



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

**Warfields II HOA – All-Member Meeting**  
August 19, 2021 6:30 PM  
Meeting Minutes

Pursuant to an all-member notice, a full-member meeting of the Warfields II HOA was held on August 19, 2021 at 6:30 PM at the Warfields Pond Park pavilion at 14523 Macclintock Drive, Glenwood, MD 21738.

**Call to Order (6:35 PM)**

The meeting was called to order based on the attendance of the following members of the HOA Board of Directors: Matt Paper (President), Rikah Grijalva (Vice President/Secretary), and Jeremy Nieporent (Treasurer).

**Introduction**

Meeting began with introduction of the Board of Directors.

- Board noted that because of Covid-19, neither the annual all-member meeting nor elections were held in 2020.
- This year, all three positions on the Board will need to be filled, as Jeremy Nieporent's three-year term expired in 2020, Rikah Grijalva's three-year term expired this year, and Matt Paper is stepping down with one year left on his term.
- Nominations and elections will take place at the end of the meeting.

**Financials**

- Jeremy Nieporent (Treasurer) provided an overview of the financial services handled by Tidewater Property Management.
  - Tidewater contract is for financial services only. They are responsible for homeowner billing and collections, managing disbursements for HOA invoices, providing monthly financial reports, and coordinating preparation of income and personal property tax filings.
- Jeremy went over the 2021 budget. The largest expense category (by a significant amount) is landscaping, followed by snow removal on the shared driveways, and then management fees.
- Jeremy reviewed the balance sheet through the month of June, and noted that all expenses are tracking within or below budget.
  - Latest financials are regularly posted on the HOA website.
- Jeremy went over the overall HOA assets. The HOA continues to run a surplus each year, and professional reserve study conducted in 2019 shows HOA is in a strong financial position.
  - Current HOA Assets: \$120,010.42 (as of end of June)
- Jeremy reviewed the HOA collection policy, which is enforced by Tidewater and is available on the HOA website.

## Review of Old Business

Board reviewed various accomplishments of the past year and other noteworthy items:

- **Landscaping-** The Board contracted All the Trimmings to provide routine mowing of the common areas, lawn treatments, and entranceway landscaping.
  - The Board reminded residents to maintain their yards all the way up to the street, which includes mowing drainage ditches, controlling weeds, and maintaining mulch beds around trees.
- **Preservation Areas-** HOA is responsible for maintaining four preservation areas (totaling more than eleven acres), the three smallest of which are cut at least once per year.
- **Upcoming Projects**
  - HOA needs to repair the fence along Triadelphia Road that was damaged during the May 2019 tornado; however, to date the Board has not been successful in obtaining replacement parts.
  - HOA needs to replace several dead trees from the common areas (mostly around the Dalhart Road stormwater pond). Also, HOA is considering adding trees to the preservation areas at the same time.
  - HOA is jointly responsible for stormwater pond maintenance with Howard County. HOA will contract All the Trimmings to remove the trees and other vegetation growing out of the cement structures and rip rap.
- **Shared Driveway Responsibilities-** Board emphasized that while the HOA is responsible for plowing snow from the shared driveways (specified on the map on the HOA homepage), driveway maintenance is entirely the responsibility of the homeowners.
  - Emails and certified letters were sent to all affected homeowners to ensure awareness of responsibilities, which are outlined in the various "Declaration of Driveway Maintenance" documents filed in the Howard County land records.

## Architecture Review Committee (ARC) Report

Board reminded homeowners that HOA bylaws mandate that ARC approval be received before starting a project that changes the exterior of a home. The following 18 ARC requests were approved in 2020 and 2021:

- Pool, Pool House, and Fence
- Screened-In Porch
- Front Porch
- Deck and Patio (2)
- Deck, Swim Spa, and Hot Tub
- Deck (2)
- Outdoor Kitchen
- Solar Panels
- Aluminum Fence
- Vinyl Fence
- Playset (2)
- Shed and Playset
- Basketball Hoop
- Locking Mailbox
- Landscaping

## **Social Committee Report**

- Social Committee Chair stepped down last year. Board is looking for a volunteer to fill the position.
- Committee typically organizes an annual HOA picnic and puts up seasonal decorations at the entranceways.

## **Communications Committee Report**

The following reminders were made:

- The HOA website is [www.warfields2hoa.com](http://www.warfields2hoa.com)
  - Website contains HOA governing documents, neighborhood maps, the Architectural Review Certificate form, and financials and meeting minutes.
  - The meeting minutes and financials require a username and password. Please let the board know if you need that information.
- To contact the board please email [warfields2hoa@gmail.com](mailto:warfields2hoa@gmail.com)
- The Warfields 2 Google Group is not HOA sponsored.

## **New Business / Membership Forum**

- No new topics were brought up by the HOA membership in attendance.

## **Election of New Board Members**

- As previously noted, all three Board member positions need to be filled at this meeting. In order to ensure Board continuity and retain staggered terms, one newly-elected member will serve a three-year term, one a two-year term, and one a one-year term.
- Per the HOA bylaws, 1/10 of all HOA members need to be present in order to hold a valid election. With 77 homeowners, eight members are required. This "election quorum" was established with the attendance of nine homeowners.
- Board requested nominations for the open positions. John Owens and Christian Hayes both volunteered. Jeremy Nieporent agreed to stay on for one more year to ease the transition to the new Board members. John, Christian, and Jeremy were unanimously elected; at the next Board meeting, John and Christian will decide who fills the three-year term and who fills the two-year term.
- Board and homeowners expressed appreciation for Matt's five years and Rikah's three years of service on the Board.

**Meeting adjourned (7:40 PM)**