

The HAMLETS Homeowners Association

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

Annual Meeting Minutes - November 14, 2023

Bennett Elementary School - 6:00pm – 7:30pm

The annual meeting of The HAMLETS Homeowners Association was held on Tuesday, November 14, 2023 at Bennett Elementary School. The President (Smiley), Vice President (Wells) and Secretary/Treasurer (Faulk by phone) were present. No ARB members were in attendance.

ATTENDANCE — Four (4) Lots were present which is the lowest ever. Attendees by street were: Cabin Ridge Court (1 or 5%), Corryton Court (1 or 13%), and Vanore Place (2 or 11%)

- 2013 was (19 Lots) with (3 Lots) by Proxy - (44.68%)
- 2014 was (21 Lots) with (3 Lots) by Proxy - (51.07%)
- 2015 was (15 Lots) with (4 Lots) by Proxy - (40.43%)
- 2016 was (13 Lots) with (6 Lots) by Proxy - (40.43%)
- 2017 was (11 Lots) with (3 Lots) by Proxy - (29.79%)
- 2018 was (14 Lots) with (3 Lots) by Proxy - (36.17%)
- 2019 was (8 Lots) with (1 Lots) by Proxy - (19.10%)
- 2020 was (8 Lots) with (0 Lots) by Proxy - (17.02%)
- 2021 was (6 Lots) with (1 Lots) by Proxy - (14.89%)
- 2022 was (5 Lots) with (2 Lots) by Proxy - (14.89%)
- 2023 was (4 Lots) with (1 Lots) by Proxy - (10.63%)

Lots attending (4):

Wayland	Lot 5
Smiley	Lot 14 - Board
Faulk	Lot 20 - Board
Wells	Lot 30 - Board

Lots by proxy (1):

Kuechler / Dudley	Lot 22
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Mailing to all Lots (10/10/23)

Included: Meeting Notice, Agenda, Proxy, and Notice to Run for Board form

Sign-In

- Commenced at 6:00pm

Call to Order and Introductions

- The HAMLETS HOA Annual meeting was called to order at 6:05pm.

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Review of the 2022 Annual Meeting Minutes

- Secretary provided copy for the meeting to the President
- Minutes were adopted and Secretary has entered them into the record

Election of Board Officer – Secretary-Treasurer

- Only one candidate based upon nomination period – current Vice-President
- No nominees from the floor at the meeting
- Motion to elect by acclamation - Secretary has entered results into the record
- Steve Wells (Lot-30) re-elected for 3-year term 11/23 to 11/26.

Meeting Highlights

- Discussion pertaining to the 2024 Budget and the HOA’s current assessment rate increase to \$150. Based upon budget parameters and anticipated rate increases in Trash contract and attendee feedback. Motion to increase the 2023 quarterly assessment rate to \$150. (vote 3-0)
- Discussion pertaining to HOA reserves and their status.
- Discussion pertaining to Trash pickup rate increase
- Discussion pertaining to the ongoing PWC required maintenance of the HOA’s two Common Areas.
- Discussion pertaining to retaining the current vendors from 2023 into 2024.
- Discussion of 2022 issued Notice of Violations in the community was 21 Lots where (16) have remedied their violations; (5) Lots with be carried into 2024.

Board of Directors:

1. Board Members - 2023

- | | | | |
|-----------------|----------------|-----------------------|----------------------------------|
| ○ Willie Smiley | President | Lot 14 – Vanore Place | since 1996-2012 & 2016 - present |
| ○ Steve Wells | VP | Lot 30 – Cabin Ridge | since 2009 - present |
| ○ Jim Faulk | Sec./Treasurer | Lot 20 – Vanore Place | since 1994 - present |

2. Board Meetings and Attendees - 2023:

- January - President / VP / Sec-Treasurer
- February - President / VP / Sec-Treasurer
- March - No Meeting
- April - President / Sec-Treasurer (No VP)
- May - President / VP / Sec-Treasurer
- June - No meeting
- July - No meeting
- August - President / VP / Sec-Treasurer
- September - President / VP / Sec-Treasurer
- October - No meeting
- November - Annual Meeting - President / VP / Sec-Treasurer (by Phone)
- December - No meeting

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3. The HAMLETS Rules and Regulations - 1995-2023

- History of The HAMLETS R&R's below:
 - Original Draft – April 28, 1995 (created by Rich Mahler – Attorney – First HOA President)
 - Amended – February 2, 1998
 - Amended – August 31, 2009
 - Amended – September 7, 2011
 - Amended – March 5, 2016
 - Amended – January 6, 2018
 - Amended – January 7, 2020 – Added Externals Front Railings & Room Additions
 - Amended – June 9, 2020 – Sheds modification
 - Amended – October 5, 2020 – Political Signs & Electronic Vehicle Charging Stations

4. HOA Vendors - 2023

- Retained all 2022 vendors in 2023

5. Property Owners Association - 2023

- There were no complaints submitted by Lot owners to the Virginia CIC Board in 2022.
- Lot (36 in The HAMLETS was transferred (2.13%) in 2023.
- Board Secretary completed and submitted (11/23) the 2023 HOA Annual Report to the Virginia Dept. of Professional Regulation (DPOR) to renew HOA license for 2024.

6. Financial - 2022

- The Board adopted the following assessment rates in 2023 for 2024:
 - \$150/Quarter - (\$10/quarter increase)
 - \$25 Late Fee
 - \$200 POA Disclosure Packet - (no increase)
 - \$350 Buyer Capital Fee - (no increase)
- The history of the HOA's quarterly "assessment rate" is outlined as follows:
 - 1993 – 1994 (\$99) – HOA run by builder (Rivermead)
 - 1995 – (\$95) – First citizen Board elected November 1994
 - 1996 – 2012 (\$90) – 17 years at this rate
 - 2013 – (\$100)
 - 2014 – (\$104)
 - 2015 – 2017 (\$115)
 - 2018 – 2020 (\$120)
 - 2020 – 2021 (\$130)
 - 2022 – 2023 (\$140)
 - 2024 (\$150)
- There was no "Special Assessment" in 2023.
- Assessments Outstanding for 2023:
 - Lot 8 – (Jackson) = \$1,460
 - Lot 15 – (Gillette) = \$165
 - Lot 31 – (Hume) = \$825

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- No legal collection processes were initiated by the Board in 2023.
- Reserve Fund 2023 contribution was \$1,500.
- Reserve Fund 2023 withdrawal was \$3,500.
- Outstanding HOA Debt / Liens / Judgements is \$0 dollars.
- General Ledger balance (as of 11/14/23) = \$2,927

7. Common Areas – 2023

- Maintenance from 1992-94 was builder; 1995-96 citizen volunteers; The Gardener (since 1997)
- Normal maintenance (cuts, edging, fertilization, mulching, etc. plus includes cuts grass along Grant Street sidewalk and periodically within the fenced rims of the containment ponds.
- 1 Common Area bush died in 2023 was removed and then replaced in late fall 2023.

8. HOA Webpage - (www.thehamlets.com) - 2023

- Board continued to improve and advance to the HOA's website by:
 - Adding new and updated content on the site
 - Increasing Lot owner understanding of the external covenants and maintenance standards
 - Assisting potential buyers to learn of the community and its standards
 - Reconfigured and renamed many of the page's menus and sub-menus to create a better end-user flow and usability.
 - Added and embedded URL inks directly into the content's text instead of being separate links.

9. Architectural Review - 2023

- ARB members were:
 - Rick Javins Lot 25 – Vanore since 1994
 - Howard Finkel Lot 43 - Cabin Ridge since 2009
 - Patrick Berger Lot 28 – Cabin Ridge since 2021
- The HOA's Standard Form for Architecture Change/Review remained unchanged in 2023.
- The HOA's Notice of Violation (NOV) form remained unchanged in 2023.
- These following (6) major exterior architectural items are reaching a high percentage of installation and/or replacement within the community as follows:
 - New Roof 96% (45 of 47)
 - Decks 91% (45 of 47)
 - New Front Exterior House Lights 89% (42 of 47)
 - Front Storm Door 81% (38 of 47)
 - Non-Wood Garage Doors 81% (38 of 47)
 - Fences 60% (28 of 47)

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- The HOA processed (10) ARB applications in 2022:
 - Lot-24 – Pinkos – Solar Panels
 - Lot-24 – Pinkos – Shed
 - Lot-31 – Hume – Solar Panels
- Lot ownership data 2023:

1 Owner	28%	13 Lots
2 Owners	40%	19 Lots
3 Owners	21%	10 Lots
4 Owners	9%	4 Lots
5 Owners	2%	1 Lot

10. Architectural Violations - 2023

- Entering 2023 we had (4) Lots with a violations carried over from 2022
- Conducted the 2023 ARB Walk-through's as follows:
 - 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 (not completed)
- The Spring walk-thru conducted in July 2022 resulted with:
 - 26 Lots with no violations = 55%
 - 21 Lots with violations = 45%
- Five Lots have remaining violations in 2023 that will be carried over to 2024.
- Board started (0) legal proceedings in 2023.

11. Surrounding Community - 2023

- New home construction continues at old race track plot at Old Dominion and Grant Avenue.
- Kline Farm land rezoning was denied.
- PWC Fairgrounds no longer up for sale and continues business as an event venue and recreation boat storage facility.
- New commercial construction along Liberia Ave and PWC Parkway corridor continued with additional restaurants and businesses.
- Bennett Elementary now has additional classroom trailers.