

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

## **2022 Corporate Calendar (Board of Directors & AERC)**

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<u>January</u>	<u>10</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received in Dec. 2021
<u>January</u>	<u>24</u>	<u>BOARD MEETING</u>	
<u>January</u>	<u>28</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Feb. 14, 2022
<u>February</u>	<u>14</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Jan. 28, 2022
<u>February</u>	<u>21</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Mar. 14, 2022
<u>February</u>	<u>28</u>	<u>BOARD MEETING</u>	
<u>March</u>	<u>14</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Feb. 21, 2022
<u>March</u>	<u>21</u>	<u>BOARD MEETING</u>	
<u>March</u>	<u>25</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Apr. 4, 2022
<u>April</u>	<u>4</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Mar. 25, 2022
<u>April</u>	<u>8</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on Apr. 18, 2022
<u>April</u>	<u>18</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Apr. 8, 2022
<u>April</u>	<u>22</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u>	Complete applications received will be reviewed/discussed on May 2, 2022
<u>April</u>	<u>25</u>	<u>BOARD MEETING</u>	Mail Spring Newsletter
<u>May</u>	<u>2</u>	<u>AERC MEETING</u>	Review/Discussion of AECR Applications received by 10 AM, Apr. 22, 2022

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- May 6** **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on May 16, 2022
- May 16** **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, May 6, 2022
- May 20** **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jun. 6, 2022
- May 23** **BOARD MEETING**  
AERC Community Compliance Inspections
- June 6** **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, May 20, 2022
- June 10** **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jun. 20, 2022
- June 20** **BOARD MEETING**
- June 20** **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Jun. 10, 2022
- July 1** **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jul. 11, 2022
- July 11** **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Jul. 1, 2022
- July 15** **AECR APPLICATIONS DUE BY 10 AM**  
Complete applications received will be reviewed/discussed on Jul. 25, 2022
- July 18** **BOARD MEETING**  
Mail Call for Nominations Letter  
Begin FY2023 Preliminary Budget Preparation
- July 25** **AERC MEETING**  
Review/Discussion of AECR Applications received by 10 AM, Jul. 15, 2022

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<u>July</u>	<u>29</u>	<u><b>AECR APPLICATIONS DUE BY 10 AM</b></u> Complete applications received will be reviewed/discussed on Aug. 8, 2022
<u>August</u>	<u>8</u>	<u><b>AERC MEETING</b></u> Review/Discussion of AECR Applications received by 10 AM, Jul. 29, 2022
<u>August</u>	<u>12</u>	<u><b>AECR APPLICATIONS DUE BY 10 AM</b></u> Complete applications received will be reviewed/discussed on Aug. 22, 2022
<u>August</u>	<u>22</u>	<u><b>BOARD MEETING</b></u> Mail Annual Meeting Notice
<u>August</u>	<u>22</u>	<u><b>AERC MEETING</b></u> Review/Discussion of AECR Applications received by 10 AM, Aug. 12, 2022
<u>August</u>	<u>26</u>	<u><b>AECR APPLICATIONS DUE BY 10 AM</b></u> Complete applications received will be reviewed/discussed on Sept. 12, 2022
<u>September</u>	<u>12</u>	<u><b>AERC MEETING</b></u> Review/Discussion of AECR Applications received by 10 AM, Aug. 26, 2022
<u>September</u>	<u>23</u>	<u><b>AECR APPLICATIONS DUE BY 10 AM</b></u> Complete applications received will be reviewed/discussed on Oct. 10, 2022
<u>September</u>	<u>26</u>	<u><b>BOARD MEETING</b></u> Review all service contracts (if applicable) Approve FY2023 Draft Operating Budget/Mailing Mail FY2023 Approved Budget Letter
<u>October</u>	<u>10</u>	<u><b>AERC MEETING</b></u> Review/Discussion of AECR Applications received by 10 AM, Sept. 23, 2022
<u>October</u>	<u>21</u>	<u><b>AECR APPLICATIONS DUE BY 10 AM</b></u> Complete applications received will be reviewed/discussed on Nov. 7, 2022
<u>October</u>	<u>24</u>	<u><b>BOARD MEETING/ANNUAL MEETING</b></u> Elect/Re-elect BOD members Adopt FY2023 Operating Budget Adopt Revenue Ruling 70-604 Assign Board of Directors Positions (Annual Review) Mail Fall Newsletter

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

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**November 7**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, Oct. 21, 2022

**November 18**      **AECR APPLICATIONS DUE BY 10 AM**

Complete applications received will be reviewed/discussed on Dec. 5, 2022

**November 21**      **BOARD MEETING/RECONVENED ANNUAL (if needed)**

Elect/Appoint Board Officer Positions (1-year terms)

**December 5**      **AERC MEETING**

Review/Discussion of AECR Applications received by 10 AM, Nov. 18, 2022

**December 19**      **BOARD MEETING**

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

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

Complete applications received will be reviewed/discussed in Jan. 2023 (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](mailto: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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2022 Corporate Calendar (Board of Directors & AERC)

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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.**  
**2022 Corporate Calendar (Board of Directors & AERC)**

**ANNUAL PLAN - 2022**

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>• Create tree maintenance plan (conduct tree inventory)</li> <li>• Create and send year-end (2021) review to homeowners and residents (post on the website)</li> <li>• Meeting: Jan. 10, 7 PM (AERC)</li> <li>• Meeting: Jan. 24, 7 PM (Board)</li> <li>• AECR Application Deadline: Jan. 28, 10 AM</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Feb. 14, 7 PM (AERC)</li> <li>• AECR Application Deadline: Feb. 21, 10 AM</li> <li>• Meeting: Feb. 28, 7 PM (Board)</li> <li>• February website updates/postings</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Mar. 14, 7 PM (AERC)</li> <li>• Meeting: Mar. 21, 7 PM (Board)</li> <li>• AECR Application Deadline: Mar. 25, 10 AM</li> <li>• March website updates/postings</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• Meeting: Apr. 4, 7 PM (AERC)</li> <li>• AECR Application Deadline: Apr. 8, 10 AM</li> <li>• Meeting: Apr. 18, 7 PM (AERC)</li> <li>• AECR Application Deadline: Apr. 22, 10 AM</li> <li>• Meeting: Apr. 25, 7 PM (Board)</li> <li>• April website updates/postings</li> <li>• Check and clean storm drains for blockage</li> <li>• WPHOA Tax Preparation and Annual Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: May 2, 7 PM (AERC)</li> <li>• AECR Application Deadline: May 6, 10 AM</li> <li>• Meeting: May 16, 7 PM (AERC)</li> <li>• AECR Application Deadline: May 20, 10 AM</li> <li>• Meeting: May 23, 7 PM (Board)</li> <li>• May website updates/postings</li> <li>• Walk the property to inspect Common Area &amp; Community improvements/violations</li> <li>• Promote “Free” Deck Inspections (offered by MoCo Dept. of Permitting Services)</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting: Jun. 6, 7 PM (AERC)</li> <li>• AECR Application Deadline: Jun. 10, 10 AM</li> <li>• Meeting: Jun. 20, 7 PM (Board)</li> <li>• Meeting: Jun. 20, 7 PM (AERC)</li> <li>• June website updates/postings</li> <li>• Obtain Reserve Study Update from consultant</li> </ul>

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

## 2022 Corporate Calendar (Board of Directors & AERC)

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• <b>AECR Application Deadline: Jul. 1, 10 AM</b></li> <li>• <b>Meeting: Jul. 11, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Jul. 15, 10 AM</b></li> <li>• <b>Meeting: Jul. 18, 7 PM (Board)</b></li> <li>• <b>Meeting: Jul. 25, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Jul. 29, 10 AM</b></li> <li>• July website updates/postings</li> <li>• Begin Common Area improvements (if any)</li> <li>• Mail Call for Nominations Letter</li> <li>• Obtain bids and contractual changes for the upcoming operating budget</li> <li>• Begin FY2023 Preliminary Operating Budget Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Aug. 8, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Aug. 12, 10 AM</b></li> <li>• <b>Meeting: Aug. 22, 7 PM (Board)</b></li> <li>• <b>Meeting: Aug. 22, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Aug. 26, 10 AM</b></li> <li>• August website updates/postings</li> <li>• Obtain contract renewals for the upcoming year (if any – insurance, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Sep. 12, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Sep. 23, 10 AM</b></li> <li>• <b>Meeting: Sep. 26, 7 PM (Board)</b></li> <li>• Review all contracts (if applicable)</li> <li>• Approve FY2023 Draft Operating Budget/Mailing</li> <li>• Mail FY2023 Approved Budget Letter</li> <li>• September website updates/postings</li> <li>• WPHOA Tax Preparation and Annual Audit (Sept./Oct.)</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• <b>Meeting: Oct. 10, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Oct. 21, 10 AM</b></li> <li>• <b>Meeting: Oct. 24, 7 PM (Annual Meeting and Board)</b></li> <li>• Annual Meeting: Elect/Re-elect BOD members</li> <li>• Adopt FY2023 Operating Budget</li> <li>• Adopt Revenue Ruling 70-604</li> <li>• October website updates/postings</li> <li>• Mail Fall Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Nov. 7, 7 PM (AERC)</b></li> <li>• <b>AECR Application Deadline: Nov. 18, 10 AM</b></li> <li>• <b>Meeting: Nov. 21, 7 PM (Board; Reconvened Annual Meeting – if needed)</b></li> <li>• November website updates/postings</li> <li>• BOD Positions Assigned (Annual Review/Appointment)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Meeting: Dec. 5, 7 PM (AERC)</b></li> <li>• <b>Meeting: Dec. 19, 7 PM (Board)</b></li> <li>• <b>AECR Application Deadline: Dec. 23, 10 AM</b></li> <li>• December website updates/postings</li> <li>• <b>Happy Holidays!</b></li> </ul>