

The HAMLETS HOA – Annual Board Meeting - Minutes – May 6, 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 March and April (no meeting) 2025 minutes. **Vote 3-0**
2. Motion to vote to record the HOA Rules & Regulations with the County. **Vote 3-0**
3. The Board Secretary responded to a request from HOA attorney to update Board and POC information. **3/8/25**
4. Lot-██████████ contacted the HOA Board pertaining to a tree that has fallen on their house from the adjoining Common Area. 4/17/25
 - The Board Secretary forwarded email noting owner should contact their insurance company and forwarded a copy of the HOA insurance info. **4/21/25**
 - The Lot owner requested the HOA minutes pertaining to items adjoining their Lot be forwarded. **4/21/25**
 - The Board Secretary forwarded months of minutes that have something noted pertaining to Lot ██████████ and the adjoining Common Area. **4/22/25**
5. Board Secretary/Treasurer ordered 100 HOA customized Holiday Cards and envelopes. **4/30/25**
 - The order was delivered. 5/6/25

3 - Virginia - Property Owners Association - (POA)

1. The Board Secretary has twice submitted the updated Articles of Incorporation in Jan-Feb 2025 but both times they have been rejected with explanations.
 - Each filed rejection was based upon details with the Articles, not having a physical mailing address vs. P.O. Box and other wording corrections and Board info required.
 - The HOA Secretary will work to correct based upon the items listed in the rejection letter and resubmit. **Vote 3-0**
 - The Board Secretary completed the re-incorporation process with the Articles of Incorporation being accepted and the issuance of incorporation. **3/27/25**
2. The HOA Board members have been working to acquire FINCed ID's
 - The Board President and Secretary-Treasurer have registered, submitted and obtain a FINCen ID.
 - ✓ The Board VP is working to obtain the FINCEN ID
 - Late Friday, March 21, 2025, the Financial Crimes Enforcement Network ("FinCEN") issued an interim final rule removing the requirement for U.S. companies and U.S. persons to report beneficial ownership information (BOI). For our purposes, the interim final rule exempts domestic reporting companies (this would include HOAs and their managers), and their beneficial owners, from the requirement to file initial BOI reports, or to update or correct previously filed BOI reports. **3/21/25**
3. The HOA Board received a request for POA Selling Disclosures from Lot-43 Finkel. **4/16/25**
 - The Board Secretary-Treasurer confirmed receipt and has started the process. **4/16/25**
 - The Board Secretary-Treasurer conducted the home inspection and found no issues. **4/22/25**
 - The Board Secretary-Treasurer completed and disbursed the Resale Disclosures to the owner by email as noted on their request. **4/23/25**
4. The HOA Board received a request for POA Selling Disclosures from Lot-25 Javins. **4/26/25**
 - The Board Secretary-Treasurer confirmed receipt and has started the process. **4/26/25**
 - The Board Secretary-Treasurer conducted the home inspection and found no issues. **4/29/25**
 - The Board Secretary-Treasurer completed and disbursed the Resale Disclosures to the owner by email as noted on their request. **5/3/25**

4 - Financial

Assessments

1. Lots Paid in 2025 - (as of 5/6/25)
 - 1st Quarter = 45 / 96%
 - 2nd Quarter = 44 / 94%
 - 3rd Quarter = 16 / 37%
 - 4th Quarter = 13 / 28%

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Past Due / Collections.

1. Total Assessments in Arrears = **WAS \$2,735 / NOW \$1,085** - (as of 5/6/25)

- Lot- [REDACTED] = **\$150**
 - Owes 2nd Quarter 2025 = \$150
- Lot- [REDACTED] = **\$500**
 - Owes 4th Quarter 2024 + Late Fee = \$175
 - Owes 1st Quarter 2025 + Late Fee = \$175
 - Owes 2nd Quarter 2025 = \$150
- Lot [REDACTED] – 2021-2025 = **WAS \$2,485 / NOW \$435**
 - 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**
 - **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**
 - Lot still is in Arrears \$435
 - ❖ **\$350 is Late Fees and \$85 is in assessments.**
 - Motion to Waive Remaining Assessment amount in arrears. **Vote 0-3**
 - 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**

2. Mailed 2nd Quarter 2025 Assessment “Reminder” letters were mailed to (8) Lots. **4/21/25**

3. Mailed 2nd Quarter 2025 Assessment “Late Fee - Will Be Assessed” letters were mailed to (3) Lots. **4/30/25**

4. Mailed 2nd Quarter 2025 Assessment “Late Fee - Assessed” letters will be mailed to (xx) Lots. **5/30/25**

Operating Account

1. General Ledger

- \$10,351 – (as of 5/6/25)

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
- May 2025 \$1,075 - (as of 5/6/25)

3. Budget Percentages

- Expenditures for 2025 through April are **\$9,793** or **33.20%** of budget or **-0.14% below** the projected budget - (as of 4/30/25)

Reserve Funds

1. Reserve Savings balance = **\$10,237** - (as of 4/30/25)

2. Reserve CD balance = **\$27,033** (as of 3/31/25) – interest paid quarterly; Rate is 4.5% / Matures 7/5/25

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**
- Brown Mobley & Way called to indicate the returns and reviews are completed. **3/26/25**

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- Returns signed and submitted and final payment issued. [3/27/25](#)
 - Vendor contacted the HOA that the returns were completed. [4/10/25](#)
 - HOA President signed and filed electronically at vendor's office. [4/11/25](#)
2. Motion to adopt the updated HOA Collection Policy. [Vote 3-0](#)
3. Motion to "record the 2025 updated HOA Collection Policy with PWC. [Vote 3-0](#)

5 - Common Areas

1. Normal maintenance.

6 - HOA Webpage

Content / Design

1. No items.

Technical

2. GoDaddy account had to be reconfigured with a different Customer Number, PIIN and Username. [5/1/25](#)
- There was an issue with password change access. [5/1/25](#)
 - The Board Secretary-Treasurer required access to update the credit card of file for auto renewal. [5/1/25](#)
 - The HOA's GoDaddy account is scheduled to be renewed on June 30, 2025, for five more years.

7 - Architectural Review

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

ARB Member Feedback

1. ARB member [REDACTED] notified the Board in writing he is resigning from the ARB Committee. [4/17/24](#)

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

1. Lot- [REDACTED] – Replacing front exterior lights; Approved [4/23/25](#)

Board Actions

1. The ARB entering 2025 has only (2) returning members.
- 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 (14) 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 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 (15) or (32%) of Lots in the community issued an ARB Notice of Violation in 2025.
 - Summary of the 2025 ARB Violations by Lot & Street
 - Cabin Ridge Court – (7) or 35% of Lots.
 - Corryton Court – (4) or 50% of Lots.
 - Vanore Place – (4) or 21% of Lots.
 - 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 (0)	Mailbox/Post (4)
➤ Siding (0)	Screens (0)	Debris (0)
➤ Roof (1)	Gutters (1)	Deck/Shed (1)
➤ Lawns/Trees/Bushes (3)		
2. Motion to mail Notice of Violations to all Lots with 2025 ARB Violations. **Vote 3-0**
 - HOA Secretary to complete and mail all ARC NOV's to Lots. **5/8/25**
 - HOA Secretary to complete and mail reminder notices to (3) Lots with front post-lights not lit. **5/8/25**
3. ARB 2025 re-walk-inspection data. (July 2025) **TBD**
 - **Cabin Ridge Court** – (7) or 35% of Lots.
 - (x Lots) remedied; (x Lots) partially remedied; (x Lots) no items remedied. **x/xx/25**
 - xx% of Lots remedied violations
 - **Corryton Court** – (4) or 50% of Lots.
 - (x Lots) remedied; (x Lots) partially remedied; (x Lots) no items remedied. **x/xx/25**
 - xx% of Lots remedied violations
 - **Vanore Place** – (4) or 21% 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 5:35 pm.
- Motion for next HOA Meeting to be held on 6/10/25 at 5:00pm. **Vote 3-0**