



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

**Warfields II HOA – Board of Directors Meeting**  
November 13, 2014 8:00 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 November 13, 2014 at 8:00 PM at 3900 Ten Oaks Road in Glenelg, MD.

**Meeting Purpose:** Monthly Board of Directors Meeting

**Call to Order (8:20 PM)**

A quorum was declared based on the presence of the following members of the HOA Board of Directors: Scott Wiesenberger (President), Ron Wilcom (Treasurer), and Jeremy Nieporent (Vice President/Secretary). Kevin Ciambuschini (Landscaping Chair) also attended a portion of the meeting.

**Reports / Approvals**

- Approved minutes of the monthly Board of Directors meeting held July 28, 2014.
- After months of working with our HOA attorney and NVHomes, the HOA board recently completed the legal paperwork and county filing to annex the six homes being built on Lear Court into our HOA. This important accomplishment ensures that the entire neighborhood will be governed by a consistent set of rules.
  - The total legal cost associated with annexing the six Lear Court homes was \$2802.50; with each home paying the HOA dues of \$120.00 per quarter, the effort will pay for itself within one year (total of \$2880.00 will be collected).
  - All amendments related to the annexation of the homes have been added to the By Laws and Covenants section of the website (under Documents).
- A broken light fixture at the Dalhart Road entranceway was repaired. LED light bulbs are on order and will be installed in an effort to reduce electricity costs.
- Annual HOA picnic, held Sunday, August 24<sup>th</sup>, was once again a success. Thanks to Social Committee chair Ujjual Bhatnagar and the rest of the Social Committee members for organizing the event. Because a local political candidate showed up and campaigned at the picnic, the HOA board will ask that future events be limited to family and friends, with no solicitations allowed.
- An electrical outlet was installed on the second entranceway sign on Dalhart Road. The Social Committee will use this additional outlet for holiday light decorations.
- HOA attorney researched the issue with the topcoat of the Howard Road shared driveway and advised that it is a matter for the homeowners and not the HOA. HOA board will provide the memorandum to the homeowners so that they can proceed as they see fit.
- HOA Board renewed the warfields2hoa.com domain for three years.

## Financials

- Ron Wilcom (Treasurer) presented the balance sheet for the month of October 2014 (posted on the website); all expenses are tracking within budget.
  - Current HOA Assets: \$51,478.68 (as of end of October)
  - Balance sheet includes expenses for landscaping and mowing, the summer picnic, installation of an electrical socket at the entranceway, tax preparation, and legal fees associated with annexing the new Lear Court homes into our HOA.
  - Board transferred StreetSmart reserve funds to higher interest bearing accounts (money market and CD). Board still needs to do the same with the reserve funds at PNC.
- Although there are currently no accounts more than 90 days behind in their HOA dues, a number of homeowners have not yet paid their October dues. Homeowners are reminded of the official collection policy posted on the HOA website.
  - HOA Board voted to have Tidewater switch to using quarterly billing instead of the yearly coupon book in the hopes of getting more timely payments.
  - HOA Board voted against having Tidewater waive the small amounts of interest that remain on homeowner accounts as a result of late dues payments.
- Ron presented his proposed budget for 2015, which is available for review on the HOA website in the "Financials" section. The budget is consistent with the 2014 budget with only slight modifications as a result of lessons learned from the first full year of HOA governance. Board is pleased to report that the budget will not require any increase in HOA dues for the next fiscal year. The budget will be officially voted on at the December Board of Directors meeting.
- HOA board discussed using a different property management company when the contract with Tidewater ends next year due to a number of unsatisfactory issues. In addition to mixing up the HOA tax ID number, Tidewater also failed to send out late notices for dues payments. Board ultimately voted to keep Tidewater for the next year (at \$250 per month) due to noticeable improvement and the confusion that would result from switching companies. Board will still investigate possible alternatives for the next year.
- Strauss and Associates (through Tidewater) completed the 2013 tax returns (personal property and income tax) for which an extension had been filed. Board expressed displeasure with the company but ultimately voted to use them again for 2014 returns for \$575. Board would be interesting in recommendations for an alternative (perhaps from within the neighborhood?) for the following tax year.

## Landscaping

- Kevin Ciambuschini (Landscape Committee Chair) attended to discuss landscaping proposals with the Board.
  - Landscape contractor (All The Trimmings) will do the first two lawn treatments in the spring and summer. Kevin will do the third treatment in the fall to include overseeding (at a lower cost).
  - All the Trimmings will do initial edging, weeding, and mulching at the front entranceways in April. Kevin will add flowers at the end of May.

- A budget allocation of \$1000 will be made to plant new trees.
- HOA Board postponed a decision on how to repair the wooden fence around the graveyard until the spring. Will consider getting quotes from a contractor to repair or possibly just use volunteers from the neighborhood.
- HOA Board followed up with Triadelphia Road homeowners who removed the black vinyl fence from in front of their homes because the parts were not stacked behind the graveyard as expected. Most of the homeowners replied that the fence parts would be moved there in short order.
- HOA Board sent email to neighborhood requesting that homeowners remove stakes from trees and remind them of the responsibility to weed and trim around drainage ditches, trees, and cement storm drains. Several volunteers (thanks!) spent several hours removing tree stakes from the community, but there are many more that need to be removed. Kevin will look into getting quotes to have a contractor remove the stakes in the spring due to lack of volunteers from the neighborhood.
- HOA Board voted to continue with the same snow removal contractor for 2015.

### **Architectural Review Committee**

- Seven ARC requests were approved. Requests were for sheds (2), a deck, a patio, storm doors, and landscaping (2).
- Sent letter to homeowner for not addressing weeds on their property (issue since corrected).

### **Actions**

- Send email to neighborhood announcing date of next Board of Directors meeting, where the 2015 budget will be approved.
- Install LED light bulbs at front entranceway (light bulbs are on order).
- Instruct Tidewater to switch to quarterly billing for HOA dues in place of coupon books.
- Investigate new property management companies to handle HOA finances for when contract with Tidewater expires.
- Obtain contractor quotes for removing the numerous tree stakes that remain in the community. In addition, contact county to have the tree stakes removed from the reforestation areas and also to get information on what plantings can be done around the storm water ponds (Landscaping Chair).
- Follow up with Safety Committee regarding next steps for pursuing street lighting in the neighborhood. In meantime, contact county to determine process for removing streetlight by entranceway.
- Send memorandum from HOA attorney to affected Howard Road homeowners regarding the shared driveway topcoat issue so that the homeowners can proceed as they see fit.
- Renew HOA insurance policy for 2015.
- Open higher interest-bearing account for reserve funds at PNC bank.
- Update neighborhood map on HOA website to reflect new Lear Court houses.
- Determine how the wooden fence surrounding the graveyard should be repaired (postponed until spring).

**Meeting adjourned (9:55 PM)**