



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

Warfields II HOA – Board of Directors Meeting
October 29, 2022 3:15 PM
Meeting Minutes

Pursuant to waiver of notice, a meeting of the Directors of the above corporation was held October 29, 2022 at 3:15 PM at Glenwood Branch Library at 2350 Rt. 97, Cooksville, MD 21723.

Meeting Purpose: Board of Directors Meeting

Call to Order (3:25 PM)

A quorum was declared based on the presence of the following members of the HOA Board of Directors: John Owens (President), Jeremy Nieporent (Vice President / Secretary), and Christian Hayes (Treasurer).

Reports / Approvals

- Board approved minutes from the all-member meeting held on August 19, 2021, and the Board of Directors meetings held on September 4, 2021 and December 19, 2021.
- Board contracted David Williams Electric to repair/replace multiple non-functioning lights at the Dalhart Road entranceway signs; Board concluded work was satisfactory.
- Three homes in the HOA have sold this year (two on Howard Road and one on Triadelphia Road). An additional Howard Road home is now up for sale. Board will send a welcome letter to the new homeowners and update the HOA directories.
 - Board received rental license from the Howard County Department of Inspections, Licenses, and Permits for a home on Michele Drive. Property management company for home asked to be added to HOA email list.
- Board needs to update the contact information for the P.O. Box to ensure HOA receives communication from the post office. Currently, the box is in the name of a former Board member, and the associated email address is for a former employee of Tidewater.
 - Matt Paper (former Board member) has agreed to continue retrieving physical mail from the P.O. Box on the Board's behalf.

Financials

- Board went over the balance sheet for the month of August (posted on the website); all expenses are tracking within or below budget.
 - HOA Assets: \$132,633.62

- Tidewater provided draft budget for 2023.
 - Board agreed to reduce legal fee budget line from \$1,000 to \$500 (above Tidewater proposal of \$100), in case representation is needed due to pending development in adjacent lots by Warfield family.
 - Board approved 3% increase in management fees requested by Tidewater, as operating costs have gone up considerably. This increases financial management costs from \$3090 to \$3183 per year.
 - Recently enacted Maryland House Bill 107 requires every HOA to have a reserve study done before 2023 if they have not had one completed since 2018. In addition, bill requires that each association's reserve account be caught up to the financial schedule prescribed by the study within 3 years of completion. Bill also requires that a new reserve study be completed every 5 years going forward in order to guide planning for reserve fund savings and capital repairs/replacements.
 - HOA had reserve study done in 2019. Study indicates HOA should have approximately \$90,000 in reserves by end of 2022. HOA currently has approximately \$80,000 in operating and \$50,000 in reserves. Assets will be reallocated to ensure proper allocation between operating and reserve accounts.
 - Budget will be posted on "Financials" section of HOA website.
- Board closed account at PNC Bank and deposited the funds into the reserves account at Congressional Bank. Board also decided not to renew the CD at Primis Bank and instead merge the funds into the Congressional reserves account.
- Strauss and Associates completed the HOA taxes (state, federal and personal property tax returns).
- Christian will assume responsibility for approving invoice payouts in the Tidewater lockbox.

Landscaping & Maintenance

- Board contracted All the Trimmings to plant trees in the neighborhood; three replaced dead trees around the Dalhart Road stormwater management pond, and four were planted as street trees for a house that never had any installed by the developer. Board is satisfied with the completed work.
- Discussion regarding stormwater management ponds.
 - Stormwater management ponds in the community have saplings and other vegetation growing out of the cement structures and rip rap. HOA is jointly responsible for maintaining the ponds along with Howard County. Board will contact All the Trimmings to coordinate for removal of vegetation.
- Discussion regarding preservation areas.
 - In past years, Board has had All the Trimmings mow the three smaller reforestation areas located throughout the HOA (the larger area has been left undisturbed).
 - Board decided not to take action this year unless prompted by a homeowner or the County
- Mirror located on Howard Road near the hill adjacent to 14373 has fallen down. The Board worked with a homeowner to have it installed several years ago and will contact them again to arrange for repair/replacement.

- Discussion regarding mailboxes
 - Mailboxes have begun to deteriorate throughout the community and homeowners will be looking to replace them. Board will send a communication to ensure aesthetic consistency within neighborhood.
 - Board will use mailbox communication to remind homeowners of ARC process.

Architectural Review Committee

- ARC requests for the following projects have been approved since the last Board of Directors meeting:
 - Deck
 - Aluminum Fence
 - Approval was contingent upon moving fence closer to the rear wall of the house as required by the Declaration of Covenants.
 - Egress Windows
 - Landscaping
- Board sent email to homeowner who was constructing patio and gazebo without having first received ARC approval, as mandated by the Declaration of Covenants. Homeowner only submitted ARC request once project was more or less complete.

Social Committee

- Social Committee chair stepped down in 2020, and has not been replaced. Coming out the Covid-19 pandemic, unclear what social events might be desired in 2023. This will be addressed at a future Board meeting.

New Business

- Discuss annual all-member meeting.
 - Board will need to schedule, reserve a room, and prepare a presentation for the meeting. Board agreed to use Glenwood Library for the meeting at a date to be determined.
 - Board will need to send an email to the neighborhood to solicit interest in joining the Board. Jeremy's term expires this year after having served eight years on the Board.
- Discuss collections policy for delinquent homeowners.
 - Currently, HOA requires Board approval prior to turning over a homeowner account to the collections attorney; however, Tidewater highly advised against this practice and encouraged HOA to remove Board discretion from process. Board agreed to discontinue this practice and allow Tidewater to enforce the collections policy.
- Board agreed to take no action regarding development of new homes around Lear Court until further information is available regarding the matter.
- Board agreed to continue utilizing Clifford Smith for snow removal services and will contact Ron Wilcom to see if he will once again act as agent for the Board for these services.

Actions

- Board will schedule, reserve a room, and prepare a presentation for the annual all-member meeting.
- John will send an email to solicit interest in joining the Board and provide notice of the upcoming annual meeting.
- John shall evaluate insurance policy to ensure HOA has proper coverage.
- Jeremy shall update the contact information for the P.O. Box.
- Christian shall contact All the Trimmings to clean out the various stormwater management ponds in the community.
- Christian shall draft and send note to homeowners on mailboxes and ARC process.
- Jeremy shall coordinate with Tidewater on transfer of cash from operating account to the reserve account to meet allocation prescribed in reserve study.
- Jeremy shall inquire with Tidewater as to what is currently included in the HOA resale package and if HOA-specific "Welcome" letter can be included.
- Christian shall take over responsibility for approving invoices in the Tidewater lockbox.

Meeting adjourned (5:35 PM)