

The HAMLETS Homeowners Association

P.O. Box 270
Manassas, VA 20108
www.thehamlets.com

Annual Meeting Minutes - November 1, 2022






Zoom Interface - 7:00pm – 8:00pm

The annual meeting of The HAMLETS Homeowners Association was held on Tuesday, November 1, 2022 virtually with Zoom. The President (Smiley), Vice President (Wells) and Secretary/Treasurer (Faulk) were present. ARB member (Berger) was in attendance.

ATTENDANCE — Five (5) Lots were present which is the lowest ever. Attendees by street were: Cabin Ridge Court (2 or 10%), Corryton Court (1 or 13%), and Vanore Place (2 or 11%)

- 2013 was (19 Lots) with (3 Lots) by Proxy - (44.68%)
- 2014 was (21 Lots) with (3 Lots) by Proxy - (51.07%)
- 2015 was (15 Lots) with (4 Lots) by Proxy - (40.43%)
- 2016 was (13 Lots) with (6 Lots) by Proxy - (40.43%)
- 2017 was (11 Lots) with (3 Lots) by Proxy - (29.79%)
- 2018 was (14 Lots) with (3 Lots) by Proxy - (36.17%)
- 2019 was (8 Lots) with (1 Lots) by Proxy - (19.10%)
- 2020 was (8 Lots) with (0 Lots) by Proxy - (17.02%)
- 2021 was (6 Lots) with (1 Lots) by Proxy - (14.89%)
- 2022 was (5 Lots) with (2 Lots) by Proxy - (14.89%)

Lots attending (5):

-  Lot 5
-  Lot 14 - Board
-  Lot 20 - Board
-  Lot 28 - ARB
-  Lot 30 - Board

Lots by proxy (2):

-  Lot 22
-  Lot 36

1st Mailing to all Lots (19/23/20)

Included: Meeting Notice, Agenda, Proxy, and Notice to Run for Board form

Sign-In

- Commenced at 7:00pm

Call to Order and Introductions

- The HAMLETS HOA Annual meeting was called to order at 7:10pm.

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Review of the 2021 Annual Meeting Minutes

- Secretary provided copy for the meeting to the President
- Minutes were adopted and Secretary has entered them into the record

Election of Board Officer – Secretary-Treasurer

- Only one candidate based upon nomination period – current Secretary-Treasurer
- No nominees from the floor at the meeting
- Motion to elect by acclamation - Secretary has entered results into the record
- ██████████ (Lot-20) re-elected for 3-year term 11/22 to 11/25.

Meeting Highlights

- Discussion pertaining to the 2023 Budget and the HOA’s current assessment rate. Based upon budget parameters and anticipated needs and attendee feedback. Motion (vote 3-0) to keep the 2022 quarterly assessment rate to \$140.
- Discussion pertaining to HOA reserves and their status.
- Discussion pertaining to Trash pickup days being too close together (Wed-Fri).
- Discussion pertaining to Cabin Ridge Common Area “B” border with Lot 28. Motion (vote 3-0) to address this boundary with additional mulching, plantings, and removal of a tree.
- Discussion pertaining to retaining the current vendors from 2022 into 2023.
- Discussion pertaining to ongoing requirement of the HOA and PWC Storm Water Management requirements.
- Discussion of 2022 issued Notice of Violations in the community was 17 Lots where twelve have remedied their violations; (5) Lots with be carried into 2023.

Board of Directors:

1. Board Members - 2022

- | | | | |
|--------------|----------------|-----------------------|----------------------------------|
| ○ ██████████ | President | Lot 14 – Vanore Place | since 1996-2012 & 2016 - present |
| ○ ██████████ | VP | Lot 30 – Cabin Ridge | since 2009 - present |
| ○ ██████████ | Sec./Treasurer | Lot 20 – Vanore Place | since 1994 - present |

2. Board Meetings and Attendees - 2020:

- | | |
|------------|---------------------------------------|
| ○ January | - President / VP / Sec-Treasurer |
| ○ February | - No Meeting |
| ○ March | - President / Sec-Treasurer - (No VP) |
| ○ April | - No Meeting |
| ○ May | - President / VP / Sec-Treasurer |
| ○ June | - President / Sec-Treasurer - (No VP) |
| ○ July | - No meeting |
| ○ August | - President / VP / Sec-Treasurer |

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- September - No meeting
- October - President / Sec-Treasurer - (No VP)
- November - Annual Meeting - President / VP / Sec-Treasurer
- December - No meeting

3. The HAMLETS Rules and Regulations - 1995-2020

- History of The HAMLETS R&R's below:
 - Original Draft – April 28, 1995 (created by [REDACTED] – Attorney – First HOA President)
 - Amended – February 2, 1998
 - Amended – August 31, 2009
 - Amended – September 7, 2011
 - Amended – March 5, 2016
 - Amended – January 6, 2018
 - Amended – January 7, 2020 – Added Externals Front Railings & Room Additions
 - Amended – June 9, 2020 – Sheds modification
 - Amended – October 5, 2020 – Political Signs & Electronic Vehicle Charging Stations

4. HOA Vendors - 2022

- Retained all 2021 vendors in 2022

5. Property Owners Association - 2022

- There were no complaints submitted by Lot owners to the Virginia CIC Board in 2022.
- Lots (32) and (44) in The HAMLETS were transferred (4.25%) in 2022.
- Board Secretary completed and submitted (11/21) the 2021 HOA Annual Report to the Virginia Dept. of Professional Regulation (DPOR) to renew HOA license for 2022.

6. Financial - 2022

- The Board adopted the following assessment rates in 2022 for 2022:
 - \$140/Quarter - (no increase)
 - \$25 Late Fee
 - \$200 POA Disclosure Packet - (no increase)
 - \$350 Buyer Capital Fee - (no increase)
- The history of the HOA's quarterly "assessment rate" is outlined as follows:
 - 1993 – 1994 (\$99) – HOA run by builder (Rivermead)
 - 1995 – (\$95) – First citizen Board elected November 1994
 - 1996 – 2012 (\$90) – 17 years at this rate
 - 2013 – (\$100)
 - 2014 – (\$104)
 - 2015 – 2017 (\$115)
 - 2018 – 2020 (\$120)
 - 2020 – 2021 (\$130)
 - 2022 – 2023 (\$140)
- There was no "Special Assessment" in 2022.
- Assessments Outstanding for 2022:

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- Lot 8 – ([REDACTED]) – 2nd / 3rd / 4th Quarters (\$360 + \$70 Late Fees) = \$430
 - Lot 15 – ([REDACTED]) – 4th Quarter (\$140 + \$25 Late Fees) = \$165
 - Lot 8 – ([REDACTED]) – 2021 (\$140) + 2022 (\$660) = \$800
- No legal collection processes were initiated by the Board in 2022.
 - Reserve Fund 2022 contribution was \$ 1,500.
 - Outstanding HOA Debt / Liens / Judgements is \$0 dollars.
 - General Ledger balance (as of 11/1/22) = \$8,448

7. Common Areas – 2022

- Maintenance from 1992-94 was builder; 1995-96 citizen volunteers; The Gardener (since 1997)
- Normal maintenance (cuts, edging, fertilization, mulching, etc. plus includes cuts grass along Grant Street sidewalk and periodically within the fenced rims of the containment ponds.
- 1 Common Area bush died in 2022 was removed and then replaced in late fall 2022.
- Prince William County implemented NEW law and policy pertaining in PWC containment ponds which we have two in the community's Common Areas. The HOA will now be responsible for maintaining more of the inner containment pond vegetation and growth. This will increase the HOA's yearly maintenance costs plus there will be an ongoing investment to clear additional vegetation and trees.

8. HOA Webpage - (www.thehamlets.com) - 2022

- Board continued to improve and advance to the HOA's website by:
 - Adding new and updated content on the site
 - Increased transparency for all Lot owners
 - Easing the ability to contact the HOA
 - Increasing Lot owner understanding of the external covenants and maintenance standards
 - Streamlining the Lot transfer process
 - Assisting potential buyers to learn of the community and its standards
 - Reconfigured and renamed many of the page's menus and sub-menus to create a better end-user flow and usability.
 - Added and embedded URL inks directly into the content's text instead of being separate links.

9. Architectural Review - 2022

- ARB members are:
 - [REDACTED] Lot 25 - Vanore since 1994
 - [REDACTED] Lot 43 - Cabin Ridge since 2009
 - [REDACTED] Lot 28 – Cabin Ridge since 2021
- The HOA's Standard Form for Architecture Change/Review remained unchanged in 2022.
- The HOA's Notice of Violation (NOV) form remained unchanged in 2022.

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- These following (6) major exterior architectural items are reaching a high percentage of installation and/or replacement within the community as follows:
 - Decks 96% (45 of 47)
 - New Roof 96% (45 of 47)
 - New Front Exterior House Lights 89% (42 of 47)
 - Front Storm Door 81% (38 of 47)
 - Non-Wood Garage Doors 81% (38 of 47)
 - Fences 60% (28 of 47)

- The HOA processed (10) ARB applications in 2022:
 - Lot-20 – [REDACTED] – Front Door, Storm Door, and wood/window replacement of entrance portico.
 - Lot-25 – [REDACTED] – Front Porch railing.
 - Lot-9 – [REDACTED] – replace existing paved driveway with new concrete driveway
 - Lot-5 – [REDACTED] – replace current deck and screened porch; plus install new walkout French door
 - Lot 28 – [REDACTED] – Rear Fence & Play Set removal
 - Lot 24 – [REDACTED] – Patio and exterior Hardscaping
 - Lot 28 – [REDACTED] – Enclosing under portion of the existing deck
 - Lot 5 – [REDACTED] – New Garage Doors
 - Lot 21 – [REDACTED] – Removing existing Deck and installing New Deck
 - Lot 21 – [REDACTED] – External natural gas Generator

- Lot ownership data 2022:

1 Owner	28%	13 Lots
2 Owners	42%	20 Lots
3 Owners	19%	9 Lots
4 Owners	9%	4 Lots
5 Owners	2%	1 Lot

10. Architectural Violations - 2022

- Entering 2022 we had (3) Lots with a violations carried over from 2021
- Conducted the 2022 ARB Walk-through's as follows:
 - Initial Walk-thru complete between – April 15-30, 2022
 - First re-walk thru complete between – July 15-31, 2022
 - Second re-walk thru complete between – September 15-30, 2022
 - Final re-walk thru complete before Annual Meeting – in November 2022
- The Spring walk-thru conducted in July 2022 resulted with:
 - 32 Lots with no violations = 68%
 - 15 Lots with violations = 32%
- Five Lots have remaining violations in 2022 that will be carried over to 2023.
- Board started (0) legal proceedings in 2022.

11. Surrounding Community - 2022

- New home construction continues at old race track plot at Old Dominion and Grant Avenue.
- Kline Farm land rezoning was denied.

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- PWC Fairgrounds no longer up for sale and continues business as an event venue and recreation boat storage facility.
- New commercial construction along Liberia Ave and PWC Parkway corridor continued with additional restaurants and businesses.
- Bennett Elementary now has additional classroom trailers.