

The HAMLETS HOA – Annual Board Meeting - Minutes – August 5, 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 June & July 2025 minutes. **Vote 2-0**
2. HOA Secretary placed “American Flags” along the curb in the Vanore Common Area for the Holiday. **7/3-6/25**
3. Ordered 2026 HOA Calendars ordered in January 2026 are scheduled to be delivered by August 9th.
4. The HOA was contacted by (postal letter) Nationwide Insurance pertaining to a claim upon the HOA policy.
7/15/25
 - o HOA Secretary emailed and responded by phone. **7/30/25**

3 - Virginia - Property Owners Association - (POA)

1. The HOA Board received a request for POA Selling Disclosures from Lot- [REDACTED]. **7/29/25**
 - o 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**

4 - Financial

Assessments

1. Lots Paid in 2025 - (as of 8/5/25)
 - o 1st Quarter = 45 / 96%
 - o 2nd Quarter = 45 / 96%
 - o 3rd Quarter = 43 / 91%
 - o 4th Quarter = 16 / 34%

Past Due / Collections.

1. Total Assessments in Arrears = **WAS \$985 / NOW \$1,640** - (as of 8/5/25)
 - o Lot- [REDACTED] = **\$675**
 - 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 = \$150
 - o Lot- [REDACTED] = **\$150**
 - Owes 3rd Quarter 2025
 - o Lot- [REDACTED] = **\$205**
 - Owes \$55 for 2nd Quarter 2025
 - Owes 3rd Quarter 2025
 - o Lot [REDACTED] – 2021-2025 = **WAS \$460 / NOW \$610**
 - 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 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**
 - 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 \$610**

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

- **2021-2024 Late Fees = \$350**
 - Owes partial 2nd Quarter 2025 + Late Fee = \$110
 - Owes 3rd Quarter 2025 = \$150
2. Mailed 3rd Quarter 2025 Assessment “**Reminder**” letters were mailed to (8) Lots. **7/16/25**
 3. Mailed 3rd Quarter 2025 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (5) Lots. **7/23/25**
 4. Mailed 3rd Quarter 2025 Assessment “**Late Fee - Assessed**” letters will be mailed to (xx) Lots. **8/29/25**

Operating Account

1. General Ledger

- \$10,142 - (July 31, 2025) – \$7,473 - (as of 8/5/25)

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 \$2,044
- June 2025 \$2,370
- July 2025 \$1,844
- August 2025 \$2,669 - (as of 8/5/25)

3. Budget Percentages

- Expenditures at the 2025 6-month midpoint (as of 6/30/25) are **\$14,207** or **48.16%** of budget or **-1.84% below** the 2025 budget.
- Total Expenditures for 2025 (as of 7/31/25) are **\$16,052** or **54.41%** of budget or **-3.92% below** the 2025 budget.

Reserve Funds

1. Reserve Savings balance = **\$10,237** - (as of 8/5/25)
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. Mailed the new owner at Lot-43 a letter verifying that the Lot's assessments were paid in full for 2025 at settlement, and that the next assessment due will be January 1, 2026. **6/22/25**

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**
2. HOA Secretary contacted the vendor to trim the Vanore Common Area Hollies. **7/6/25**
 - Vendor completed the work. **7/20/25**

6 - HOA Webpage

Content / Design

1. None

Technical

1. 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 was renewed on June 29, 2025, for (10) more years. **6/30/25**

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

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. None

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

1. Lot [REDACTED] – Install new Shed at rear of property. **Approved 7/24/25**
2. Lot [REDACTED] – Install new ground level Trex Deck from right rear corner to 2nd level deck stairs. **Approved 7/24/25**

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 (15) Lots with Violations.

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 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 – (6-24-25)

12 Lots with 1-Owner	25.5%	Cabin Ridge sales	31
18 Lots with 2-Owners	38%	Vanore Place sales	19
12 Lots with 3-Owners	25.5%	Corryton Court sales	10
4 Lots with 4-Owners	9%		
1 Lot with 5-Owners	2%		

8 - Notice of Violations

1. Summary of the 2025 ARB Violations by Lot & Street:
 - 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. ARB 2025 re-walk-inspection data. (**July 14, 2025**)
 - **Cabin Ridge Court**
 - (7) or 35% of Lots.
 - (2 Lots) remedied; (0 Lots) partially remedied; (5 Lots) no items remedied. **7/15/25**
 - **Corryton Court**
 - (4) or 50% of Lots
 - (2 Lots) remedied; (0 Lots) partially remedied; (2 Lots) no items remedied. **7/15/25**
 - **Vanore Place**
 - (4) or 21% of Lots.
 - (2 Lots) remedied; (1 Lot) partially remedied; (1 Lot) no items remedied. **7/15/25**

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

- Summary of the “Type” of ARB Violations during 2025 inspection.
 - Clean Siding (1)
 - Vehicles (0)
 - Paint Shutters (0)
 - Siding (0)
 - Roof (1)
 - Paint/Repair Wood Trim (9)
 - Fencing (1)
 - Missing Shutters (1)
 - Lawns/Trees/Bushes (3)
 - Gutters (1)
 - Chimney Cap (2)
 - Foundation Paint (0)
 - Mailbox/Post (4)
 - Screens (0)
 - Deck/Shed (1)
- 3. Motion to mail initial Notice of Violations to all Lots with 2025 ARB Violations. **Vote 3-0**
 - HOA Secretary mailed all ARC NOV’s to Lots. **5/8/25**
 - Mailed (10) Lots with remaining ARC Violations second-notice letters. **7/15/25**
 - Lot [REDACTED] emailed HOA that violation was remedied. **7/23/25**
 - Lot [REDACTED] emailed HOA that violation is in process of being repaired. **8/1/25**
- 4. HOA Secretary mailed reminder notices to (3) Lots with front post-lights not lit. **5/8/25**
 - Mailed Lots [REDACTED] remainder letters pertaining to unlit front post light. **7/15/25**
- 5. Mailed notices to Lots [REDACTED] pertaining to the height of grass on lawn. **5/16/25**
 - Both Lots remedied the issue. **6/3/25**
- 6. 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 [REDACTED] requesting the vegetation to be trimmed. **6/11/25**
 - Completed by all three Lots. **7/15/25**

9 - Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 6:00 pm.
- Motion for next HOA Meeting to be held on 9/2/25 at 5:00pm. **Vote 2-0**