

OVERVIEW

Rules and Regulations of The HAMLETS

All lots located within the community called The HAMLETS are subject to the Rules and Regulation of The HAMLETS. Please refer to and read all the corresponding documents.

Declaration of Covenants, Conditions, and Restrictions The HAMLETS

All lots located within the community called The HAMLETS are subject to the Declaration of Covenants, Conditions, and Restrictions The HAMLETS. Please refer to and read the corresponding document (in this book) as identified in the previous sentence.

Assessments

The HAMLETS Homeowners Association Board of Directors sets the quarterly assessment at a rate each preceding year in November. The quarterly assessments are due on the following dates:

January 1st
April 1st
July 1st
October 1st

A Late Fee of \$25.00 per quarter is applied to any outstanding assessment not paid within 60 days of the quarterly due date.

An Interest Fee at a rate to be determined could be applied to any outstanding Assessment(s) and/or Late Fee(s) not paid within 90 days of the quarterly due date.

Any Lot with Assessments, Late Fees, and/or Interest Fees not paid within the set quarterly due date(s) will possibly receive additional and detailed notification(s) from The HAMLETS Homeowners Association. Any Lot with Assessments, Late Fees, and/or Interest Fees not paid and having received the above notification(s) from The HAMLETS Homeowners Association could be forwarded to the HOA Attorney and into such legal proceedings as Collection for Indebtedness, Garnishment of Wages, and/or the placement of a Lien against the property.

The HAMLETS Homeowners Association

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

Assessments (continued)

The HAMLETS Homeowners Association may levy in any calendar year a "Special Assessment" as determined by a vote of the (3) members of the Board of Directors.

Architectural Review Change Form

All external improvements as defined within the Declaration of Covenants, Conditions, and Restrictions The HAMLETS and Rules and Regulation of The HAMLETS (please refer to and read these documents in this disclosure) require the submission of a completed Architectural Change form with supporting plans and documentation to The HAMLETS Architectural Review Board (ARB). Ensuing approval or denial will be overseen by the Architectural Control Board (ARB), with appeals brought before the Board of Directors.

Architectural Review - Notice of Violation (NOV)

The Notice of Violation (NOV) will be issued to any Lot owner when an external improvement/alteration or maintenance issue to their Lot is in violation of The HAMLETS Declaration of Covenants, Conditions, and Restrictions The HAMLETS, and/or the Rules and Regulation of The HAMLETS. A Lot owner will be required to correct the violation as issued by the Architectural Review Board (ARB) with appeals brought before the Board of Directors. Please refer to and read the corresponding documents included in this disclosure package.

Common Area(s)

The HAMLETS community has (2) common areas referred to as Common Area A and B. The common areas are available to each homeowner within the community with regards to both usage and pride of ownership. No alteration of the Common Areas (A & B) is permitted without the Approval of the Association Board of Directors.

Homeowner Lots

The HAMLETS community is subdivided into 47 Lots. Many of the Lots within the community have wooded backyards; please remember to inform all to be respectful of these wooded areas **which are NOT Common Area(s) but private property. Please take note that the wooded areas behind the cul-de-sac Lots on Cabin Ridge Court and Vanore Place are part of private Lots that extend 300 to 400 hundred feet into the woods.**

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PWC Pump Station

The HAMLETS community has a Prince William County Pump Station located within the community. **The Pump Station is located per County easement onto the private property of the two (2) adjacent Lots (#20 & #21). This property area is NOT part of any Common Area, or a playground. Please remember to inform all to be respectful of this property with respect to the (2) property owners.**

Common Area, Property, and Board of Directors Insurance

The HAMLETS Homeowner's Association maintains insurance coverage's on the Association's (2) Common Area(s), the Directors & Officers, and the brick entrance monuments. Please refer to enclosed copy of the issued policy.

POA Disclosure Documents

There is an assessment charged (as determined by Virginia State Law and the HOA Board) for the preparation and distribution of each Homeowner Association POA Disclosure Package requested. This POA package is required by VA state law during the sale and/or leasing of property.

Financial Records

The HAMLETS Homeowners Association operates on a calendar year budget that is proposed and adopted each year at the HOA Annual Meeting. The financial ledgers maintained each year by the Association are:

- Budget Yearly
- Budget vs Actuals ledger
- General Ledger
- Receivables Ledger
- Actuals Ledger
- Payables Ledger
- Delinquency Ledger
- Reserve Fund Ledger

Financial and Administrative Records

The HAMLETS Homeowners Association maintains all current and past records of the Association actions as maintained by the Association Secretary/Treasurer.

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Financial Institution

The HAMLETS Homeowners Association has the following banking arrangements:

Wells Fargo Bank - Old Town Manassas office
9210 Church St, Manassas, VA

Pending / Unpaid Judgments against the Association

There are no pending suites / judgments to which the Association is a party.

Management

The Association does not employ the services of a Property Management Company in an effort to reduce costs and provide superior on-site service. The HAMLETS Homeowners Association is and always has been entirely self-managed by the elected Board of Directors, Architectural Review Board, and Committees. Thus, the Association needs to maintain a volunteer commitment to maintain service and control costs.

Board of Directors

The HAMLETS Homeowners Association is overseen by an elected (3) member Board of Directors. One Board position is open for election each year on a rotating basis, and each elected term is for three years. The Board of Directors consists of the following positions:

President
Vice President
Secretary\Treasurer

Architectural Review Board

The HAMLETS Homeowners Association Board of Directors selects, appoints, and/or replaces the three (3) members to the Architectural Review Board.

Association Annual Meeting

The HAMLETS Homeowners Association conducts an annual meeting for the members of the Association each year in Late October to early December.

The HAMLETS Homeowners Association

**P.O. Box 270
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Association Attorney

Chadwick Washington
Attn.: Attorney Daniel B. Streich
3201 Jermantown Road, Suite 600
Fairfax, VA 22030

Association CPA

Brown, Mobley & Way
9161 Liberia Avenue, Suite 100
Manassas, Virginia 20110

Official Address - Located at the Old Town Manassas Post Office

The HAMLETS Homeowners Association
P.O. Box 270
Manassas, VA 20108-0270

Official Webpage & Email

www.thehamlets.com
hamletshoa@gmail.com

The HAMLETS, a community with citizen participation