

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

## 2026 Corporate Calendar (Board of Directors & AERC)

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**January 20\***      **BOARD & AERC MEETING \*\*PMP\*\***

Review/Discussion of AECR Applications received in Dec. 2025  
*(\*Monday is a Federal holiday; The meeting will be held on Tuesday, January 20)*

**January 23**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on Feb. 9, 2026

**February 9**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, Jan. 23, 2026

**February 16**      **BOARD MEETING**

**February 20**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on Mar. 9, 2026

**March 9**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, Feb. 20, 2026

**March 16**      **BOARD MEETING**

**March 20**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on Apr. 6, 2026

**April 6**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, Mar. 20, 2026

**April 10**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on Apr. 20, 2026

**April 20**      **BOARD & AERC MEETING \*\*PMP\*\***

Mail Spring Newsletter  
Review/Discussion of AECR Applications received by 10 AM, Apr. 10, 2026  
AERC Community Compliance Inspections

**May 1**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on May 11, 2026

**May 11**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, May 1, 2026

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## 2026 Corporate Calendar (Board of Directors & AERC)

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May 15 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jun. 1, 2026

May 18 **BOARD MEETING**

June 1 **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, May 15, 2026

June 5 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jun. 15, 2026

**June 15** **BOARD & AERC MEETING \*\*PMP\*\***  
Review/Discussion of AECR Applications received by 10 AM, Jun. 5, 2026

June 26 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jul. 6, 2026

July 6 **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Jun. 26, 2026

July 10 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jul. 20, 2026

July 13 **MAIL NOTICE TO MEMBERS [MANAGED BY 3<sup>rd</sup>-PARTY VENDOR]**  
Mail Call for Nominations Letter (USPS mail on Jul. 13, 2026)

July 20 **BOARD & AERC MEETING**  
Verify Mailing of Call for Nominations Letter  
Begin FY2027 Preliminary Budget Preparation  
Review/Discussion of AECR Applications received by 10 AM, Jul. 10, 2026

July 24 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Aug. 3, 2026

August 3 **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Jul. 24, 2026

August 7 **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Aug. 17, 2026

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

## 2026 Corporate Calendar (Board of Directors & AERC)

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<u>August</u>	<u>14</u>	<b><u>MAIL NOTICE TO MEMBERS [MANAGED BY 3<sup>rd</sup>-PARTY VENDOR]</u></b> Mail Annual Meeting Notice/Packet (USPS mail on Aug. 14, 2026)
<u>August</u>	<u>17</u>	<b><u>BOARD &amp; AERC MEETING</u></b> Begin FY2027 Preliminary Budget Preparation Review/Discussion of AECR Applications received by 10 AM, Aug.7, 2026
<u>August</u>	<u>21</u>	<b><u>AECR APPLICATIONS DUE BY 10 AM</u></b> Complete applications received will be reviewed/discussed on Sept. 14, 2026
<u>September</u>	<u>14</u>	<b><u>AERC MEETING</u></b> Review/Discussion of AECR Applications received by 10 AM, Aug. 21, 2026
<b><u>September</u></b>	<b><u>21</u></b>	<b><u>ANNUAL MEETING &amp; BOARD MEETING **PMP** (In-Person Mtgs.)</u></b>  <b><u>Board Directors Election at Annual Meeting managed by 3<sup>rd</sup>-Party Vendor</u></b> Officers/Committee Chairs Reports Elect/Re-elect BOD members ( <b><i>Managed by 3<sup>rd</sup>-Party Vendor</i></b> ) Adopt Revenue Ruling 70-604 for FY2026 (Annual Meeting)  <b><u>Board Meeting:</u></b> Review all service contracts (if applicable) (Board Meeting) Review/Discussion of AECR Applications received on/after Sep. 14, 2026
<u>September</u>	<u>25</u>	<b><u>AECR APPLICATIONS DUE BY 10 AM</u></b> Complete applications received will be reviewed/discussed on Oct. 5, 2026
<u>October</u>	<u>5</u>	<b><u>AERC MEETING</u></b> Review/Discussion of AECR Applications received by 10 AM, Sept. 25, 2026
<u>October</u>	<u>16</u>	<b><u>POST FY2027 PROPOSED BUDGET ON WPHOA WEBSITE</u></b> Post FY2027 Proposed Budget Notice to Members on WPHOA Website (satisfies the "at least 30 days before adoption" requirement by <a href="#">MD Code, Real Property, § 11B-112.2</a> )
<b><u>October</u></b>	<b><u>19</u></b>	<b><u>BOARD MEETING/RECONVENED ANNUAL (if needed) **PMP**</u></b>  Approve FY2027 Draft Operating Budget/Mailing Post FY2027 Approved Budget Letter/Packet on website Elect/Appoint Board Officer Positions (1-year terms, Annual Review) Review/Approve the Fall Newsletter for mailing in October/November

# **WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.**

## **2026 Corporate Calendar (Board of Directors & AERC)**

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**October 23**      **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Nov. 2, 2026

**November 2**      **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Oct. 23, 2026

**November 16**      **BOARD MEETING**  
Elect/Appoint Board Officer Positions (if Annual Meeting is reconvened in October)  
Adopt FY2027 Operating Budget

**November 20**      **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Nov. 30, 2026

**November 20**      **FY2027 BUDGET LETTER MAILING TO MEMBERS**  
PMP Mail FY2027 Budget Notice Packet (USPS mail on Nov. 20, 2026)

**November 30**      **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Nov. 20, 2026

**December 1**      **MAILING TO MEMBERS (Latest Date to Mail Assessment Coupons)**  
PMP Mail Assessment Coupon Books; Mail via USPS, NLT Dec. 1, 2026

**December 14**      **BOARD & AERC MEETING**

**December 18**      **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed in Jan. 2027 (TBD)

Until further notice, except for the WPHOA Annual Meeting, which will be held in person, all other WPHOA meetings will be held virtually via Zoom videoconferencing.

- AERC Meetings: Register to attend by using the following URL (*recurring meeting*):  
<https://zoom.us/meeting/register/jCbW7ulSSiGXA3lcoMyljw>
- Board of Directors Meetings: Register to attend by using the following URL (*recurring meeting*):  
<https://zoom.us/meeting/register/tJMtf-6rqDwiHtUakDPVIFHFj7P4ad2G25-E>

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

## 2026 Corporate Calendar (Board of Directors & AERC)

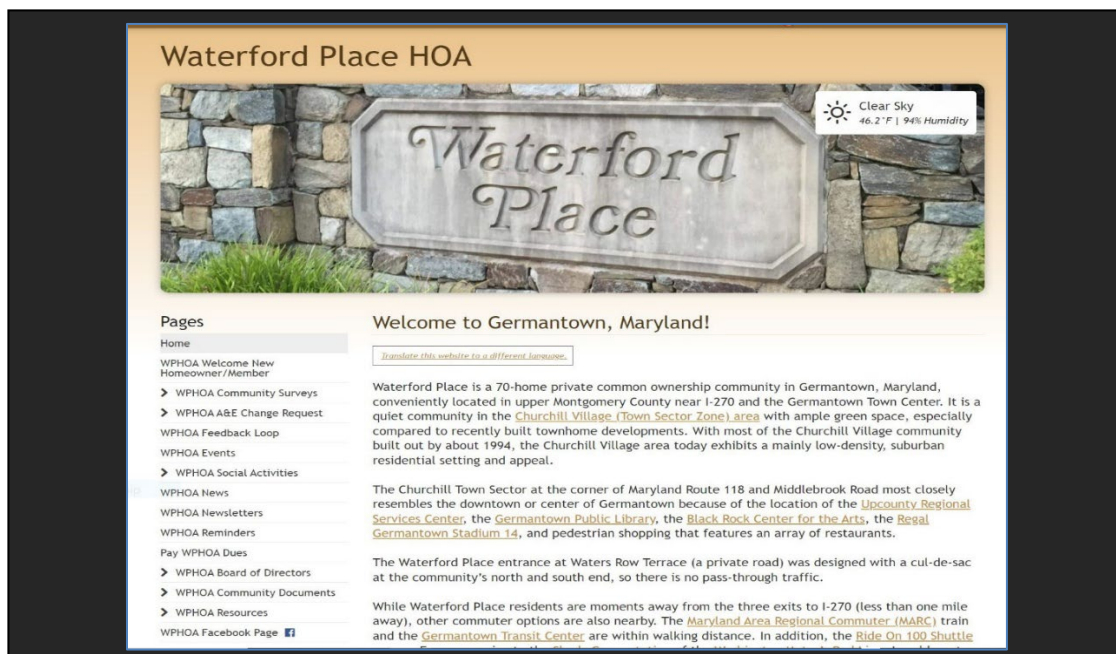
**NOTE:** The monthly Board meetings (scheduled for the 3rd Monday of every month, with a few exceptions) and AERC meetings aim to provide more structure and an improved operating model to conduct WPHOA business efficiently. Providing this list of scheduled meetings to the WPHOA members/Unit Owners also fulfills the proper/advanced notification of all WPHOA open meetings. (*Proper notification of all open meetings of the WPHOA is a requirement of the WPHOA Governing Documents and Montgomery County and State of Maryland laws.*)

### EXCEPTIONS:

- The third Monday in January 2026 is Martin Luther King, Jr. Day; therefore, the Board Meeting is scheduled to be held on Tuesday, January 21, 2026.
- If no WPHOA business is planned to be discussed at the scheduled Board meeting and/or no AERC 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. (*Cancellation notifications will be posted on the WPHOA website.*)
- The WPHOA Annual Meeting and WPHOA Board of Directors Meeting, scheduled for Monday, September 21, 2026, will be held in person. *There will not be a virtual meeting component available for these meetings.*

### STAY INFORMED & CONNECTED:

- The Association also maintains a separate website for the benefit of its Members and community residents (<https://www.waterfordplacehoa.org>).
- Updated information about the community, current/past newsletters, architectural and environmental control guidelines, Governing Documents, rules, regulations, etc., is available on the website.
- All Unit Owners, residents, and tenants are welcome to create a free user account on the website and set up notification alerts to receive summary updates by email.



**WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.**  
**2026 Corporate Calendar (Board of Directors & AERC)**

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**ANNUAL PLAN - 2026**

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>• Obtain annual landscape calendar</li> <li>• Prepare/update annual calendar (website and HOA members/Board)</li> <li>• January website updates/postings</li> <li>• Update tree maintenance plan (update tree inventory)</li> <li>• Create and send year-end (2025) review to homeowners and residents (post on the website)</li> <li>• <b>Meeting: Jan. 20, 7 PM (Board &amp; AERC)</b></li> <li>• <b>AECR Application Deadline: Jan. 23, 10 AM</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Feb. 9, 7 PM (AERC)</b></li> <li>• <b>Meeting: Feb. 16, 7 PM (Board &amp; AERC)</b></li> <li>• February website updates /postings</li> <li>• <b>AECR Application Deadline: Feb. 20, 10 AM</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Mar. 9, 7 PM (AERC)</b></li> <li>• <b>Meeting: Mar. 16, 7 PM (Board)</b></li> <li>• <b>AECR Application Deadline: Mar. 20, 10 AM</b></li> <li>• March website updates /postings</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• <b>Meeting: Apr. 6, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Apr. 10, 10 AM</b></li> <li>• <b>Meeting: Apr. 20, 7 PM (Board &amp; AERC)</b></li> <li>• Renew MCPD Trespass Form (<i>Renew annually in April</i>)</li> <li>• Community Compliance inspections (April)</li> <li>• April website updates/postings</li> <li>• Check and clean storm drains for blockage</li> <li>• WPHOA Tax Preparation and Annual Audit</li> <li>• Spring Cleaning/Maintenance (inspect and clean playground equipment, ground cover, picnic table/benches)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>AECR Application Deadline: May 1, 10 AM</b></li> <li>• <b>Meeting: May 11, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: May 15, 10 AM</b></li> <li>• <b>Meeting: May 18, 7 PM (Board)</b></li> <li>• May website updates/postings</li> <li>• Walk the property to inspect the Common Areas and/or Community improvements/ violations (early May)</li> <li>• Promote “Free” Deck Inspections (offered by MoCo Dept. of Permitting Services)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Jun. 1, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Jun. 5, 10 AM</b></li> <li>• <b>Meeting: Jun. 15, 7 PM (Board &amp; AERC)</b></li> <li>• June website updates/postings</li> <li>• Obtain Reserve Study Update from the consultant</li> <li>• <b>AECR Application Deadline: Jun. 26, 10 AM</b></li> </ul>

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

## 2026 Corporate Calendar (Board of Directors & AERC)

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• Meeting: Jul. 6, 7 PM (AERC)</li> <li>• AECR Application Deadline: Jul. 10, 10 AM</li> <li>• Mail Call for Nominations Letter (USPS mail on Jul 13; 3<sup>rd</sup> Party Vendor)</li> <li>• Meeting: Jul. 20, 7 PM (Board &amp; AERC)</li> <li>• AECR Application Deadline: Jul. 24, 10 AM</li> <li>• July website updates/postings</li> <li>• Begin Common Areas improvements (if any)</li> <li>• Obtain bids and contractual changes for the upcoming operating budget</li> <li>• Begin FY2027 Preliminary Operating Budget Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Aug. 3, 7 PM (AERC)</li> <li>• AECR Application Deadline: Aug. 7, 10 AM</li> <li>• Mail Annual Meeting &amp; Ballot Notice Letter (USPS mail on Aug 14; 3<sup>rd</sup> Party Vendor)</li> <li>• Meeting: Aug. 17, 7 PM (Board &amp; AERC)</li> <li>• AECR Application Deadline: Aug. 21, 10 AM</li> <li>• August website updates/postings</li> <li>• Obtain contract renewals for the upcoming year (if any – insurance, etc.)</li> <li>• Obtain bids and contractual changes for the upcoming operating budget</li> <li>• Begin FY2027 Preliminary Operating Budget Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Sep. 14, 7 PM (AERC)</li> <li>• Meeting: Sep. 21, 7 PM (Annual Meeting &amp; Board)</li> <li>• Annual Meeting: Elect/Re-elect BOD members</li> <li>• Review all contracts (if applicable)</li> <li>• Adopt Revenue Ruling 70-604</li> <li>• Review Updated Collections Policy</li> <li>• September website updates/postings</li> <li>• WPHOA Tax Preparation and Annual Audit (Sept./Oct.)</li> <li>• AECR Application Deadline: Sep. 25, 10 AM</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• Meeting: Oct. 5, 7 PM (AERC)</li> <li>• Post FY2027 Proposed Budget Notice on WPHOA website (Oct. 16)</li> <li>• Meeting: Oct. 19, 7 PM (Board; Reconvened Annual Meeting – if needed)</li> <li>• BOD Positions Assigned (Annual Review/Appointment)</li> <li>• Approve FY2027 Draft Operating Budget/Mailing</li> <li>• Post the FY2027 Approved Budget Packet on the WPHOA website</li> <li>• October website updates/postings</li> <li>• Mail Fall Newsletter (Oct/Nov)</li> <li>• AECR Application Deadline: Oct. 23, 10 AM</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Nov. 2, 7 PM (AERC)</li> <li>• Meeting: Nov. 16, 7 PM (Board)</li> <li>• Adopt FY2027 Operating Budget</li> <li>• Mail Adopted FY2027 Budget Letter Notice (USPS mail on Nov. 20)</li> <li>• AECR Application Deadline: Nov. 20, 10 AM</li> <li>• November website updates/postings</li> <li>• Meeting: Nov. 30, 7 PM (AERC)</li> </ul>	<ul style="list-style-type: none"> <li>• Mail Assessment Coupons (USPS mail on Dec. 1)</li> <li>• Meeting: Dec. 14, 7 PM (Board &amp; AERC)</li> <li>• AECR Application Deadline: Dec. 18, 10 AM</li> <li>• December website updates/postings</li> <li>• <i>Happy Holidays!</i></li> </ul>