

Forest Glen Station Homeowner's Association

Minutes of the Meeting of the Executive Board

11 July 2005

I. The meeting was called to order by the President, Catherine Bocskor, at 7:37 P.M. The meeting was held at the Wheaton Regional Library, 11701 Georgia Avenue, Wheaton, MD.

Board Members Present: Catherine Bocskor, President; Charles Brandi, Vice President; Francis O'Donnell, Secretary; Greg Slovik, Treasurer

Others Present: Kevin Covert, Josh Pitlick, Jason Sartori, Marcus Joseph, Carmen Jenkins.

The President distributed the agenda for the meeting. A copy is attached.

The Board reviewed and approved the minutes from the meeting of June 14, 2005.

II. Officer and Committee Reports

A. Covenants Committee. Mr. Covert reported. The Committee took a walking tour of neighborhood. Solar lights have been placed by a few walkways. The Committee treats such lights as an architectural change. The Committee usually has approved such changes when the owners apply. Some stone walkways have been installed. These are also architectural changes. The Committee has gotten homeowners to apply and they have usually been approved. There is one pending issue for over a year: a request for a deck for 3 Clark Court. The owners have provided specifications but the Committee is awaiting details about color. One other issue is a cement walkway behind a home. It was not a stone pathway. In June 2004 the Committee advised the owner in a letter to request an architectural change. An application was received in September 2004. It was approved by committee. It is too late to appeal. There have been no new complaints in the last 6 weeks. One request for a change for a stone retaining wall was reviewed and approved.

The President asked about progress with the HOA Newsletter. Mr. Covert said it is close to completion.

B. Grounds and Landscaping Committee. Mr. Brandi reported no action has been taken by the grounds maintenance contractor on the work previously approved by Board. The landscaping contractor unexpectedly installed some new trees that were in the developer's plans. Because the single family homeowners did not want additional trees, the surplus trees were planted along the east side of the property near the Americana Finmark property and in the Tot Lot for additional shade.

A form has been developed by Rebecca Hess for those who wish to donate a tree to the community. The Board endorsed the idea of posting the Form on the bulletin board.

C. Treasurer's Report. Mr. Slovik reported that expenditures are \$403.38 ahead of the planned budget for the year to date.

D. Budget and Finance Committee. Mr. Sartori reported. The Committee met the previous Thursday. Two members were present.

The Committee recommended approval of the funding of items 6 (\$85) and 7 (\$345) from the Grounds and Landscaping Committee's project wish list. Funding will come out of the Special Projects line item, not out of the landscaping line item. The Committee also requested that the funding for the community bulletin board be switched to the Special Projects category.

Mr. Sartori presented to the Secretary a copy of the monthly budget statement for posting on the community bulletin board.

The Committee will be soliciting proposals from CMI and other management companies for 2006, in anticipation of the expiration of the current contract with CMI. Each company will be requested to provide:

- Services provided under a management contract
- Set monthly fees associated with such services
- A schedule of additional services and their associated costs
- An explanation of the company's and property managers' experience
- Local references.

The Committee would like to solicit a list of potential vendors from the Board. (See further discussion below.)

The Committee plans to survey homeowners and to limit the survey to two main items: trash service and a trash receptacle in the Tot Lot. Trash removal (private) costs each homeowner \$3.75 per month. It is hoped that the survey can be sent by e-mail. Residents can respond by mail, hand delivery of their reply, or online. A tentative timeline for the survey is mailing by August 5 and receipt of responses by August 19. Results would be presented at the September meeting of the Board. Depending upon the survey results, bids for a new contract (if necessary) would be solicited in September and October. There would be further discussion by the Board at the October meeting.

Mr. Sartori requested on behalf of the Committee that the Board approve Mr. Josh Denney as an official voting member of the Budget and Finance Committee. The Board approved this request.

E. Parking and Safety Committee. There was no committee report. The Board noted that markings for the installation of five new street lights had appeared on the grounds, but the installation has not occurred yet.

III. Open Forum. Mr. Joseph asked about a dead tree in front of 1, 3, 5, and 7 Darcy Green Court in the forest preserve area. The President said that the Grounds Committee will check out the situation.

In response to a question about the lights on Darcy Green Place and Court, the Board noted that it will take about 6 weeks for the work after permissions are received from the county. Mr. Slovik said that the project will cost the HOA about \$3700.

In response to a question from Mr. Sartori about the source of the money for the lighting project, the Board responded that funds would come from Working Capital or the General Operating Fund.

Ms. Jenkins asked about a black BMW that has been parked continuously on Darcy Green Place in front of her home for several weeks. The Board said it would refer the issue to the Parking and Safety Committee.

IV. New Business.

A. Next Year's Budget/Contract Renewals. There was additional discussion about requesting bids from CMI and other management companies. The President noted that she recently signed the state tax return on property owned by HOA. The Goldklang firm had signed off on the return on March 17, but she had just received it from CMI. She is concerned about a state fine because the return is late and who will pay.

The President also noted that, with respect to reimbursements for expenses for the community block party, CMI had lost the forms requesting reimbursement. She had to fax copies again to CMI.

She also noted the high fees charged by CMI for copying. CMI has been asked for an explanation for copying charges.

Mr. Sartori recalled that there was a late fee charged in 2005 for a 2004 bill from Goldklang that had not been paid in a timely manner by CMI.

The President asked the Board to provide names of other management companies. As noted above, bids should specify what work will be done for monthly fee, an explanation of other fees, experience of personnel, identification of who would be our manager, and references.

Mr. Slovik made a suggestion that the collection of homeowner's fees be changed from monthly to every 6 months or quarterly. The Board did not act on this proposal.

Mr. Brandi expressed concern about the possibility of things getting lost in transition from one management company to another. Mr. Slovik noted that such management changes occur often and the companies are well prepared for such transitions.

Mr. Slovik recommended a special Board meeting dedicated to a discussion of the budget and mixing of private funds with common funds. The Board noted this recommendation for future action.

B. Stormwater Retention Pond. The Board noted previous discussions about drainage of the pond. Centex is still in charge of the pond. The Board asked if Mrs. O'Donnell would check with John O'Boyle of Centex.

V. Old Business.

A. Pedestrian Gate – Mr. Pitlick reported that someone had jammed something into the gate lock, rendering it inoperable. He bought a Schlage replacement lock and got some springs to close the gate. The spring is half-installed. He purchased the lock for \$40. A locksmith's quote for the job was \$956, so the Board had taken Mr. Pitlick up on his offer to do the job at cost for the materials. The key for the new lock is different from the old key. The Board favored making copies of the new key. A hole for the lock's bolt needs to be enlarged so that the two will meet. The project is now \$30 under budget. The President asked Mr. Pitlick and Mr. Joseph to get together to fix the hole. The President asked if we should ask people to pay for use of individual keys. There will be costs incurred in making the necessary copies of the key. A charge might be \$1.50 to cover shipping and handling and future repairs. The Board agreed to the suggestion to put a card notice on the gate advising interested persons to call Josh Pitlick. This process would cut down costs, leaving out CMI and its charges for this service. After some discussion, it was decided to designate the Safety Committee as the responsible committee. A suggestion to make the fee \$2 was endorsed by the Board. Excess funds should go to CMI to be deposited. The President volunteered to make the signs. Payments should be in the form of a check payable to Forest Glen Station Homeowners' Association for \$2.

B. Sidewalk Repair. The President had received an email that the bricks in the news sidewalk are sinking more. She had asked Mr. Maccado to look into this matter to obtain an estimate for repairs. She said she would do so again.

VI. Next Meeting. The next meeting was tentatively scheduled for Monday, August 8, 2005. The meeting adjourned at 8:59 P.M.

Respectfully submitted,

Francis L. O'Donnell
Secretary