



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

Warfields II HOA – All-Member Meeting
February 8, 2023 6:30 PM
Meeting Minutes

Pursuant to an all-member notice, a full-member meeting of the Warfields II HOA was held on February 8, 2023 at 6:30 PM at the Glenwood Branch Library at 2350 Rt. 97, Cooksville, MD 21723.

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: John Owens (President), Jeremy Nieporent (Vice President/Secretary), and Christian Hayes (Treasurer).

Introduction

- Meeting began with an introduction of the Board of Directors and the homeowners in attendance. It was indicated that nominations and an election would take place at the end of the meeting to replace the expiring term of Jeremy Nieporent.
- Board went over the purpose of the HOA and its responsibilities, which are to preserve home values, collect and disburse dues, maintain common areas, and enforce the covenants, restrictions, and by-laws.
- Board noted that three of the 77 homes in the HOA were sold in 2022.

Financials

- Board provided an overview of the financial services handled by Tidewater Property Management.
 - Tidewater contract is for financial services only. Tidewater is responsible for homeowner billing and collections, managing disbursements for HOA invoices, providing monthly financial reports, and coordinating preparation of federal, state, and personal property tax filings.
- Board went over the 2023 budget. The largest expense category (by a significant amount) is landscaping, followed by snow removal on the shared driveways, and then management fees.
 - Board noted that a new Maryland law went into effect that requires all HOAs to conduct a reserve study at least once every five years to guide planning for reserve funds to cover the cost for capital repairs and replacements. In addition, law requires that reserve account balances be consistent with the financial schedule prescribed in the study within three years of completion.
 - Board had reserve study conducted in 2019, but will now allocate money in the budget to cover future reserve studies to abide by Maryland law.

- Board reviewed the financials for 2022 and the overall HOA assets.
 - HOA continues to run a surplus every year, which has allowed it to keep dues the same even though costs have steadily increased.
 - Current total assets are \$127,509.41 (through December 2022). Reserve account balance of \$85,905.91 is consistent with recommendation from 2019 reserve study, which indicates HOA is in a strong financial position.
 - Latest financials are regularly posted on the HOA website.
- Board reviewed the HOA collection policy, which is enforced by Tidewater and available on the HOA website.

Review of Old Business

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

- **Landscaping-** HOA contracts All the Trimmings to provide routine mowing of the common areas, lawn treatments, and entranceway landscaping.
 - 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 typically cut once per year.
- **Stormwater Ponds-** HOA is jointly responsible (along with Howard County) for maintaining the four stormwater management ponds located throughout the community, which entails routine mowing and removal of vegetation from the concrete structures and rip rap.
- **Completed Landscaping Projects**
 - Several dead trees were replaced from around the Dalhart Road stormwater pond. In addition, several street trees were planted in front of a house that never had any installed by the developer in order to provide a more uniform neighborhood aesthetic.
 - HOA worked with homeowner to repair the fence along Triadelphia Road that was damaged by the May 2019 tornado; repair had been delayed by the inability to find suitable replacement parts.
 - HOA had electrician repair and/or replace several lights at the Dalhart Road entrance signs.

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 (several projects had been undertaken without having done so). The following three ARC requests were approved in 2022:

- Aluminum fence
- Egress windows
- Landscaping

- Board reviewed the shared driveway snow removal and maintenance responsibilities. Board emphasized that while the HOA is responsible for plowing snow from the four community shared driveways (specified on the map on the HOA webpage), driveway maintenance is entirely the responsibility of the homeowners.
 - The “Declaration of Driveway Maintenance” documents filed in the Howard County land records are included in the HOA resale package to ensure that all new homeowners are aware of these responsibilities.

Social Committee Report

- Committee typically organizes an annual HOA picnic and puts up seasonal decorations at the entranceways.
- Board is looking for a volunteer to fill the position of Social Committee Chair, though due to Covid, HOA has not had any social activities in the past few years.
- Several homeowners expressed an interest in planning social events this year.

Communications Committee Report

The following reminders were made:

- The HOA website is 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 .
- The Warfields2 Google Group is not HOA sponsored, though there was general agreement that it would be beneficial to enhance or create a new HOA website where neighbors can communicate with one another.

New Business / Membership Forum

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

Election of New Board Members

- Per the HOA bylaws, 1/10 of all HOA members are needed (either in person or by proxy) in order to hold a valid election. With 77 homes, eight members are required, and this “election quorum” was established by the attendance of nine homeowners.
- Board requested nominations to fill the expiring term of Jeremy Nieporent. Beth Henderson volunteered and was unanimously elected by the homeowners in attendance.
- Board and homeowners expressed appreciation for Jeremy’s nine years of service to the neighborhood; as a thank you, motion was proposed, seconded, and approved to buy Jeremy a \$100 gift certificate for his contributions.

Meeting adjourned (7:46 PM)