



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

Warfields II HOA – Board of Directors Meeting
March 14, 2018 8:00 PM
Meeting Minutes

Pursuant to waiver of notice, a meeting of the Directors of the above corporation was held on March 14, 2018 at 8:00 PM at 3900 Ten Oaks Road in Glenelg, MD.

Meeting Purpose: Board of Directors Meeting to Prepare for All-Member Meeting

Call to Order (8:08 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 Nieparent (Treasurer).

Reports / Approvals

- Approved minutes of the Board of Directors meeting held on January 24th, 2018.
- Board began preparing for the annual all-member meeting, which will be scheduled in the spring timeframe.
 - Board will put together an agenda and presentation, and will solicit the neighborhood for any additional topics of discussion.
 - An election will be held at the meeting to fill a three-year Board member position to replace the expiring term of Lauren Novotny.
- Board contacted the HOA lawyer to explore the possibility of amending or replacing the HOA bylaws. As written, the bylaws are dated, and contain inconsistencies and ambiguities, particularly in the area of responsibilities for snow removal and shared driveway maintenance.
 - Although discussed at multiple all-member meetings, Board will send certified letters to homeowners on the four shared driveways to reiterate that while the HOA is responsible for snow removal, driveway maintenance is entirely the responsibility of the homeowners.
- Social Committee, led by Chairperson Ujjual Bhatnagar, successfully organized the annual HOA picnic on Sunday, September 10th, at Alpha Ridge Park.
- In response to multiple complaints, Board sent letters to all Howard Road shared driveway homeowners to remind them of their responsibilities to clean up any trash left on garbage/recycling collection days.
- Board sent HOA welcome letter to three new homeowners (one on Michele Drive, and two on Howard Road).
- Renewed HOA insurance with Erie for one year (\$975).
- Renewed HOA website for two years (\$203.76).

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of January 2018 (posted on the website), as well as the final financials for 2017.
 - Current HOA Assets: \$82,324.49 (as of end of January).
 - Three homeowners have not yet paid their first quarter dues.
- Board will continue with Tidewater for financial management services, though JoAnne Robbins replaced Jessica Ogle as our primary point of contact.
- Board will again use Strauss and Associates for tax preparation services (personal property and income tax) at a cost of \$575 (same price as 2017).
- Board renewed agreement with Clifford Smith to provide snow removal services for the four shared driveways for the 2017-2018 winter season.
- Board contacted several companies to get quotes for a reserve study to be conducted in the spring. The study will provide the Board with a professional assessment for how much money the HOA needs to keep in its reserve accounts, and will be used to guide future budgeting decisions.
 - As part of this process, Board contacted County to determine maintenance responsibilities for the storm water ponds located throughout the community. County informed Board that the HOA is responsible for routine maintenance (e.g. mowing, trash removal), while the County is responsible for maintenance of the more expensive man-made structures within the ponds.
- Board renewed expiring CD at Sona bank for another 6 months at .75% rate.

Architecture Review Committee (ARC)

- Ten ARC requests have been approved since the All-Member HOA meeting for the following projects: patio, deck, deck extension, sunroom addition, pergola, shed, storm door, solar panels (2), and a sidewalk/landscaping project.

Landscaping Committee

- Board is in the process of finalizing the 2018 landscape contract with All the Trimmings. Costs will increase from previous years due (in part) to the need to include a strip of land along the preservation parcel on View Way Court, as well as the storm water management pond on Lear Court that was recently turned over to the HOA by the developer.
- Cemetery project completed in the fall. This consisted of removing the dilapidated fencing and piles of debris from around the cemetery, and installing a new wooden border around the graveyard. The intent was to clean up the eyesore while keeping long-term maintenance costs to a minimum.
- Mead Tree and Turf Care finally completed the initial mowing of the preservation areas. This project was undertaken not only to improve neighborhood aesthetics, but also because the HOA was given a violation notice by the State due to invasive weeds growing in those areas.
- Board had DJ Adams replace 15 dead trees located in HOA easements throughout the neighborhood.
- Board is once again planning to have flowers planted at the entranceway landscape beds. Additional enhancements will possibly also be undertaken,

- depending on cost and if someone from the neighborhood is willing to coordinate the project.
- Board requested quotes for several potential projects: routine mowing of the preservation areas, staining of the wood border around the graveyard, and removal of the dying landscaping that once surrounded the NV Homes community sale signs.

New Business / Membership Forum

- Board received complaint about the increased activity and noise at the Warfield farm associated with the newly added silo. Board's understanding is that Warfield has no farming-related restrictions on his land.

Actions

- Prepare for the upcoming all-member HOA meeting. Schedule a date and time, reserve a venue, put together a presentation, and solicit candidates from the neighborhood to run for the open Board member position.
- Finalize 2018 landscape contract with All the Trimmings.
- Send certified letters to homeowners on shared driveways to inform them of their responsibilities to perform driveway maintenance.
- Continue investigating the feasibility of amending or replacing the HOA bylaws to clear up the inconsistencies and ambiguities in the documents.
- Select a company to perform an HOA reserve study to guide future budgeting decisions.

Meeting adjourned (9:24 PM)