

MINUTES OF THE DIRECTORS OF THE WARFIELDS II HOMEOWNERS ASSOCIATION, INC.

Pursuant to waiver of notice (copies of which are attached), a working meeting of the Directors of the above corporation was held on May 8th 2013 at 7:30 PM at 14396 Michele Dr. Glenelg, MD.

The purpose of the meeting: Appointment of the newly elected HOA directors and all matters related the transition of management

I. QUORUM. A quorum was declared present based on the presence of the following Directors: [Scott J Wiesenberg](#), [Ron Wilcom](#), [Li Amy Liao](#)

The following corporate actions were taken by appropriate motions duly made, seconded, and adopted by the majority vote of the Directors entitled to vote.

II. ELECTION OF OFFICERS. The following Officers were elected:

Name: [Scott J Wiesenberg](#)

Office: President

Term: 3 years

Address: 14907 Michele Drive
Glenelg, Maryland 21737

Name: [Ron Wilcom](#)

Office: Treasurer

Address: 14396 Triadelphia Rd.
Glenelg, Maryland 21737
Term: 2 years

Name: [Li Amy Liao](#)

Office: Vice President/Secretary

Address: 14846 Michele Drive
Glenelg, Maryland 21737
Term: 1 year

II.REPORTS

- Li Amy Liao

- Partially Reviewed received financial records (from Rudy and Ken), Treasurer will continue the task

- Needs to obtain the master site plan (plats+ common areas) from developer as an pre-condition in determining landscaping needs
- Needs to obtain accurate and complete numbers and properties addresses that contribute to the HOA dues.
- Needs to establish preliminary budget (insurance, management fees, dues coupons, website, PO Box, landscaping, social legal, audit/tax prep. Maintenance improvement, reserve)
- Current Insurance coverage for the HOA is still in effect, will consult property management on having insurance coverage for board members with minimum cost.
- Considered using a management company for the remainder of 2013 on the following basis: (Ron and Scott will gather more than one companies to balance fees and quality of service)
 - Administrative
 - Collecting dues,
 - Track delinquent dues,
 - File tax/audit document
 - Liaison on legal matters,
 - Liaison liability insurance parties
 - Payment/Reimbursement upon treasurer approval
 - Other
- Considered hiring landscaping contractors for the common area (upon clear identification of such areas), again Ron and Scott will gather more than one bids, 2 weeks frequency during high growing seasons and 3 weeks frequency starting mid-October? Amy stated that expenditure on lawn mowing should not exceed 50% of our budget, just an idea, will follow up on the exact threshold.
- Need to clarify the decision power of the board, needs clear process for changing/eliminating articles written in the covenant and by-law. Especially concerned the 82.5% pass rate is too high for voting to change existing by-law, given the participating rate of all home owners maybe low. 60% maybe more reasonable.
- Agreed to form 3 committees involving broader home owners
 - Landscape Committee: one chair (point of contact) and one or more co-chairs. Inspection of common area landscaping, beautification ideas, raise flags on things that negatively impact the overall landscaping of the neighborhood
 - Communication Committee: one chair (point of contact) and one or more co-chairs. Website Design and Maintenance, Quarterly newsletters, useful tips and tricks of living in the community that is rather removed from urban centers.
 - Social Committee: one chair (point of contact) and one or more co-chairs. Yearly block parties, Holiday cheers, etc.

Topics mentioned and parked and may be addressed when time is appropriate:

- ❖ Reduce ARC fee from the current \$100.00. Actual fee amount to be determined. Contingent to the clarification of decision process. (board, or home owner vote)
- ❖ Driving speed on Michele Drive, heard concerns from home owners, solution to be decided. More warnings? Speed bumps?

IV. APPROVAL OF ACTIONS SECTION

Scott:

- Set up PO. Box for HOA due collection and other correspondence
- Open a business account with Bank of America
- Obtain the master site plan/plats
- Get bids from landscaping contractors
- Get clarification of voting process for changing by-law

Ron:

- continue finance records auditing and studying
- Gather necessary information and references in preparation of HOA budget
- Obtain third party management company fees.

Amy:

- Set up Warfields 2 HOA email address
- Keep Meeting Minutes
- Draft first email to the all home owners announcing the HOA officers, the beginning of the HOA board operations, the 3 neighborhood committees and soliciting committee chairs.

Li Amy Liao

Secretary