



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

**Warfields II HOA – Board of Directors Meeting**  
November 3, 2016 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 3, 2016 at 8:00 PM at 14707 Lear Court in Glenelg, MD.

**Meeting Purpose:** Board of Directors Meeting

**Call to Order (8:00 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 August 10, 2016.
- Developer conveyed deed to the preservation areas located throughout the community to the HOA. Board is working with the HOA attorney and a certified arborist to determine if the areas are in compliance with County regulations before moving forward with long-term maintenance.
- Annual HOA picnic was held on Sunday, October 23, at Alpha Ridge Park. Thanks go to Social Committee chair Ujjual Bhatnagar and the rest of the Social Committee for organizing the event, which was once again a big success.
- Board sent HOA welcome letter to the new homeowners on Dalhart Road.
- Board approved homeowner installation of a mirror to improve safety along Howard Road near the entrance to the shared driveway.
- Board contracted All the Trimmings to repair the fence along Triadelphia Road that was damaged by the tornado.
- Board renewed warfields2hoa.com domain name for two years.
- Board presented \$100 restaurant gift certificate to Scott Wiesenberger as a thank-you token for his hard work on the Board during his term from 2013-2016. Members voted to approve this gift at the all-member HOA meeting in June 2016.
- Raju (previous HOA secretary) transitioned the printed to Lauren. No other office supplies or files were included.

**Financials**

- Jeremy Nieporent (Treasurer) presented the balance sheet for the month of September 2016 (posted on the website); all expenses are tracking within or below budget.
  - Current HOA Assets: \$75,591.04 (as of end of September).

- Balance sheet includes summer landscaping costs as well as legal fees associated with the turnover of the preservation areas from the developer to the HOA.
- Continued monthly transfers to the HOA reserve account to get higher interest on funds.
- Board moved expired CD at Association Capital bank to a six-month CD at Sona Bank (.75% rate).
- There are currently nine homeowners who have not yet paid their fourth quarter HOA dues.
- Board will again use Strauss and Associates for tax preparation services (personal property and income tax) at a cost of \$575 (no increase in price from 2016).

### **Landscaping**

- Board had All the Trimmings remove the weeds from the entryway beds at the Dalhart Road entrance. Board will coordinate with the landscape chair to plant flowers in the beds in the spring.
- Board has received a quote from the landscaper to improve the graveyard area by removing the fence and planting screening trees, but has not yet settled on the path forward.

### **Architectural Review Committee**

- Three ARC requests have been approved since the last Board of Directors meeting (for a shed, deck, and a screened-in porch).
- Board still needs to follow up with two homeowners (Howard Road and Michele Drive) who made exterior improvements without having first submitted ARC requests.

### **Actions**

- Propose 2017 HOA budget and post on HOA website for neighborhood review. Plan a date/time/location for the next Board meeting to approve the budget.
- Change the names on the HOA bank account and PO Box from Scott and Raju to Matt and Lauren.
- Continue working with the HOA attorney and certified arborist to ensure that the reforestation areas are in compliance with County regulations and can be turned over to the HOA for long-term maintenance.
- Determine a long-term, low-cost solution for maintaining the graveyard area.
- 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.
- Send letters to several homes near the Michele Drive entranceway who have weeds growing in their mulch beds in an effort to get them to improve the appearance of their yards.
- Consider opening higher interest-bearing account for reserve funds at PNC bank.

**Meeting adjourned (10:00 PM)**