

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

2021-22 Corporate Calendar (Board of Directors & AERC)

November	22	BOARD MEETING	Adopt FY2022 Operating Budget and WPHOA 2022 Corporate Calendar (expanded) Adopt Updated Architectural & Environmental Control Guidelines (ver. 10.11.2021) Mail Fall Newsletter Standing Committee Consideration/Creation: Social Committee and Finance Committee
December	20	BOARD MEETING	Mail Assessment Coupons (for owners who still pay via check)
January	10	AERC MEETING	Review/Discussion of AECR Applications received in Dec. 2021
January	24	BOARD MEETING	
January	28	AECR APPLICATIONS DUE BY 10 AM	Complete applications received will be reviewed/discussed on Feb. 14, 2022
February	14	AERC MEETING	Review/Discussion of AECR Applications received by 10 AM, Jan. 28, 2022
February	21	AECR APPLICATIONS DUE BY 10 AM	Complete applications received will be reviewed/discussed on Mar. 14, 2022
February	28	BOARD MEETING	
March	14	AERC MEETING	Review/Discussion of AECR Applications received by 10 AM, Feb. 21, 2022
March	21	BOARD MEETING	
March	25	AECR APPLICATIONS DUE BY 10 AM	Complete applications received will be reviewed/discussed on Apr. 4, 2022
April	4	AERC MEETING	Review/Discussion of AECR Applications received by 10 AM, Mar. 25, 2022
April	8	AECR APPLICATIONS DUE BY 10 AM	Complete applications received will be reviewed/discussed on Apr. 18, 2022

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<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
<u>May</u>	<u>6</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on May 16, 2022
<u>May</u>	<u>16</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, May 6, 2022
<u>May</u>	<u>20</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jun. 6, 2022
<u>May</u>	<u>23</u>	<u>BOARD MEETING</u> AERC Community Compliance Inspections
<u>June</u>	<u>6</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, May 20, 2022
<u>June</u>	<u>10</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jun. 20, 2022
<u>June</u>	<u>20</u>	<u>BOARD MEETING</u>
<u>June</u>	<u>20</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jun. 10, 2022
<u>July</u>	<u>1</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jul. 11, 2022
<u>July</u>	<u>11</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jul. 1, 2022

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2021-22 Corporate Calendar (Board of Directors & AERC)

<u>July</u>	<u>15</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Jul. 25, 2022
<u>July</u>	<u>18</u>	<u>BOARD MEETING</u> Mail Call for Nominations Letter Begin FY2023 Preliminary Budget Preparation
<u>July</u>	<u>25</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jul. 15, 2022
<u>July</u>	<u>29</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Aug. 8, 2022
<u>August</u>	<u>8</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Jul. 29, 2022
<u>August</u>	<u>12</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Aug. 22, 2022
<u>August</u>	<u>22</u>	<u>BOARD MEETING</u> Mail Annual Meeting Notice
<u>August</u>	<u>22</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Aug. 12, 2022
<u>August</u>	<u>26</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Sept. 12, 2022
<u>September</u>	<u>12</u>	<u>AERC MEETING</u> Review/Discussion of AECR Applications received by 10 AM, Aug. 26, 2022
<u>September</u>	<u>19</u>	<u>BOARD MEETING/ANNUAL MEETING</u> Annual Meeting: Election/Re-election of WPHOA Board of Directors Members Review all service contracts (if applicable) Approve FY2023 Draft Operating Budget/Mailing Mail FY2023 Approved Budget Letter
<u>September</u>	<u>23</u>	<u>AECR APPLICATIONS DUE BY 10 AM</u> Complete applications received will be reviewed/discussed on Oct. 10, 2022

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

2021-22 Corporate Calendar (Board of Directors & AERC)

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| <u>October</u> | <u>10</u> | <u>AERC MEETING</u>
Review/Discussion of AECR Applications received by 10 AM, Sept. 23, 2022 |
| <u>October</u> | <u>17</u> | <u>BOARD MEETING/RECONVENED ANNUAL</u> (if needed)
Adopt FY2023 Operating Budget
Adopt Revenue Ruling 70-604
Assign Board of Directors Positions (Annual Review)
Mail Fall Newsletter |
| <u>October</u> | <u>21</u> | <u>AECR APPLICATIONS DUE BY 10 AM</u>
Complete applications received will be reviewed/discussed on Nov. 7, 2022 |
| <u>November</u> | <u>7</u> | <u>AERC MEETING</u>
Review/Discussion of AECR Applications received by 10 AM, Oct. 21, 2022 |
| <u>November</u> | <u>18</u> | <u>AECR APPLICATIONS DUE BY 10 AM</u>
Complete applications received will be reviewed/discussed on Dec. 5, 2022 |
| <u>November</u> | <u>21</u> | <u>BOARD MEETING</u> |
| <u>December</u> | <u>5</u> | <u>AERC MEETING</u>
Review/Discussion of AECR Applications received by 10 AM, Nov. 18, 2022 |
| <u>December</u> | <u>19</u> | <u>BOARD MEETING</u>
Mail Assessment Coupons (for owners who still pay via check) |
| <u>December</u> | <u>23</u> | <u>AECR APPLICATIONS DUE BY 10 AM</u>
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/tZUscyeuqj4vGN05Wiv-DdtV1EV1b7JoAuNu>

- **Board of Directors Meetings: Contact Timothy Mulford at**
timothy.mulford@pmpbiz.com to request the Zoom meeting login credentials.

WATERFORD PLACE HOMEOWNERS ASSOCIATION, Inc.

2021-22 Corporate Calendar (Board of Directors & AERC)

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.)*

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.
 2021-22 Corporate Calendar (Board of Directors & AERC)

ANNUAL PLAN - 2022

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 (2021) review to homeowners and residents (post on website) • Meeting: Jan. 10, 7 PM (AERC) • Meeting: Jan. 24, 7 PM (Board) • AECR Application Deadline: Jan. 28, 10 AM 	<ul style="list-style-type: none"> • Meeting: Feb. 14, 7 PM (AERC) • AECR Application Deadline: Feb. 21, 10 AM • Meeting: Feb. 28, 7 PM (Board) • February website updates/postings 	<ul style="list-style-type: none"> • Meeting: Mar. 14, 7 PM (AERC) • Meeting: Mar. 21, 7 PM (Board) • AECR Application Deadline: Mar. 25, 10 AM • March website updates/postings
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Meeting: Apr. 4, 7 PM (AERC) • AECR Application Deadline: Apr. 8, 10 AM • Meeting: Apr. 18, 7 PM (AERC) • AECR Application Deadline: Apr. 22, 10 AM • Meeting: Apr. 25, 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 2, 7 PM (AERC) • AECR Application Deadline: May 6, 10 AM • Meeting: May 16, 7 PM (AERC) • AECR Application Deadline: May 20, 10 AM • Meeting: May 23, 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. 6, 7 PM (AERC) • AECR Application Deadline: Jun. 10, 10 AM • Meeting: Jun. 20, 7 PM (Board) • Meeting: Jun. 20, 7 PM (AERC) • June website updates/postings • Obtain Reserve Study Update from consultant

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JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • AECR Application Deadline: Jul. 1, 10 AM • Meeting: Jul. 11, 7 PM (AERC) • AECR Application Deadline: Jul. 15, 10 AM • Meeting: Jul. 18, 7 PM (Board) • Meeting: Jul. 25, 7 PM (AERC) • AECR Application Deadline: Jul. 29, 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 FY2023 Preliminary Operating Budget Preparation 	<ul style="list-style-type: none"> • Meeting: Aug. 8, 7 PM (AERC) • AECR Application Deadline: Aug. 12, 10 AM • Meeting: Aug. 22, 7 PM (Board) • Meeting: Aug. 22, 7 PM (AERC) • AECR Application Deadline: Aug. 26, 10 AM • August website updates/postings • Obtain contract renewals for the upcoming year (if any – insurance, trash removal, etc.) 	<ul style="list-style-type: none"> • Meeting: Sep. 12, 7 PM (AERC) • Meeting: Sep. 19, 7 PM (Annual Meeting and Board) • AECR Application Deadline: Sep. 23, 10 AM • Annual Meeting: Elect/Re-elect BOD members • Review all contracts (if applicable) • Approve FY2023 Draft Operating Budget/Mailing • Mail FY2023 Approved Budget Letter • September website updates/postings • WPHOA Tax Preparation and Annual Audit (Sept./Oct.)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Meeting: Oct. 10, 7PM (AERC) • Meeting: Oct. 17, 7 PM (Reconvened Annual Meeting – if needed) • Meeting: Oct. 17, 7 PM (Board) • AECR Application Deadline: Oct. 21, 10 AM • Adopt FY2023 Operating Budget • Adopt Revenue Ruling 70-604 • October website updates/postings • BOD Positions Assigned (Annual Review/Appointment) • Mail Fall Newsletter 	<ul style="list-style-type: none"> • Meeting: Nov. 7, 7 PM (AERC) • AECR Application Deadline: Nov. 18, 10 AM • Meeting: Nov. 21, 7 PM (Board) • November website updates/postings 	<ul style="list-style-type: none"> • Meeting: Dec. 5, 7 PM (AERC) • Meeting: Dec. 19, 7 PM (Board) • AECR Application Deadline: Dec. 23, 10 AM • December website updates/postings • Happy Holidays!