

The HAMLETS HOA - Board Meeting Minutes – September 26, 2023 - (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 review and adopt the August minutes. **Vote 3-0**
2. Need to start planning for 2023 Annual Meeting.
 - o Bennett Elementary availability and date were confirmed.
 - o Proposed date is November 14, 2023 and time of 6:30pm
3. The Board position up for election is Vice President. VP confirmed he plans to rerun **8-29-23**
4. Lot-██████████ contacted the HOA pertaining to the re-issued ARB Notice of Violation to indicate they are working to remedy the final items of the list of violations. **9-5-23**
5. Lot-██████████ contacted the HOA inquiring about the removal of HOA Common Area trees border their Lot. **9-7-23**
6. HOA Insurance 2024 cost will increase to \$717; Budget for 2024 was \$700 and cost in 2023 was \$683.
7. HOA VP is going to contact a VDOT POC to request repaving of the community's streets.
8. Discussion pertaining the removal of trees along the boundary of Lot-██████████ and the Cabin Ridge Common Area. VP provided feedback from the Lot. Motion to remove 2 healthy maple trees failed by a **Vote of 0-3**. Motion to remove dead leaning pine tree. **Vote 3-0**.

3. Virginia Property Owners Association - (POA)

1. Nothing to report

4. Financial

Assessments

1. Lots Paid in Full - (as of 9/26/23)
 - o 1st Quarter = 45 / 96%
 - o 2nd Quarter = 45 / 96%
 - o 3rd Quarter = 45 / 96%
 - o 4th Quarter = 27 / 57% (**\$2,800 remains to be collected for 4th Quarter**)

Past Due / Collections

1. Total 2021-22 assessments in arrears = **\$1,955** - (2-Lots) - (as of 9/26/23)
 - o Lot ██████████ – Total = **\$1,295**
 - 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
 - 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 discuss collections remedies during the HOA Annual Meeting in November. **Vote 3-0**
 - o Lot ██████████ – Total = **\$660**
 - Owes from 2022 = \$140 + \$25 = \$165

The HAMLETS HOA - Board Meeting Minutes – September 26, 2023 - (5:00 – 6:30pm)

- Owes 1st Quarter 2023 = \$140 + \$25 = \$165
 - Owes 2nd Quarter 2023 = \$140 + \$25 = \$165
 - Owes 3rd Quarter 2023 = \$140 + \$25 = \$165
 - Motion to issue letter to Lot-30 for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/17/23**
 - Motion to issue letter to Lot-30 for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot-30 for collection of past dues. **Vote 3-0, 8/29/23, mailed 8/31/23**
 - Motion to discuss collections remedies during the HOA Annual Meeting in November. **Vote 3-0**
2. Mailed 3rd Quarter 2023 Assessment “**Reminder**” letters were mailed to (x) Lots on: **10/16/23**.
 3. Mailed 3rd Quarter 2023 Assessment “**Late Fee - Will Be Assessed**” letters were mailed to (x) Lots on **10/23/23**.
 4. Mailed 3rd Quarter 2023 Assessment “**Late Fee - Assessed**” letters will be mailed to (x) Lots on: **11/29/23**.

Operating Account

1. General Ledger
 - \$2,229 - (as of 9/26/23)
2. Expenditures - (budgeted average allowance is \$2,302 / month)
 - January 2023 \$4,859
 - February 2023 \$ 709
 - March 2023 \$5,259
 - April 2023 \$2,075
 - May 2023 \$1,678 + \$25,000 (transfer to CD)
 - June 2023 \$2,159
 - July 2023 \$1,434
 - August 2023 \$2,468
 - Sept. 2023 \$1,609 (thru 26 days)
3. Budget Percentages
 - Expenditures for 2023 just far are **\$22,251 of the budget or 11.45% over budget** - (as of 9/26/23)

Reserve Funds

1. Savings Balance = **\$10,732** - (as of 9/26/23)
2. CD Balance = **\$25,264** - (as of 8/5/23)
 - Have never received a statement / HOA Treasurer will contact the Bank
 - Do not receive statements and interest issued and posted quarterly (next 11/5/23).
3. Motion to transfer \$3,000 dollars from the HOA's reserve fund to the HOA's operating fund. **Vote 3-0**

Other

1. No items.

5. Common Areas

1. Normal maintenance

6. HOA Webpage

Content / Design

1. No items.

Technical

1. Motion to contact the current Webmaster – to ask if he plans on continuing in 2024. **Vote 3-0**
 - Mailed check to webmaster for 2023 services. **6/11/23**
 - Check has never been cashed as of July 2023 bank statement.
 - VP informed Board that the webmaster (vendor) has lost the check and it has never been cashed. Board discussed options as follows:

The HAMLETS HOA - Board Meeting Minutes – September 26, 2023 - (5:00 – 6:30pm)

- ✓ Vendor to email in writing that they have lost the check and it has not been cashed for the HOA records and documentation.

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%
Jan-23	Users – 48;	Sessions – 51;	Avg. Session Duration: 1:04;	Direct 57%	Search 43%
Feb-23	Users – 35;	Sessions – 36;	Avg. Session Duration: 1:11;	Direct 64%	Search 36%
Mar-23	Users – 38;	Sessions – 43;	Avg. Session Duration: 1:10;	Direct 67%	Search 33%
Apr-23	Users – 26;	Sessions – 27;	Avg. Session Duration: 1:42;	Direct 78%	Search 22%
May-23	Users – 30;	Sessions – 37;	Avg. Session Duration: 3:01;	Direct 62%	Search 38%
Jun-23	Users – 28;	Sessions – 33;	Avg. Session Duration: 2:06;	Direct 42%	Search 58%
July-23	Users – 30;	Sessions – 35;	Avg. Session Duration: 2:23;	Direct 58%	Search 42%
Aug-23	Users – 25;	Sessions – 27;	Avg. Session Duration: 1:45;	Direct 62%	Search 38%
Sept-23	Users – xx;	Sessions – xx;	Avg. Session Duration: x:xx;	Direct xx%	Search xx%

7. Architectural Review

Board Actions

1. Motion to conduct the 2023 ARB Walk-through's and forward schedule to ARB members. **Vote 3-0**
 - Initial Walk-thru complete between – April 15-30, 2023
 - First re-walk thru complete between – July 15-31, 2023
 - Second re-walk thru complete between – September 15-30, 2023
 - Final re-walk thru complete before Annual Meeting – in November 2023
2. Motion to contact the current (3) ARB members asking if they plan on continuing in 2023. **Vote 3-0**
 - Letters from the Board mailed to the ARB members requesting feedback pertaining to their status for 2023 prior to the 2/21/23 Board meeting. **1/17/23**
3. Motion to mail 2023 ARB pre-inspection notice letters to all Lots and owners by April 1, 2023. **Vote 3-0**

ARB Member Feedback

1. Nothing to report.

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

1. No applications to report

Leased Lots within Community

1. Vanore (1) and Cabin Ridge (1) or 6.4% of the Lots in the community

ARB Historical Inventory – (9-1-23)

1. Lot external ARB improvements by percentage: - (last updated 12-31-22)

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 – (9-1-23)

13 Lots with 1-Owner	29%	Cabin Ridge sales	30
18 Lots with 2-Owners	38%	Vanore Place sales	18
11 Lots with 3-Owners	24%	Corryton Court sales	9
4 Lots with 2-Owners	9%		
1 Lot with 5-Owners	2%		

The HAMLETS HOA - Board Meeting Minutes – September 26, 2023 - (5:00 – 6:30pm)

8. Notice of Violations

1. There were (21) or (45%) of Lots issued ARB Notice of Violations. This was the highest in 7 years.
 - Summary of Lots with rolled over 2022 HOA violations.
 - Cabin Ridge Court – (15) or 71% of Lots.
 - Corryton Court – (5) or 63% of Lots.
 - Vanore Place – (6) or 30% of Lots.
 - Most Common Violations issued.
 - Clean Siding (11)
 - Paint/Repair Wood Trim (8)
 - Paint Shutters (8) and Missing Shutters (2)
 - Chimney Cap (4)
 - Vehicles (3)
2. Letters were mailed to all Lots with 2023 Notice of Violations. **5/8/23**
3. ARB 2023 re-walk-thru data. **8/29/23**
 - Summary of Lots with rolled over 2022 HOA violations.
 - Cabin Ridge Court – (15) or 71% of Lots.
 - (9) completed; (1) partial completed; (5) no items completed. **8/29/23**
 - Corryton Court – (5) or 63% of Lots.
 - (1) completed; (1) partial completed; (3) no items completed. **8/29/23**
 - Vanore Place – (6) or 30% of Lots.
 - (2) completed; (2) partial completed; (2) no items completed. **8/29/23**
4. Motion to send all owners with outstanding ARB violations letters to complete by 10/29/23. **Vote 3-0 8/29/23**
 - Mailed 2nd Notice NOV letters to (12) Lots. **8/31/23**
5. Lot- [REDACTED] contacted HOA (via website) providing status per the “chimney cap” repairs. **9/5/23.**

9. Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 5:50pm.
- Motion to defer October meeting. **Vote 3-0**
- Motion for next Meeting to be the HOA Annual Meeting on November 14, 2023 at 6:30pm. **Vote 3-0**