

The HAMLETS HOA - Board Meeting Agenda – May 7, 2024 - (5:00 – 6:30pm)

1. Attendees

Board member(s): President – Willie Smiley (Lot-14); VP – Steve Wells (Lot-30); Secretary/Treasurer – (Lot-20) Jim Faulk; ARB members: none, Lot owners: none

2. Board of Directors

1. Motion to adopt the March and April 2024 minutes. **Vote 3-0**

3. Virginia Property Owners Association - (POA)

1. HOA received submitted request for Seller Disclosure's for (Lot-██████████) via the HOA's webpage. **3/8/24**
 - The HOA's Secretary/Treasurer confirmed receipt. **3/9/24**
 - The HOA's Secretary/Treasurer performed architectural walk-around of the Lot. **3/11/24**
 - The HOA's Secretary/Treasurer emailed the completed Resale Certificate package. **3/11/24**
 - Executor of property contacted (email) HOA to inquire about understanding assessments and fees to remit; HOA Treasurer provided the information. **4/11/24**
 - Real estate agents for the property's pending sale inquired about "deck" staining requirements and colors; HOA Treasurer provided the information. **4/11/24**
 - The Realtor for Lot-██████ emailed that ARC violations had been remedied. The Board Secretary checked the Lot and verified that the Deck and Siding violations had been remedied but not the Rear Fence violations. **4/19/24**

4. Financial

Assessments

1. Lots Paid for in 2024 - (as of 5/7/24)
 - 1st Quarter = 46 / 98%
 - 2nd Quarter = 44 / 89%
 - 3rd Quarter = 12 / 26%
 - 4th Quarter = 12 / 26%

Past Due / Collections.

1. Total 2021-23 assessments in arrears = **\$1,785** - (1-Lot) - (as of 5/7/24)
 - Lot ██████████ – Total = **\$1,785**
 - Owes from 2021 = \$140
 - Owes 1st / 2nd / 3rd / 4th Quarters + Late Fees 2022 = \$660
 - Owes 1st Quarter 2023 = \$140 + \$25 = \$165
 - Owes 2nd Quarter 2023 = \$140 + \$25 = \$165
 - Owes 3rd Quarter 2023 = \$140 + \$25 = \$165
 - Owes 4th Quarter 2023 = \$140 + \$25 = \$165
 - Owes 1st Quarter 2024 = \$150 + \$25 = \$175
 - Owes 2nd Quarter 2024 = \$150 = \$150
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 1/15/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 2-0, 2/21/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/12/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot-8 for collection of past dues. **Vote 3-0, 8/29/23, mailed 8/31/23**
 - Motion to start the process to find a local Manassas area Attorney to start the collection process after the March 5, 2024 meeting if assessments are still outstanding; mail a current letter to the Lot owner pertaining to collection and the HOA assessments for ██████████. **Vote 3-0**
 - HOA Treasurer sent assessments due and pending collections letter to Lot owner. **1/17/24**
 - Motion to send final notice to Lot from HOA to pay at minimum 50% of assessments in arrears before 6/15/24 or the account will be passed to a collection attorney. **Vote 3-0**
 - HOA Treasurer sent letter of notice of pending collections to Lot owner. **5/8/24**
 - Lot ████████ – Total in arrears is **\$150**.
 - 2nd Quarter 2024.

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- Lot ■ – Total in arrears is \$150.
 - 2nd Quarter 2024.

2. Mailed 3rd Quarter 2023 Assessment “Reminder” letters were mailed to (7) Lots on: [4/16/24](#)
3. Mailed 3rd Quarter 2023 Assessment “Late Fee - Will Be Assessed” letters will be mailed to (3) Lots on [5/7/24](#)
4. Mailed 3rd Quarter 2023 Assessment “Late Fee - Assessed” letters will be mailed to (TBD) Lots on: [5/30/24](#)

Operating Account

1. General Ledger
 - \$8,889 – (as of 5/7/24)
2. Expenditures - (budgeted average allowance is \$2,458 / month)
 - January 2024 \$2,463
 - February 2024 \$2,012
 - March 2024 \$3,181
 - April \$1,910
 - May \$ 900 (as of 5/7)
3. Budget Percentages
 - Expenditures for 2024 are **\$10,467** or **35.48%** or **2.15% below** the projected 2024 budget - (as of 5/7/24)

Reserve Funds

1. Reserve Savings balance = **\$8,736** - (as of 5/7/24)
2. Reserve CD balance = **\$25,799** - (as of 3/11/24); Rate of 4.25% / 1-Year / **Matures June 5, 2024.**
 - Motion to reinvest the funds upon maturity in June. **Vote 3-0**

Other

- HOA Secretary/Treasurer started the process with the HOA CPA to complete the 2023 Tax returns and Financial Reviews.
 - HOA Treasurer delivered and submitted completed and signed paperwork and \$600 deposit. [12/12/23](#)
 - HOA Treasurer delivered and submitted all 2023 financial records. [1/16/24](#)
 - HOA Treasurer forwarded tax info to the CPA. [2/5/24](#)
 - HOA Treasurer paid remaining balance at CPA’s office and reviewed all the documents. The HOA does not owe any tax payment to either Federal and/or State. [4/9/24](#)
 - HOA Treasurer signed both the Federal and State returns; the state return is filed electronically by the vendor and the Federal return is postal mailed.
 - HOA Treasurer mailed the Federal return by certified mail. [4/10/24](#)

5. Common Areas

1. Received PWC Public Works / Environmental Services reports for The HAMLETS Common Areas. [3/13/24](#)
 - Vanore Common Area (PWC Facility #170) – The inspection report is for FY-24 annual requirements and is dated [3/1/24](#).
 - Inspector Notes – HOA has done an excellent job with facility. HOA should continue regular maintenance mowing/weed eating around all structures, dam embankment and fencing. Also remove new saplings from around the “Riser” structure and dam embankment. County Work: is to re-install low flow trash rack.
 - Cabin Ridge Common Area (PWC Facility #171) – The inspection report is for FY-24 annual requirements and is dated [3/1/24](#).
 - HOA has done an excellent job with facility. HOA should continue regular maintenance mowing/weed eating around all structures, dam embankment and fencing. Also remove new saplings from around the “Riser” structure and dam embankment.

6. HOA Webpage

Content / Design

1. No items

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Technical

1. No issues
2. Google Analytics Services – Usage data from the Wix.com web hosting service:

2020	Users – 250;	Sessions – 452;	Avg. Session Duration: 3:51;	Direct 55%	Search 46%
2021	Users – 333;	Sessions – 423;	Avg. Session Duration: 2:25;	Direct 64%	Search 39%
2022	Users – 385;	Sessions – 565;	Avg. Session Duration: 1:89;	Direct 68%	Search 32%
2023	Users – 376;	Sessions – 419;	Avg. Session Duration: 1.83;	Direct 62%	Search 38%
Jan-24	Users – 48;	Sessions – 51;	Avg. Session Duration: 1:04;	Direct 57%	Search 43%
Feb-24	Users – xx;	Sessions – xx;	Avg. Session Duration: x:xx;	Direct xx%	Search xx%
Mar-24	Users – xx;	Sessions – xx;	Avg. Session Duration: x:xx;	Direct xx%	Search xx%
Apr-24	Users – xx;	Sessions – xx;	Avg. Session Duration: x:xx;	Direct xx%	Search xx%

7. Architectural Review

Board Actions

1. Motion to conduct the 2024 ARB Walk-through's and forward schedule to ARB members. **Vote 3-0**
 - Initial Walk-thru complete between – April 15-30, 2024 – (completed 4-27-24)
 - First re-walk thru complete between – July 15-31, 2024
 - Second re-walk thru complete between – September 15-30, 2024
 - Final re-walk thru complete before Annual Meeting – in November 2024

ARB Member Feedback

1. [REDACTED] ARB lead conducted the 2024 ARB community inspection. **4/27/24**

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

1. None

Leased Lots within Community

1. Vanore (2) and Cabin Ridge (1) for a total of 6.4% of the Lots in the community.

ARB Historical Inventory – (1-31-24)

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%	

Lot Ownership Historical Data – (5-7-24)

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 2-Owners	9%		
1 Lot with 5-Owners	2%		

8. Notice of Violations

1. There were (12) or (26%) of Lots issued ARB Notice of Violations in 2024; In 2023 there had been 21 Lots with violations.
 - **Summary of Violations by Lot & Street**
 - Cabin Ridge Court – (6) or 30% of Lots.
 - Corryton Court – (3) or 38% of Lots.
 - Vanore Place – (3) or 16% of Lots.
 - **Summary of Most Common Violations**
 - Clean Siding (7)
 - Paint/Repair Wood Trim (5)

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- Chimney Cap (3)
- Vehicles (2)
- Fencing (2)
- Foundation Paint (2)
- Paint Shutters (xx) and Missing Shutters (1)
- Mailbox/Post (1)
- Siding (1)
- Screens (1)
- Debris (1)

2. Motion to mail notices to all Lots with 2024 Notice of Violations. **Vote 3-0 / 5/7/24**

3. ARB 2024 re-walk-thru data. **xx/xx/24 & xx/xx/24**

- **Cabin Ridge Court** – (xx) or xx% of Lots.
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**
- **Corryton Court** – (xx) or xx% of Lots.
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**
- **Vanore Place** – (xx) or xx% of Lots.
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**
 - (xx) remedied; (xx) partially remedied; (xx) no items remedied. **x/x/24**

Motion to send all owners with outstanding ARB violations letters. **Vote 3-0 5/7/24**

- Mailed Notice of NOV letters to (12) Lots. **5/8/24**

9. Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 5:30pm.
- Motion for next Meeting to be held on August 6, 2024 at 5:00pm. **Vote 3-0**