

# The HAMLETS HOA - Board Meeting Minutes – March 5, 2024 - (5:00 – 6:30pm)

## 1. Attendees

Board member(s): President – Willie Smiley (Lot-14); VP – Steve Wells (Lot-30) not in attendance;  
Secretary/Treasurer – (Lot-20) Jim Faulk; ARB members: none, Lot owners: none

## 2. Board of Directors

1. Motion to adopt the January and February 2024 minutes. **Vote 2-0**
2. Trash Vendor notified the HOA that starting March 1, 2024 “yard waste” pickup will be moved from Thursdays to Wednesdays. **2-15-24**
  - o HOA Secretary updated the HOA’s webpage and POA Resale Certificate. **2-15-24**
4. The HOA was contacted via the HOA’s website by the Mayfield Trace HOA President pertaining to feedback pertaining to the trash vendor Disposal Services as they are considering a contract with the vendor. **2-19-24**
  - o HOA Secretary/Treasurer provided a positive recommendation as requested. **2-20-24**

## 3. Virginia Property Owners Association - (POA)

1. ██████████ - Contacted by Avanta Risk Management pertaining to the pending Lot-1 Foreclosure. They had questions pertaining to the HOA fees and obtaining the “resale documents.” **10/18-19/23**
  - o HOA Treasurer received all required payments and 1<sup>st</sup> Quarter 24 assessments. **2/3/24**

## 4. Financial

### Assessments

1. Lots Paid for in 2024 - (as of 3/4/24)
  - o 1st Quarter = 45 / 96%
  - o 2nd Quarter = 15 / 32%
  - o 3rd Quarter = 12 / 26%
  - o 4th Quarter = 12 / 26%

### Past Due / Collections.

1. Total 2021-23 assessments in arrears = **\$1,975** - (2-Lots) - (as of 3/4/24)
  - o **Lot ██████████ – Total = \$1,635**
    - Owes from 2021 = \$140
    - Owes 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Quarters + Late Fees 2022 = \$660
    - Owes 1<sup>st</sup> Quarter 2023 = \$140 + \$25 = \$165
    - Owes 2<sup>nd</sup> Quarter 2023 = \$140 + \$25 = \$165
    - Owes 3<sup>rd</sup> Quarter 2023 = \$140 + \$25 = \$165
    - Owes 4<sup>th</sup> Quarter 2023 = \$140 + \$25 = \$165
    - Owes 1<sup>st</sup> Quarter 2024 = \$150 + \$25 = \$175
    - 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 Lot-8. **Vote 3-0**
      - HOA Treasurer sent assessments due and pending collections letter to Lot owner. **1/17/24**
  - o **Lots ██████████ = \$340**
    - Owes 4<sup>th</sup> Quarter 2023 = \$140 + \$25 = \$165
    - Owes 1<sup>st</sup> Quarter 2024 = \$150 + \$25 = \$175
    - Motion to issue past due letter from the HOA. **Vote 3-0**
      - HOA Treasurer sent assessments due and pending collections letter to Lot owner. **1/22/24**

# The HAMLETS HOA - Board Meeting Minutes – March 5, 2024 - (5:00 – 6:30pm)

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

## Operating Account

1. General Ledger
  - o \$8,207 – (as of 3/4/24)
2. Expenditures - (budgeted average allowance is \$2,458 / month)
  - o January 2024 \$2,463
  - o February 2024 \$2,012
  - o March 2024 \$1,900
3. Budget Percentages
  - o Expenditures for 2023 are **\$6,376** or **21.61%** or **3.39% below** the projected 2024 budget - (as of 3/4/24)

## Reserve Funds

1. Reserve Savings balance = **\$8,736** - (as of 3/4/24)
2. Reserve CD balance = **\$25,530** - (as of 12/31/24); CD Matures May 24
3. Per the 2024 adopted HOA budget allocation; Motion to transfer \$1500 to Reserve Fund. **Vote 3-0**
  - o HOA Treasurer transferred \$1,500 in funds from the “operational” account to the “reserve” account. [1/18/24](#)

## Other

1. HOA Secretary/Treasurer started the process with the HOA CPA to complete the 2023 Tax returns and Financial Reviews.
  - o HOA Treasurer delivered and submitted completed and signed paperwork and \$600 deposit. [12/12/23](#)
  - o HOA Treasurer delivered and submitted all 2023 financial records. [1/16/24](#)
2. HOA Secretary/Treasurer mailed a replacement coupon book to Lot-4 Lozano. [2/3/24](#)
3. HOA accrued \$530.21 in interest in 2023 from its United Bank invested CD. [2/3/24](#)
4. HOA accrued \$26.01 in interest in 2023 from its Wells Fargo Reserve account. [2/3/24](#)
5. HOA Treasurer forwarded tax info to the CPA. [2/5/24](#)
6. HOA Treasurer mailed a 2024 Assessment coupon book to the new owners of Lot-█. [2/27/24](#)

## 5. Common Areas

1. Motion to continue mulching, cutting, trimming, and fertilization of Common Areas in 2024. **Vote 3-0**
  - o HOA Treasurer communicated with the vendor and they agree to continue in 2024. [1/18/24](#)
2. Motion to perform \$1000 in maintenance within the fenced containment ponds in winter of 2024. **Vote 3-0**
  - o HOA Treasurer communicated with the vendor for the work to be completed in Feb of 2024. [1/18/24](#)
  - o HOA Treasurer provided the vendor photographs of the areas to work on and a description of the work requested. [1/22/23](#)
  - o Common Area A (Vanore) work was completed. [1/31/24](#)
3. Common Areas 2024 mulching was completed. [2/28/24](#)

## 6. HOA Webpage

### Content / Design

1. HOA Secretary updated the trash pick-up information of the HOA’s webpage. [2-15-24](#)
2. 2023 vendor payment check never cashed as yet in 2024.

### 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%

# The HAMLETS HOA - Board Meeting Minutes – March 5, 2024 - (5:00 – 6:30pm)

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%

## 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
  - HOA Secretary mailed letters of interest to existing (2) ARB asking for a response of continued 2024 commitment and interest by March 1<sup>st</sup>. **1/18/24**

### ARB Member Feedback

1. No feedback from (2) exiting ARB members upon 2024 status.

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

1. Lot-█ emailed HOA pertaining to a placement of a “construction bin” at property during Kitchen remodeling project. HOA Secretary responded that per The HAMLETS R&R's this is allowed as outlined in Article IV, Section 1, Sub-section (V)

### 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 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 – (3-5-24)

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 (21) or (45%) of Lots issued ARB Notice of Violations in 2023; this was the highest in 7 years.
  - **Summary of Violations by Lot & Street**
    - Cabin Ridge Court – (15) or 71% of Lots.
    - Corryton Court – (5) or 63% of Lots.
    - Vanore Place – (6) or 30% of Lots.
  - **Summary of Most Common Violations**
    - Clean Siding (11)
    - Paint/Repair Wood Trim (8)
    - Paint Shutters (8) and Missing Shutters (2)
    - Chimney Cap (4)
    - Vehicles (3)

## The HAMLETS HOA - Board Meeting Minutes – March 5, 2024 - (5:00 – 6:30pm)

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 & 12/9/23**
  - Summary of Lots with 2023 HOA violations.
    - **Cabin Ridge Court** – (15) or 71% of Lots.
      - (9) remedied; (1) partially remedied; (5) no items remedied. **8/29/23**
      - (11) remedied; (1) partially remedied; (3) no items remedied. **12/9/23**
    - **Corryton Court** – (5) or 63% of Lots.
      - (1) remedied; (1) partially remedied; (3) no items remedied. **8/29/23**
      - (2) remedied; (2) partially remedied; (1) no items remedied. **12/9/23**
    - **Vanore Place** – (6) or 30% of Lots.
      - (2) remedied; (2) partially remedied; (2) no items remedied. **8/29/23**
      - (3) remedied; (1) partially remedied; (2) no items remedied. **12/9/23**
  - Mailed 2<sup>nd</sup> Notice NOV letters to (12) Lots. **8/31/23**
3. Motion to send all owners with outstanding ARB violations letters to complete by 10/29/23. **Vote 3-0 8/29/23**

### 9. Adjournment & Scheduling of next Board Meeting

- Meeting adjourned at 6:00pm.
- Motion for next Meeting to be held on May 7, 2024 at 5:00pm. **Vote 2-0**