xx%) of Lots in the community issued an ARB Notice of Violation in 2026.
 - Cabin Ridge Court – (x or xx%) / Corryton Court – (x or xx%) / Vanore Place – (x or xx%) of Lots.
2. Summary of the "Type" of ARB Violations during 2026 inspection.

➤ Clean Siding (x)	Paint/Repair Wood Trim (x)	Chimney Cap (x)
➤ Vehicles (x)	Fencing (x)	Foundation Paint (x)
➤ Paint Shutters (x)	Missing Shutters (x)	Mailbox/Post (x)
➤ Siding (x)	Lawns/Trees/Bushes (x)	Screens (x)
➤ Roof (x)	Gutters (x)	Deck/Shed (x)

 - o **Cabin Ridge Court**
 - (x) or xx% of Lots.
 - o **Corryton Court**
 - (x) or xx% of Lots.
 - o **Vanore Place**
 - (x) or xx% of Lots.

9 - Adjournment & Scheduling of next Board Meeting

- o Meeting adjourned at 5:30 pm.
- o The next HOA Meeting will be on 5/12/26 at 5:00pm. **Vote 3-0 – 3/10/26**