



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

Warfields II HOA – Board of Directors Meeting
November 14, 2018 8:30 PM
Meeting Minutes

Pursuant to waiver of notice, a meeting of the Directors of the above corporation was held on November 14, 2018 at 8:37 PM at 14882 Michele Drive in Glenelg, MD.

Meeting Purpose: Board of Directors Meeting

Call to Order (8:37 PM)

A quorum was declared based on the presence of the following members of the HOA Board of Directors: Matt Paper (President), Rikah Grijalva (Vice President/Secretary), and Jeremy Nieporent (Treasurer).

Reports / Approvals

- Approved minutes of the all-member HOA meeting held on June 12, 2018.
- Board met with Becht Engineering to support their onsite inspection of HOA assets which was needed for incorporation into the reserve study. Board had the reserve study conducted to get a professional assessment for how much money needs to be kept in HOA reserve accounts and to guide future budgeting decisions.
- Board sent emails and certified letters to all homeowners served by one of the four shared driveways in the HOA. The letters were sent to make sure that the shared driveway homeowners are aware that while the HOA is responsible for snow removal, maintenance is entirely the responsibility of the homeowners.
 - To date, only 2 of 12 certified letter return receipts have been received (letters sent 5 November)
 - Board met with one of the Howard Road shared driveway homeowners on this topic because they were unable to get agreement from all of the other homeowners to perform maintenance.
 - As a courtesy, Board contacted NV Homes to see if anything could be done with respect to the topcoat that was never applied to the driveway.
 - To date, no action seen from NV Homes (after sending photos of driveway condition)
 - If no action from NV Homes continues to Spring, Board will send letter to homeowners stating we strongly recommend them taking action to remedy the situation
 - If NV Homes continues to take no action, Board will send an additional letter outlining potential consequences of not maintaining driveway
 - Board advised that if condition of driveway deteriorates to the point where the HOA determines that maintenance obligations are

not being met, by that time it will be very expensive for the homeowners to address the issue.

- Board contracted JS Paper Electric to repair the shorted surge protector at the main entrance that was preventing the landscaping lights from functioning.
 - Board still needs to inspect one of the spotlights that is not working.
- Board reorganized the legal documents in the “Documents” section of the HOA website, and also added the relevant shared driveway maintenance obligation documents that were retrieved from the land records of Howard County.
 - Board will ensure that Tidewater has all of the maintenance obligation documents for inclusion in future resale packages.
- Annual HOA picnic was held on Sunday, September 16, at Alpha Ridge Park. Thanks go to Social Committee chair Ujjual Bhatnagar and the rest of the Social Committee for organizing the event.
- Several homeowners complained at the all-member HOA meeting about lawns and mulch beds full of weeds near the community entranceway on Dalhart Road. The Board did not address the issue this year and needs to determine how to handle these landscaping complaints in the future.
 - Board will contact these homeowners in the Spring to remind them about lawn and mulch bed maintenance.
- Board received a complaint from Mr. Warfield about a car parked on Lear Court near the entrance to his driveway.
 - Board contacted homeowner and is waiting to receive the name of the Howard County POC with whom the homeowner spoke; Board will reach out to Howard County POC once name and contact information is received.
- Board renewed warfields2hoa.com domain name for 2 years.

Financials

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of September (posted on the website); all expenses are tracking within or below budget.
 - Current HOA Assets: \$84,119.21 (as of end of September).
 - There are currently five homeowners who have not yet paid their fourth quarter HOA dues.
- Board reviewed the preliminary reserve report received from Becht in preparation for putting together the 2019 HOA budget. Board will need to provide feedback to Becht so that the final report can be issued.
 - Total amount for study is \$2400. \$1600 paid; \$800 due.
 - Board will follow up to ask how the linear foot measurement of the perimeter fence was calculated and if the study takes into account the same type of fence and construction.
- HOA contact at Tidewater is now Brooke Chaney. Also, starting in 2019, Tidewater is increasing fees for sending out quarterly statements to homeowners. HOA can realize substantial savings by having homeowners sign up for e-statements, so Board will need to encourage homeowners to do so.
 - Board to verify with Tidewater that there is no fee associated with online payment
- Board will again use Strauss and Associates for tax preparation services (personal property and income tax) at a cost of \$575 (same price as 2018).

Landscaping

- Board contracted All the Trimmings to mow the three smaller reforestation areas located throughout the HOA (the larger area will remain undisturbed).
 - Board will contact All The Trimmings and request they mow the preservation areas in November 2018 and again in May/June 2019; will re-evaluate next fall.
- Current landscape contract provides mowing around the black fences for four homes along Triadelphia Road. However, in 2014, easements surrounding these fences were returned to the homeowners, so the HOA should not continue to mow these areas. Board needs to inform the homeowners that the HOA will not include these areas in future landscaping contracts.
 - This should result in some savings since area around the fence will no longer be mowed
- Board needs to have maintenance performed on the storm water ponds to remove the trees growing out of the cement structures.
 - Board will obtain a quote for a landscaping company to address.
- There is one dead tree on HOA property located on the perimeter of the Dalhart Road storm water management pond. Board needs to contact a company in the spring to have it replaced. Board also needs to remove stakes from the 15 trees that the HOA had planted last year.
 - Board decided to wait until next year to remove the stakes from the 15 trees.

Architectural Review Committee

- ARC requests for the following projects have been approved since the last Board of Directors meeting:
 - Painting of front door/shutters
 - Deck
 - Patio
 - Apiary
 - Pool
 - Shed

Actions

- Propose 2019 HOA budget and post on HOA website for neighborhood review. Plan a date/time/location for the next Board meeting to approve the budget.
- Provide feedback to Becht Engineering on the preliminary reserve study so that a final report can be issued.
 - Ask Becht how the linear foot measurement of the fences was calculated and if the study takes into account the same type of fence and construction.
- Follow up with NV Homes in the Spring regarding paving of the Howard Road shared driveway.
- Contact homeowners near neighborhood entrance on Michele Drive in the Spring to remind them about lawn and mulch bed maintenance.
- Contact All The Trimmings and request they mow the preservation areas in November 2018 and again in May/June 2019; will re-evaluate next fall.

- Verify with Tidewater that no fee is associated with online payment of HOA dues.
- Inform four homeowners with black fences along Triadelphia Road that the HOA will not mow around these fences in the future since the HOA no longer has easements (they were returned to the homeowners in 2014).
- Perform maintenance on the storm water ponds to remove the trees growing out of the cement structures.
- Replace dead tree located on the perimeter of the Dalhart Road storm water management pond. Also, consider whether to add trees to the preservation areas.
- Remove stakes in Spring from the 15 trees that the HOA had planted last year.
- Repair/replace spotlight that is not working at main entranceway sign.

Meeting adjourned (9:57 PM)