

The HAMLETS HOA - Board Meeting Agenda – January 16, 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 review and adopt the September minutes. **Vote 3-0**
2. Had 2023 Annual Meeting on 11/14 at Bennett Elementary
 - o Attend by the HOA's 3 Officers and the owners of Lot-5
 - o Received one proxy from Lot-22
3. The Board position up for election was Vice President. No other candidates ran the current VP was re-elected.
4. Motion to review and adopt the 2024 HOA Budget. **Vote 3-0**
5. Motion to increase the 2024 Assessment rate to \$150/Quarter. **Vote 3-0**
6. Motion to continue 2024 assessment Late Fee at \$25 with 60-day notice in 2024. **Vote 3-0**
7. Motion to continue 2024 Resell Package Fee at \$200 in 2024. **Vote 3-0**
8. Motion to continue 2024 Buyer Capital Fee at \$350 in 2024. **Vote 3-0**
9. Motion to continue 2024 Buyer Admin Fee at \$50 in 2024. **Vote 3-0**
10. Motion to retain all the current HOA's vendors for 2024. **Vote 3-0**
11. Distributed 2024 HOA calendars to all Lots. **12/9/23**
12. Mailed 2024 Holiday Cards to all Lot owners. **12/18/23**
13. Motion to purchase the 2024 HOA calendars. **Vote 3-0**
14. Motion to purchase the 2024 HOA holiday cards. **Vote 3-0**

3. Virginia Property Owners Association - (POA)

1. Lot-██████ – Their real estate agent contacted the HOA pertaining to the leasing of Lot-████. **9/21/23**
 - o HOA Secretary mailed notice to Lot-████ owner outlining the procedures for renting and to update their POC information. **9/29/23**
 - o HOA president was contracted by Lot-██████ pertaining to HOA leasing regulations and documents. **10/5/23**
 - o HOA Secretary reissued 9/29/23 letter and links to documents to HOA President. **10/6/23**
 - o Lot-██████ replied to HOA with confirmation of receipt of materials and forwarding POC information. **10/15/23**
2. Lot-██████ - Contacted by Avanta Risk Management pertaining to the pending Lot-██████. They had questions pertaining to the HOA fees and obtaining the "resale documents." **10/18-19/23**
 - o HOA Secretary/Treasurer responded and answered questions. **10/18-19/23**
 - o Avanta Risk Management contacted and requested "resell package." **11/20/23**
 - o HOA Secretary/Treasurer contacted the ARB lead for inspection feedback. **11/21/23**
 - o HOA Secretary/Treasurer disbursed "resale package for ██████ to Avanti Risk Mgt. **11/27/23**
 - o HOA Secretary/Treasurer was contacted by real estate agent requesting an HOA letter certifying the violations had been remedied. **1/11/24**
 - o HOA Secretary/Treasurer emailed HOA letter certifying the violations had been remedied. **1/12/24**
3. Received documentation from Virginia DPOR pertaining to the HOA's 2024 license renewal. **11/16/23**
 - o HOA Secretary/Treasurer completed renewal application and submitted with renewal fee. **12/4/23**
 - o HOA application and renewal were approved and the HOA received its 2024 License. **12/23**
4. Received an assessment payment from ██████ previous owner but the HOA has no return to sender address. Motion to no cash and keep in file full 90 days. **Vote 3-0**

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4. Financial

Assessments

1. Lots Paid in Full - (as of 12/31/23)
 - For Year = 44 / 94%
2. Lots Paid for in 2024 - (as of 1/15/24)
 - 1st Quarter = 36 / 72%
 - 2nd Quarter = 11 / 23%
 - 3rd Quarter = 10 / 21%
 - 4th Quarter = 10 / 21%

Past Due / Collections.

1. Total 2021-23 assessments in arrears = **\$2,900** - (3-Lots) - (as of 12/31/23)
 - Lot [REDACTED] – Total = **\$1,610**
 - 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
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 1/15/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 2-0, 2/21/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/12/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 8/29/23, mailed 8/31/23**
 - Motion to start the process to find a local Manassass 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 [REDACTED]. **Vote 3-0**
 - HOA sent letter on **1/17/24**.
 - Lot [REDACTED] – Total = **\$975**
 - Owes from 2022 = \$140 + \$25 = \$165
 - 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
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 2-0, 4/11/23, mailed 4/17/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 5/23/23, mailed 5/30/23**
 - Motion to issue letter to Lot- [REDACTED] for collection of past dues. **Vote 3-0, 8/29/23, mailed 8/31/23**
 - Owner contacted HOA (text) inquiring about amount owed and HOA Secretary responded. **11/23/23**
 - Motion to start the process to find a local Manassass 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 Lot- [REDACTED]. **Vote 3-0**
 - HOA sent letter on **1/17/24**.
 - Lots [REDACTED] – Total = **\$315**
 - Owes 4th Quarter 2023 = \$140 + \$25 = \$165
 - Owes 1st Quarter 2024 = \$150
 - Motion to issue past due letter from the HOA. **Vote 3-0**

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2. Mailed 3rd Quarter 2023 Assessment “Reminder” letters were mailed to (11) Lots on: [1/16/24](#)
3. Mailed 3rd Quarter 2023 Assessment “Late Fee - Will Be Assessed” letters will be mailed to (xx) Lots on [1/22/24](#)
4. Mailed 3rd Quarter 2023 Assessment “Late Fee - Assessed” letters will be mailed to (xx) Lots on: [3/1/24](#)

Operating Account

1. General Ledger
 - o \$837 – (as of 12/31/23)
 - o \$8,648 – (as of 1/15/24)
2. Expenditures - (budgeted average allowance was \$2,302 / month)
 - o January 2023 \$4,859
 - o February 2023 \$ 709
 - o March 2023 \$5,259
 - o April 2023 \$2,075
 - o May 2023 \$1,678 + \$25,000 (transfer to CD)
 - o June 2023 \$2,159
 - o July 2023 \$1,434
 - o August 2023 \$2,468
 - o Sept. 2023 \$1,609
 - o October 2023 \$2,199
 - o Nov. 2023 \$4,064
 - o Dec. 2023 \$2,208
 - o January 2024 \$ 944
3. Budget Percentages
 - o Expenditures for 2023 will **\$944** or **3.2% of budget** - (as of 1/15/24)

Reserve Funds

1. Reserve Savings balance = **\$7,236** - (as of 12/31/23)
2. Reserve CD balance = **\$25,530** - (as of 11/4/23)
3. Motion to adopt the 2023 Reserve Fund Study review. **Vote 3-0**
4. Per the 2024 adopted HOA budget allocation; Motion to transfer \$1500 to Reserve Fund. **Vote 3-0**

Other

1. Review the 2023 “Year-End” Financial Summary.
2. Review the 2023 “Historical Financial” Summary.
3. HOA Secretary/Treasurer submitted paperwork and \$600 deposit to HOA CPA for completing the 2023 Tax returns and Financial Reviews. [12/12/23](#)
4. HOA Secretary/Treasurer submitted all 2023 financial records to HOA CPA for completing the 2023 Tax returns and Financial Reviews. [1/16/24](#)

5. Common Areas

1. Motion to continue mulching, cutting, trimming, and fertilization of Common Areas in 2024. **Vote 3-0**
2. Motion to perform \$1000 in maintenance within the fenced containment ponds in winter of 2024. **Vote 3-0**
3. Trimmed all the bushes at the entrance monuments and the branches on the tree blocking the sidewalk and the Stop Sign. [12/17/23](#)
4. Lot-██████████ contacted the HOA pertaining to the tree removal in the Common Area adjacent to Lot.
 - o They had questions pertaining to what the HOA-VP had informed them vs the actual vote and 1 tree removal. [11-15-23](#)
5. HOA VP indicated the Lot owner was okay with the remaining trees.

6. HOA Webpage

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Content / Design

1. HOA Secretary added/updated/posted the following content.
 - o Updated the VA House of Delegate district to the newly formed 22nd district information.
 - o Updated the 2024 Assessment rate information.
 - o Updated the 2024 Annual budget.

Technical

1. Motion to contact the current Webmaster – to ask if he plans on continuing in 2024. **Vote 3-0**
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-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 – 31;	Sessions – 34;	Avg. Session Duration: 2:05;	Direct 64%	Search 36%
Oct-23	Users – 27;	Sessions – 29;	Avg. Session Duration: 1:54;	Direct 63%	Search 37%
Nov-23	Users – 30;	Sessions – 36;	Avg. Session Duration: 2:42;	Direct 59%	Search 41%
Dec-23	Users – 28;	Sessions – 31;	Avg. Session Duration: 2:02;	Direct 64%	Search 36%

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
 - 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
2. Motion to mail 2023 ARB pre-inspection notice letters to all Lots and owners by April 1, 2023. **Vote 3-0**
3. Motion to contact the current (3) ARB members asking if they plan on continuing in 2023. **Vote 3-0**

ARB Member Feedback

1. No items

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

1. No items

Leased Lots within Community

1. Vanore (2) and Cabin Ridge (1) for a total of 6.4% of the Lots in the community.
 - o Lot-26 was leased starting 11-23
 - o Owners are located in Herndon, Ashburn, and Overseas

ARB Historical Inventory – (12-31-23)

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%

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Sheds – 32%
Satellite Dishes – 15%
Windows – 11%
Siding – 2%

Driveways – 17%
Playsets – 15%
Radon Systems – 6%
Solar Panels – 2%

Screened Porches – 17%
Pools – 11%
Shutters – 4%

Lot Ownership Historical Data – (12-31-23)

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%		

8. Notice of Violations

1. There were (21) or (45%) of Lots issued ARB Notice of Violations. This was the highest in 7 years.
 - o Summary of Lots with 2023 HOA violations.
 - Cabin Ridge Court – (15) or 71% of Lots.
 - Corryton Court – (5) or 63% of Lots.
 - Vanore Place – (6) or 30% of Lots.
 - o 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**
 - o Summary of Lots with 2023 HOA violations.
 - **Cabin Ridge Court** – (15) or 71% of Lots.
 - o (9) remedied; (1) partially remedied; (5) no items remedied. **8/29/23**
 - o (11) remedied; (1) partially remedied; (3) no items remedied. **12/9/23**
 - **Corryton Court** – (5) or 63% of Lots.
 - o (1) remedied; (1) partially remedied; (3) no items remedied. **8/29/23**
 - o (2) remedied; (2) partially remedied; (1) no items remedied. **12/9/23**
 - **Vanore Place** – (6) or 30% of Lots.
 - o (2) remedied; (2) partially remedied; (2) no items remedied. **8/29/23**
 - o (3) remedied; (1) partially remedied; (2) no items remedied. **12/9/23**
3. Motion to send all owners with outstanding ARB violations letters to complete by 10/29/23. **Vote 3-0 8/29/23**
 - o Mailed 2nd Notice NOV letters to (12) Lots. **8/31/23**
4. Lot- [REDACTED] contacted HOA (via website) providing status per the “chimney cap” repairs. **9/5/23**
5. Lot- [REDACTED] contacted the HOA indicating they have remedied all their ARB violations. **10/4/23**

9. Adjournment & Scheduling of next Board Meeting

- o Meeting adjourned at 6:15pm.
- o Motion for next Meeting to be held on March 5, 2024 at 5:00pm. **Vote 3-0**