



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

Warfields II HOA – Board of Directors Meeting
May 18, 2016 8:00 PM
Meeting Agenda

Pursuant to waiver of notice (copies of which are attached), a meeting of the Directors of the above corporation was held on May 18, 2016 at 8:00 PM at 14870 Michele Drive in Glenelg, MD.

Meeting Purpose: Board of Directors Meeting

Call to Order (8:45 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 meeting held December 30, 2015.
- Approved minutes of the Board of Directors meeting held January 21, 2016.
- Board discussed logistics for HOA board elections, which are tentatively scheduled for June 2nd. Two positions will be open this year: Scott Weisenberger's three-year term as President has concluded, and Raju Konduru will be stepping down as Vice-President/Secretary after serving for one year. The Board will be actively looking for candidates to fill the open positions.
- Board presented \$100 restaurant gift certificate to Ron Wilcom as a thank-you token for his hard work on the Board during his term from 2013-2015. Members voted to approve this gift at the all-member HOA meeting in May 2015.
- Board sent HOA welcome letter to the new homeowner on Howard Road. This house is the last of the new construction in the neighborhood.
- Board renewed P.O. Box for one year (\$60).
- Board discussed HOA snowplowing responsibilities. From the time the HOA was turned over from the developer, only the Triadelphia Road and Howard Road shared driveways were plowed by the HOA. However, after further research, the Board determined that the HOA is responsible for plowing all common-in-use driveways. This adds two shared driveways off the Michele Drive cul-de-sac to the HOA responsibilities.
- The safety committee once again raised the issue of installing streetlights in the community. However, the Board is waiting for the committee to put forth a proposal before any further action or vote can be taken on this matter.
- A homeowner inquired about HOA approval for a mirror across from the Howard Road shared driveway in order to improve traffic safety at that dangerous intersection. The homeowner is still investigating options and will get back to the Board once a more concrete proposal is available.

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of March 2016 (posted on the website); all expenses are tracking within or below budget.
 - Current HOA Assets: \$72,115.46 (as of end of March).
 - Balance sheet includes the final snow plowing expenses for the season.
 - Began monthly transfers to the HOA reserve account to get higher interest on funds.
- There are currently seven homeowners who have not yet paid their second quarter HOA dues.
- Renewed CD at Association Capital Bank for 6 months at a rate of 1%.
- Strauss and Associates completed tax preparation services for the HOA (personal property and income tax) at a cost of \$575.

Landscaping

- Board renewed landscape contract with All the Trimmings for 2016 season.
- 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 in the fall because it had fallen into complete disrepair. Board has yet to determine a long-term solution that will have minimal maintenance costs to the HOA.
- 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

- Nine ARC requests have been approved since the last Board of Directors meeting (for patios (2), decks (2), sheds (2), play sets (2), and a basketball hoop).
- Board needs to follow up on an ARC request from a homeowner on Michele Drive who wants to expand their existing shed. Board rejected request as shed is already very large.
- Board still needs to follow up with two homeowners (Howard Road and Michele Drive) who made exterior improvements without having submitted ARC requests.

Actions

- Prepare for the upcoming HOA elections. Put together presentation, reserve a venue for the meeting, and solicit candidates from the neighborhood to fill the two open Board positions.
- Put together a document listing the roles and responsibilities for each of the HOA Board member positions to help candidates understand expectations for those who want to serve on the Board.
- Determine a long-term, low-cost solution for maintaining the graveyard area.
- Send letters to all homeowners on shared driveways to inform them that the HOA is responsible for plowing the common-in-use driveways. Also, include

memorandum from HOA attorney to ensure that the Howard Road shared driveway homeowners are aware that it is their responsibility to maintain their driveway (memorandum has been posted on the HOA website and discussed at multiple HOA meetings).

- 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.

Meeting adjourned (10:45 PM)