

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

2023 Corporate Calendar (Board of Directors & AERC)

<u>January</u>	<u>23</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received in Dec. 2022
<u>January</u>	<u>23</u>	<u>BOARD MEETING</u>	
<u>January</u>	<u>27</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Feb. 13, 2023
<u>February</u>	<u>13</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Jan. 27, 2023
<u>February</u>	<u>20</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Mar. 13, 2023
<u>February</u>	<u>27</u>	<u>BOARD MEETING</u>	
<u>March</u>	<u>13</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Feb. 20, 2023
<u>March</u>	<u>20</u>	<u>BOARD MEETING</u>	
<u>March</u>	<u>24</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Apr. 3, 2023
<u>April</u>	<u>3</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Mar. 24, 2023
<u>April</u>	<u>7</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Apr. 17, 2023
<u>April</u>	<u>17</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Apr. 7, 2023
<u>April</u>	<u>21</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on May 1, 2023
<u>April</u>	<u>24</u>	<u>BOARD MEETING</u>	Mail Spring Newsletter
<u>May</u>	<u>1</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Apr. 21, 2023

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<u>May</u>	<u>5</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on May 15, 2023
<u>May</u>	<u>15</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, May 5, 2023
<u>May</u>	<u>19</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jun. 5, 2023
<u>May</u>	<u>22</u>	<u>BOARD MEETING</u> AERC Community Compliance Inspections
<u>June</u>	<u>5</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, May 19, 2023
<u>June</u>	<u>9</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jun. 19, 2023
<u>June</u>	<u>19</u>	<u>BOARD MEETING</u>
<u>June</u>	<u>19</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jun. 9, 2023
<u>June</u>	<u>30</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jul. 10, 2023
<u>July</u>	<u>10</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jun. 30, 2023
<u>July</u>	<u>14</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jul. 24, 2023
<u>July</u>	<u>17</u>	<u>BOARD MEETING</u> Mail Call for Nominations Letter Begin FY2024 Preliminary Budget Preparation
<u>July</u>	<u>24</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jul. 14, 2023

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<u>July</u>	<u>28</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Aug. 7, 2023
<u>August</u>	<u>7</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jul. 28, 2023
<u>August</u>	<u>11</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Aug. 21, 2023
<u>August</u>	<u>21</u>	<u>BOARD MEETING</u> Mail Annual Meeting Notice
<u>August</u>	<u>21</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Aug. 11, 2023
<u>August</u>	<u>25</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Sept. 11, 2023
<u>September</u>	<u>11</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Aug. 25, 2023
<u>September</u>	<u>22</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Oct. 9, 2023
<u>September</u>	<u>25</u>	<u>BOARD MEETING/ANNUAL MEETING</u> Elect/Re-elect BOD members Review all service contracts (if applicable) Approve FY2024 Draft Operating Budget/Mailing Mail FY2024 Approved Budget Letter
<u>October</u>	<u>9</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Sept. 22, 2023
<u>October</u>	<u>20</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Nov. 6, 2023
<u>October</u>	<u>23</u>	<u>BOARD MEETING/RECONVENED ANNUAL (if needed)</u> Adopt FY2024 Operating Budget Adopt Revenue Ruling 70-604 Elect/Appoint Board Officer Positions (1-year terms; Annual Review) Mail Fall Newsletter

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

2023 Corporate Calendar (Board of Directors & AERC)

November 6

AERC MEETING

Review/Discussion of AECR Applications received by 10 AM, Oct. 20, 2023

November 17

AECR APPLICATIONS DUE BY 10 AM

Complete applications received will be reviewed/discussed on Dec. 4, 2023

November 20

BOARD MEETING

Elect/Appoint Board Officer Positions (if Annual Meeting is reconvened in October)

December 4

AERC MEETING

Review/Discussion of AECR Applications received by 10 AM, Nov. 17, 2023

December 18

BOARD MEETING

Mail Assessment Coupons (for owners who still pay via check)

December 22

AECR APPLICATIONS DUE BY 10 AM

Complete applications received will be reviewed/discussed in Jan. 2024 (TBD)

Until further notice, all WPHOA meetings will be held virtually using Zoom videoconferencing services.

- **AERC Meetings: Register to attend by using the following URL (*recurring meeting*):**
<https://us02web.zoom.us/meeting/register/tZUscopy4vGN05Wiv-DdtV1EV1b7JoAuNu>
- **Board of Directors Meetings: Contact Timothy Mulford at**
timothy.mulford@pmpbiz.com to request the Zoom meeting login credentials.

NOTE: The monthly Board meetings and AERC meetings aim to provide more structure and an improved operating model to conduct WPHOA business efficiently. Providing this list of scheduled meetings to the WPHOA members/homeowners also fulfills the proper/advance notification of all open meetings of the WPHOA. (*Proper notification of all open meetings of the WPHOA is a requirement of the WPHOA governing documents and Montgomery County and State of Maryland law.*)

If no WPHOA business is planned to be discussed at the scheduled Board meeting and/or no AECR applications have been received and scheduled for review and approval at the designated dates/times of the scheduled meetings, the meeting(s) will be canceled. (*Notification will be posted on the WPHOA website.*)

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The Association also maintains a separate website for the benefit of its Members (<https://www.waterfordplacehoa.org>). Updated information about the community, past newsletters, architectural guidelines, governing documents, rules, regulations, etc. All owners and tenants are welcome to join the website.

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.
2023 Corporate Calendar (Board of Directors & AERC)

ANNUAL PLAN - 2023

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Obtain annual landscape calendar • Prepare/update annual calendar (website and HOA members/Board) • January website updates/postings • Create tree maintenance plan (conduct tree inventory) • Create and send year-end (2022) review to homeowners and residents (post on the website) • Meeting: Jan. 23, 7 PM (AERC) • Meeting: Jan. 23, 7 PM (Board) • AECR Application Deadline: Jan. 27, 10 AM 	<ul style="list-style-type: none"> • Meeting: Feb. 13, 7 PM (AERC) • AECR Application Deadline: Feb. 20, 10 AM • Meeting: Feb. 27, 7 PM (Board) • February website updates/postings 	<ul style="list-style-type: none"> • Meeting: Mar. 13, 7 PM (AERC) • Meeting: Mar. 20, 7 PM (Board) • AECR Application Deadline: Mar. 24, 10 AM • March website updates/postings
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Meeting: Apr. 3, 7 PM (AERC) • AECR Application Deadline: Apr. 7, 10 AM • Meeting: Apr. 17, 7 PM (AERC) • AECR Application Deadline: Apr. 21, 10 AM • Meeting: Apr. 24, 7 PM (Board) • April website updates/postings • Check and clean storm drains for blockage • WPHOA Tax Preparation and Annual Audit 	<ul style="list-style-type: none"> • Meeting: May 1, 7 PM (AERC) • AECR Application Deadline: May 5, 10 AM • Meeting: May 15, 7 PM (AERC) • AECR Application Deadline: May 19, 10 AM • Meeting: May 22, 7 PM (Board) • May website updates/postings • Walk the property to inspect Common Area & Community improvements/violations • Promote “Free” Deck Inspections (offered by MoCo Dept. of Permitting Services) 	<ul style="list-style-type: none"> • Meeting: Jun. 5, 7 PM (AERC) • AECR Application Deadline: Jun. 9, 10 AM • Meeting: Jun. 19, 7 PM (Board) • Meeting: Jun. 19, 7 PM (AERC) • June website updates/postings • Obtain Reserve Study Update from consultant • AECR Application Deadline: Jun. 30, 10 AM

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JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • Meeting: Jul. 10, 7 PM (AERC) • AECR Application Deadline: Jul. 14, 10 AM • Meeting: Jul. 17, 7 PM (Board) • Meeting: Jul. 24, 7 PM (AERC) • AECR Application Deadline: Jul. 28, 10 AM • July website updates/postings • Begin Common Area improvements (if any) • Mail Call for Nominations Letter • Obtain bids and contractual changes for the upcoming operating budget • Begin FY2024 Preliminary Operating Budget Preparation 	<ul style="list-style-type: none"> • Meeting: Aug. 7, 7 PM (AERC) • AECR Application Deadline: Aug. 11, 10 AM • Meeting: Aug. 21, 7 PM (Board) • Meeting: Aug. 21, 7 PM (AERC) • AECR Application Deadline: Aug. 25, 10 AM • August website updates/postings • Obtain contract renewals for the upcoming year (if any – insurance, etc.) 	<ul style="list-style-type: none"> • Meeting: Sep. 11, 7 PM (AERC) • AECR Application Deadline: Sep. 22, 10 AM • Meeting: Sep. 25, 7 PM (Annual Meeting & Board) • Annual Meeting: Elect/Re-elect BOD members • Review all contracts (if applicable) • Approve FY2024 Draft Operating Budget/Mailing • Mail FY2024 Approved Budget Letter • Adopt Revenue Ruling 70-604 • September website updates/postings • WPHOA Tax Preparation and Annual Audit (Sept./Oct.)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Meeting: Oct. 9, 7 PM (AERC) • AECR Application Deadline: Oct. 20, 10 AM • Meeting: Oct. 23, 7 PM (Board; Reconvened Annual Meeting – if needed) • BOD Positions Assigned (Annual Review/Appointment) • Adopt FY2024 Operating Budget • October website updates/postings • Mail Fall Newsletter 	<ul style="list-style-type: none"> • Meeting: Nov. 6, 7 PM (AERC) • AECR Application Deadline: Nov. 17, 10 AM • Meeting: Nov. 20, 7 PM (Board) • November website updates/postings 	<ul style="list-style-type: none"> • Meeting: Dec. 4, 7 PM (AERC) • Meeting: Dec. 18, 7 PM (Board) • AECR Application Deadline: Dec. 22, 10 AM • December website updates/postings • <i>Happy Holidays!</i>