



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

Warfields II HOA – Board of Directors Meeting
December 30, 2015 8:00 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 December 30, 2015 at 8:00 PM at 3800 Ten Oaks Road in Glenelg, MD.

Meeting Purpose: Board of Directors Meeting

Call to Order (8:05 PM)

A quorum was declared based on the presence of the following members of the HOA Board of Directors: Scott Wiesenberger (President), Jeremy Nieporent (Treasurer), and Raju Konduru (Vice President/Secretary).

Reports / Approvals

- Approved minutes of the Board of Directors meetings held October 29, 2015.
- Board sent HOA welcome letters to two new homeowners in the neighborhood (one on Michele Drive and one who moved into the final new home on Lear Court).
- Board renewed HOA insurance for 2016 (\$975).
- Board contacted Verizon and had them bury several unconnected cables that were sticking out of the ground around the Michele Drive cul-de-sac.
- Board contacted County and had them change street sign from “Michele Road” to “Michele Drive” at the neighborhood entrance.
- Board contacted County and had them repair damaged “No Outlet” sign at the top of Michele Drive.
- Board replaced all remaining incandescent lights at the Dalhart Road entranceway wall with LED bulbs. HOA has already realized significant electricity cost savings from installing LED bulbs earlier in the year.
- Board discussed a complaint from a homeowner concerning the topcoat of the Howard Road shared driveway that was never completed by the builder. Board had previously requested legal advice from our HOA attorney regarding this issue; the attorney’s opinion was that the driveway is the responsibility of the affected homeowners, and not the HOA. Though the memorandum has been posted on the HOA website and was discussed at the all-member HOA meeting, the Board will send letters to the impacted homeowners to ensure that they are aware of their responsibility for driveway maintenance.
- Board discussed a homeowner complaint regarding trashcans being left outside by the garage door. While the preference would be for trashcans to be stored inside, there is no bylaw preventing a homeowner from keeping them by their garage.

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of November 2015 (posted on the website); all expenses are tracking within or below budget.
 - Current HOA Assets: \$63,802.39 (as of end of November).
 - Balance sheet includes the final landscaping expenses for the year, graveyard cleanup costs, and website hosting renewal.
- All homeowners are up-to-date on their HOA dues.
- Jeremy presented his proposed budget for 2016, which is available for review on the HOA website in the "Financials" section. The budget is consistent with the 2015 budget, and the Board is pleased to report that it will not require any increase in HOA dues for the next fiscal year. The budget will be officially voted on at the next Board of Directors meeting.
- Board will continue to use Tidewater as the HOA property management company. The cost to manage the neighborhood has increased by 3% to \$3,090 for 2016.
- Board will again use Strauss and Associates for tax preparation services (personal property and income tax) at a cost of \$575 (no increase in price from 2015).

Landscaping

- Final landscaping costs for the year were below budget; however, part of the allocation was for tree plantings that did not get done.
- Board is actively looking for a new Landscape Committee Chair to help identify potential neighborhood enhancements. Until a new landscaping chair has been found, many landscaping projects will have to be put on hold.
- Board contracted All the Trimmings to clear up the graveyard area, which had fallen into total disrepair. The fence is broken in many places and the markers were completely overgrown with weeds. All the Trimmings cleared out the weeds and provided an estimate for removing the fence and planting trees to screen the area from homeowners. The Board is looking for a long-term solution that will have minimal maintenance cost to the HOA.
- All the Trimmings completed the removal of the remaining stakes from trees in HOA easements around the neighborhood.
- Board observed that someone is mowing a path through the main reforestation area. This is against County rules and will need to be addressed.

Architectural Review Committee

- Two ARC requests have been approved since the last Board of Directors meeting. Requests were for a deck and a solar panel installation.
- Board still needs to follow up with two homeowners (Howard Road and Michele Drive) who made exterior improvements without having submitted ARC requests.

Actions

- Send email to neighborhood announcing date of next Board of Directors meeting, where the 2016 budget will be approved.

- Determine a long-term, low-cost solution for maintaining the graveyard area.
- Send letters to the Howard Road shared driveway homeowners, to ensure that they are aware that it is their responsibility to maintain the driveway. Include the memorandum from the HOA attorney in the letters.
- Contact the two homeowners (Howard Road and Michele Drive) who made exterior improvements without having submitted ARC requests.
- Repair broken solar light at the entrance to the Triadelphia Road shared driveway.
- Open higher interest-bearing account for reserve funds at PNC bank.
- Update neighborhood map on HOA website to reflect new Lear Court and Howard Road houses.
- Give \$100 restaurant gift certificate to Ron Wilcom as a thank-you token for his hard work on the Board over the past two years. Members voted to approve this gift at the all-member HOA meeting in May.

Meeting adjourned (10:15 PM)