



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

Warfields II HOA – Board of Directors Meeting
May 24, 2017 7:30 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 May 24, 2017 at 7:30 PM at 3900 Ten Oaks Rd in Glenelg, MD.

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

Call to Order (7:50 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 Nieporent (Treasurer).

Reports / Approvals

- Approved minutes of the Board of Directors meeting held on January 18, 2017.
- Board discussed preparations for the upcoming annual all-member HOA meeting.
 - Board is putting together an agenda and presentation, and will send an email to the neighborhood to solicit any new topics for discussion.
 - A board member election will be held at the meeting to fill the expiring three-year term of Jeremy Nieporent.
- Board contracted Mead Tree and Turf Care to conduct an inspection of the preservation areas that were recently turned over to the HOA by the developer. Mead determined that the parcels were in violation of Maryland Forest Practices Guidelines. The Board had the HOA attorney engage the developer about remediation efforts for the parcels, but ultimately determined that the costs of pursuing legal action outweighed the benefits.
- The Board continues to receive complaints about a homeowner(s) on the Howard Road shared driveway not using trashcans for their garbage. Animals are getting into the bags and trash is all over the driveway following garbage/recycling collection days. The Board is going to send letters to these residents.
- Board sent spring letter to the HOA email distribution list to remind homeowners of yard maintenance responsibilities as well as guidelines for submitting architectural control (ARC) requests.
- Board sent HOA welcome letter to the new homeowners on Triadelphia Road.
- President attended County meeting that briefly mentioned a capital improvement project to improve sight lines along Howard Road. The County is requesting funds for FY 2019 to do a site study, though there are no specific plans under consideration.
- Renewed P.O. Box for one year (\$62).
- Renewed HOA insurance with Erie for one year (\$975).

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of March 2017 (posted on the website); all expenses are tracking within or below budget.
 - Current HOA Assets: \$82,944.51 (as of end of March).
 - Balance sheet includes the repair of the solar lights at the entrance to the Triadelphia Road shared driveway. In addition, it includes the final snow-removal costs for the winter, which came in significantly lower than the budgeted amount.
 - The 2017 budget includes only \$570.00 for reserves; the full amount was transferred to the higher-interest bearing reserve account in February. Board still needs to conduct a study to determine how much money needs to be in the reserve accounts.
- There are currently two homeowners who have not yet paid their second quarter HOA dues.
- Strauss and Associates completed tax preparation services for the HOA (personal property and income tax) at a cost of \$575.
- Board renewed six-month CD at Sona bank (.75% rate).

Landscaping

- Board renewed landscape contract with All The Trimmings for the 2017 season. There was no price increase from 2016; however, the maintenance of the preservation areas has not yet been incorporated into the contract.
- Board contracted Mead Tree and Turf Care to perform an initial mowing of the preservation areas. Once this has been done, the Board can assess the state of the parcels and determine a long-term maintenance plan to possibly include additional tree plantings. The Board will investigate to see if the County can share the costs of the storm water pond maintenance.
- Board had entranceway landscape beds de-weeded by All The Trimmings. In the short term, Board will look into adding flowers to the beds but is considering an overhaul to significantly increase the aesthetics of the entranceway.
- Board needs to get a revised quote from the landscaper for the graveyard area enhancements (removal of the dilapidated fence and planting of additional screening trees), but will wait for the fall to complete the project to increase the chances of tree survival.
- A number of trees in the HOA easements have died and will need to be replaced in the fall.

Architectural Review Committee

- Nine ARC requests have been approved since the last Board of Directors meeting for the following projects: pool and fence, gazebo, roof dormer, attached garage, fence, patio (2), a garden with fence, and house shutter painting.

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.
- Get quote from landscaper for adding flowers to entranceway landscape beds. Determine if overhaul of the entranceway area is required.
- Inventory the dead trees throughout the HOA easements in the neighborhood so that they can be replaced in the fall.
- Get revised quote for the graveyard area improvements so that the project can be completed in the fall.
- Once Mead has performed the initial mowing of the preservation areas, determine a long-term maintenance plan and add it to the landscape contract.
- Contact the Howard Road shared driveway homeowners to address the issue of trash being left at the bottom of the driveway following trash/recycling collection days.
- Send certified letters to the homeowners on the four shared driveways in the neighborhood to ensure that they are aware that while the HOA is responsible for plowing the driveways, driveway maintenance is entirely the responsibility of the homeowners.
- Consider opening higher interest-bearing account for reserve funds at PNC bank.
- Change the names on the HOA bank account and PO Box from Scott and Raju to Matt and Lauren.

Meeting adjourned (10:07 PM)