



The Warfields II HOA
P.O. Box 314
Glenelg, MD 21737

Warfields II HOA – Board of Directors Meeting
August 10, 2016 8:30 PM
Meeting Minutes

Pursuant to waiver of notice (copies of which are attached), a meeting of the Directors of the above corporation was held on August 10, 2016 at 8:30 PM at 14707 Lear Court in Glenelg, MD.

Meeting Purpose: Board of Directors Meeting

Call to Order (8:30 PM)

A quorum was declared based on the presence of the following members of the HOA Board of Directors: Matt Paper (President), Lauren Novotny (Vice President/Secretary), and Jeremy Nieporent (Treasurer).

Reports / Approvals

- Approved minutes of the All-Member HOA meeting held June 2, 2016.
- Approved minutes of the Board of Directors meeting held on June 2, 2016. The purpose of this meeting was to certify the election results of the all-member HOA meeting.
- Board went over each member's roles and responsibilities. At the all-member HOA meeting, Matt Paper and Lauren Novotny were elected to fill the expiring term of Scott Wiesenberger and the remaining 2 years of Raju Konduru's term. In order to keep Board openings staggered, Matt will serve for 3 years and Lauren will serve for 2 years.
- Board was made aware of an incident where the police were called because a child on Michele Drive was twice offered a ride by a driver in a white truck. The Board encourages everyone to be sure that their children are safe and are alert for any suspicious vehicles or activities in the neighborhood.
- Board discussed common-in-use (shared) driveway snowplowing and maintenance responsibilities. The HOA is required to plow the four shared driveways in the neighborhood: one on Howard Road, one on Triadelphia Road, and two off the Michele Drive cul-de-sac. However, the homeowners – and not the HOA - are entirely responsible for driveway maintenance. The Board will send certified letters to the impacted homeowners on these driveways to make sure that they are aware of their maintenance responsibilities (memorandum to this effect from the HOA attorney is available on the HOA website).
- A Howard Road homeowner contacted the County about installing a mirror to improve sightlines near the driveways along Howard Road. Unfortunately, the County does not have a simple solution to this dangerous problem and noted that substantial improvements could not be made without a capital project, which could not even be considered until FY18.

- Several homeowners complained at the all-member HOA meeting about unkempt lawns and mulch beds near the community entranceway. The Board needs to follow-up with these homeowners to attempt to get them to improve the appearance of their yards.
- Fence along Triadelphia Road was damaged in the recent tornado. Board is getting quotes to have the fence repaired.
- Broken solar light at the entrance to the Triadelphia Road shared driveway was repaired.

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of June 2016 (posted on the website); all expenses are tracking within or below budget.
 - Current HOA Assets: \$76,218.48 (as of end of June).
 - Balance sheet includes initial landscaping costs for the year.
 - Continued monthly transfers to the HOA reserve account to get higher interest on funds.
- There are currently five homeowners who have not yet paid their third quarter HOA dues.

Landscaping

- Entrance landscape beds are becoming unsightly and overgrown with weeds. Board will have All the Trimmings de-weed the beds and will coordinate with the landscape chair about planting flowers to beautify the entranceway.
- Board contracted All the Trimmings to clear up the graveyard area last fall because it had fallen into complete disrepair (overgrown with weeds and perimeter fence falling apart). Board has received a quote from the landscaper to improve the graveyard area by removing the fence and planting screening trees, but has not yet settled on the path forward.

Architectural Review Committee

- Five ARC requests have been approved since the last Board of Directors meeting (for a patio, sheds (3) and a basketball hoop).
- Preliminary approval was given for a garage extension; final approval is pending a full ARC submission.
- ARC violation was sent to a homeowner who built a fence using unapproved materials; Board is working with homeowner to resolve situation.
- Board still needs to follow up with two homeowners (Howard Road and Michele Drive) who made exterior improvements without having first submitted ARC requests.

Actions

- Transition printer and other office supplies from Raju to Lauren.
- Renew warfields2hoa.com domain name.
- Change the names on the HOA bank account and PO Box from Scott and Raju to Matt and Lauren.

- Continue working to get the reforestation areas into County compliance before they are turned over to the HOA for long-term maintenance.
- Give \$100 restaurant gift certificate to Scott Wiesenberger as a thank-you token for his three years of service on the Board. Members voted to approve this gift at the all-member HOA meeting in June.
- Contact Ujjual Bhatnagar (Social Committee Chairperson) about plans for organizing this year's HOA summer picnic.
- Determine a long-term, low-cost solution for maintaining the graveyard area.
- Send certified letters to the homeowners on the four shared driveways in the neighborhood to ensure that they are aware that while the HOA is responsible for plowing the driveways, driveway maintenance is entirely the responsibility of the homeowners.
- Send letters to several homes near the Michele Drive entranceway who have weeds growing in their mulch beds in an effort to get them to improve the appearance of their yards.
- Repair fence along Triadelphia Road that was damaged in the recent tornado.
- Consider opening higher interest-bearing account for reserve funds at PNC bank.

Meeting adjourned (10:10 PM)