

**The Warfields II HOA  
PO Box 314  
Glenelg, MD 21737**

**May 23, 2013**

Dear Warfields II Homeowners,

First, we want to thank each of you for your patience during this time of transition. Your newly elected Board of Directors has been hard at work attempting to get organized so that we can run efficiently. We are diligently working on all aspects of the neighborhood from landscaping to finance. We hope to start seeing things fall into place very soon. Our spouses and kids deserve a lot of credit since we have been so preoccupied over the past few weeks! This message is to notify all of you about new information and decisions that are going to be implemented:

(1) Our new mailing address is as follows:

**The Warfields II HOA  
PO Box 314  
Glenelg, MD 21737**

Please make sure that you send all HOA dues, communications, and other requests to our new address.

(2) Our new email address is: **warfields2hoa@gmail.com**

Please send all electronic communications and scanned documents to this email address. We would like to be able to contact all households electronically; allowing us fast and cheap communications; however, some items must be legally mailed. While we are trying to verify our records we ask that you email or mail us your:

- Owner Name(s)
- Mailing address
- Lot number (if you know it)
- Preferred email address
- Preferred phone number
- Whether you prefer email or prefer paper mail

***We need all households to please do this very important step. Thank-you!***

(3) We are aware of the landscaping issues within the neighborhood. The landscaping is an extremely expensive part of our budget so we are being very diligent in getting multiple quotes from many different companies. This process will hopefully wrap up soon and then we will have the common areas mowed, mulched, and trimmed as soon as possible. Thank you for your patience and understanding. A special thanks to Bill Henderson and Larry Lewis for mowing the front entryway this week . . . It's that type of helping out attitude that will make this neighborhood great!

(4) Please be advised that all homeowners along Michele Drive are responsible for mowing their lawns all the way to the road. Furthermore, all homeowners are also responsible for mulching, weeding, watering and trimming around the trees planted by NV and the Developer in their front yards. Unfortunately, at this time, there is no funding in the HOA budget for this type of service.

(5) We need your help! We are setting up three new chairperson positions for the neighborhood. The chairperson takes on a 1 year commitment and builds their team, so you won't be doing it all alone:

- Landscaping – duties include inspection of common landscaping areas, beautification ideas, raising flags on things that negatively impact the overall landscaping of the neighborhood, etc.

- Communications – duties include website design and maintenance, quarterly newsletters, useful tips and tricks of living in the community, message boards, etc.
- Social– duties include yearly block parties, holiday decorations, etc.

The Board has a colossal amount of work as we set-up the entire HOA from scratch so we need help with these jobs! Please volunteer for one of these three important positions ... the Board and your neighbors will be incredibly thankful!

(6) In order to make proper decisions regarding our HOA Covenant and By-Laws we are going to need some legal interpretation and advice. Therefore, we are in need of an attorney. Is anyone in the neighborhood a real-estate or HOA attorney ... or know a good one? This could be very expensive for the HOA, so it would be great have one of our own neighbors help us.

(7) The Board wants to stream-line the architectural review process. We all have to abide by the current Covenant and By-Laws until we are able to alter and amend them over time (see *HOA Covenants, Conditions, and Restrictions Article VII: Architectural Control* for more details). At this time, the Board will double as the Architectural Review Committee (ARC) so that we can familiarize ourselves with the rules and offer a consistent response. The ARC makes sure that everyone abides by the same rules to ensure that the neighborhood remains aesthetically pleasing and exhibits continuity. We promise to work with everyone in order to help you achieve your home improvement goals and will respect the fact that it is your land and your home. We will strive for a friendly, unbiased, and cooperative process!

- Effective May 24, 2013, **the HOA is removing the \$100 fee for ARC review.** We feel that by removing this fee it allows households to easily file as many requests as needed and discourages skipping the ARC process. The Board reserves the right to change this fee at any point in the future.
- Included in this mailing is the new ARC form. Please use this new form for all home improvement requests henceforth. This form and all supporting documents can be submitted electronically to the HOA email address or sent to the HOA PO Box. Please remember we need: pictures, drawings, dimensions, colors, plats, and schematics of all requests. We will grant you approval as quickly as possible, but as per HOA rules, you cannot start your project until you have received a signed and approved ARC form.
- Unfortunately, the HOA needs to have a deterrent for those that may want to circumvent the HOA ARC. Therefore, **if a homeowner is found in the future to have completed a property improvement without ARC permission they will be assessed a \$100 fine. For every month that the homeowner does not rectify the situation they will be assessed an additional \$25 fine each month thereafter, in perpetuity.** The Board reserves the right to change these fines at any point in the future.
- **Homeowners may have improvements on their property that never received ARC permission. The Board is offering an amnesty period for these situations that will end on July 1, 2013.** Up to this date please submit all home improvements that have already been completed and need retroactive ARC approval; please mark the request as 'retroactive'. Illegal improvements have to be disclosed at the time of sale of your home and can negatively impact your ability to sell your home so please submit for an ARC approval and keep it for your records! The Board cannot guarantee a retroactive approval but we will discuss all issues with the homeowner and try to reach a fair resolution.

Thank you all for your time, attention, and patience. The above matters are extremely important and we hope to hear back from everyone quickly. The Board is excited about the future of our neighborhood. Together, we can create a wonderful environment to raise our families. Please feel free to contact us at anytime if you have any questions, thoughts, or concerns.

Respectfully,

The Warfields II HOA Board of Directors