



**Warfields II HOA – All-Member Meeting**  
June 12, 2024 7:00 PM  
Meeting Minutes

Pursuant to an all-member notice, a full-member meeting of the Warfields II HOA was held June 12, 2024 at 7:00 PM at the Glenwood Branch Library at 2350 Rt. 97, Cooksville, MD 21723.

**Call to Order (7:05 PM)**

A quorum was declared based on the presence of the following members of the HOA Board of Directors: John Owens (President), Beth Henderson (Vice President / Secretary), and Christian Hayes (Treasurer).

**Introduction**

- Meeting began with an introduction of the Board of Directors and the homeowners in attendance.
- 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 2023.

**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. Asking Tidewater for additional support such as monitoring for violations and enforcing covenants will cost our HOA more.
- Board explained the 2024 budget. The largest expense category (by a significant amount) is landscaping, followed by snow removal of the shared driveways, and then management fees.
  - Maryland law 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 12/23 and has adequate reserve funds. Next study due 2028.
- Board reviewed the financials for 2023 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 \$143,062. Reserve account balance of \$93,000 is consistent with recommendation from 2023 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 entrance landscaping.
  - Discussion about letters sent from HOA to homeowners in violation of covenant standards including landscaping, missing shutters, faded doors and shutters and broken mailboxes. Many reported not receiving the initial letter and being surprised at “Second Notice” letter. Many found the letter confusing about which repair was needed and one found it impersonal.
  - Discussion about adding fine provisions to our covenants and removing current action allowing HOA to go on owner’s property and trim landscaping, replace shutters and paint then charge the homeowner the cost. Heard the idea of completely revising covenants to make them easier to understand.
  - Board reminded residents to remove or trim overgrown landscaping, control weeds and maintain mulch.
- **Preservation Areas-** HOA is responsible for maintaining four preservation areas (totaling more than eleven acres) but the County oversees us. No motorized vehicles are allowed in these areas which includes mowers, 4-wheelers and dirt bikes. All the Trimmings is permitted to mow a border of the areas to prevent growth from preservation areas creeping into yards. This will occur 5x/year during the growth season. Laura who lives in farm adjacent to Pond 3 was present. She has been mowing inside the preservation area. She suggested mowing there makes the area easier to identify and eliminate invasive species and offered to contact Howard County for their permission to continue some mowing. Many agreed walking paths there enhance our neighborhood and monitoring/controlling invasives is important.
- **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. Many noted the ponds are not mowed often enough and not to a standard manner. Trees are growing in ponds and rip rap. Some neighbors are mowing easements and preservation areas themselves.
- **Completed Landscaping Projects**
  - Removed dead tree from Pond 1
  - Power-washed entrance signs
  - Replaced landscaping at entrances
  - Painted poles at pond entrance

- **Work in Process**
  - Removing/covering two groups of wires coming up from ground in Michele Drive cul-de-sac. HOCO, BGE, Verizon, Comcast deny ownership.
- **Snow Removal**
  - HOCO plows roads in the neighborhood but HOA is responsible for snow removal of shared driveways. Tidewater did not want to pay Cliff this year because of tax/insurance issues. HOA is considering asking All the Trimmings to do it next Winter. The name of a small business owner was also put forward.

### **Architectural 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 four ARC requests were approved in 2023:

- Front patio
- Deck
- Front landscaping
- Solar panels

HOA asked for ARC requests on already completed projects to prevent future conflicts and expressed desire to return requests quickly.

### **Social Committee Report**

- Expressed desire to restart Social Committee with goal of get-togethers and holiday decor. Several agreed verbally to participate.

### **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) .

### **New Business / Membership Forum**

- Communicate how fireworks are illegal and scare domestic and farm animals.
- Remind neighbors to not leave trash on curbs. Items such as beds which the County will not pick up have been left for weeks on curb.

**Meeting adjourned (8:15 PM)**