

# Forest Glen Station Homeowner's Association

## Minutes of the Meeting of the Executive Board

14 June 2005

**I.** The meeting was called to order by the President, Catherine Bocskor, at 7:38 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:** Vincent Hughes, Lesya Covert, Jason Sartori, CMI representative: Ron Maccado.

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

The Board reviewed and approved the minutes from the meeting of April 26, 2005.

## **II. Officer and Committee Reports**

**A. Covenants Committee.** Lesya Covert reported for the committee. The committee sent 10 letters to residents in the last month. The committee had made the tone of the letters positive and constructive. The letters covered the following:

7 Clark Court – Plastic Flowers in the front yard.

2203 Kimball Place – Trash cans in the alley in public view.

1 Clark Court – Lawn ornament and broken chair in public view.

2105 Darcy Green Place – Self-poured cement. Committee had approved this architectural change on July 9, 2004.

9806 Darcy Forest Drive – Stone walkway and landscaping.

9821 Darcy Forest Drive – Small stone wall and landscaping.

2125 Clark Place – Solar lights along walkway and driveway.

2101 Clark Place – Stone walkway along side of house.

2112 Clark Place – Glass storm door. Subsequently learned the committee had approved this architectural change on January 10, 2003.

2111 Darcy Green Place – Solar lights. This architectural change had been approved on July 9, 2004.

Four of these were substantial but the committee members did not object to the changes. The four residents subsequently submitted applications for architectural change. The committee will try to approve the changes retroactively. These actions will help to reinforce the importance of residents following the procedure for applying for architectural changes.

The Board commended and expressed its thanks to the Covenant Committee for its outstanding actions on behalf of the community.

Ms. Covert also discussed the **Newsletter**. There has not yet been enough material to fill out another edition so it is not finished yet. She expects to get an article from the Budget and Finance Committee to finish it. The President asked if there is room in the newsletter to survey the community about trash pickup. The B&F Committee will take on this issue at its next meeting. Mr. Sartori said another option would be to use the web site to survey the community and possibly use a newsletter survey afterwards. It may be necessary to survey door to door. 60 days notice is required before terminating the trash contract. The President noted that we have volunteers to distribute a survey. Mr. Slovik suggested also surveying about snow removal and lawn maintenance.

**B. Grounds and Landscaping Committee.** Vincent Hughes, the Chair, reported. The committee has not met recently. The scheduled forest cleanups were not done because of inclement weather. Ms. Covert noted that single family home owners had cleaned out the weeds in the forest area behind their homes.

The landscaping contractor is performing satisfactorily. He applied mulch to the fronts of houses, but not behind the homes on Clark Pl. He will finish mulching at the end of June or in July. He will refresh the wood chips in the tot lot and fix the surfaces under the swings. The trees planted have done well except for two crepe myrtles that may be in shock, since there is still green tissue under the bark. He may apply fertilizer.

Mr. Hughes has reminded Mr. Farrar of Centex of the need to replace the dead trees behind the single family homes and to stake the new trees that need support. The Board recommended that the landscaping contractor do the staking.

At its last meeting, the committee walked the neighborhood and validated a list of eight possible maintenance items. Mr. Hughes has prioritized the list and gotten estimates for most of the proposed work. The list covered (with estimated costs):

1. Restake and tie trees planted by the developer but not staked. \$45
2. Dig, straighten, restake, and tie two trees that have fallen off-kilter. \$90
3. Transplant the two evergreens by the entrance monument. They are inappropriate for this site and are crowding out the structure and will hide the wording. They should be placed elsewhere on the grounds. \$250
4. At the rear of 9816 Darcy Forest Drive, install small pieces of river rock in the corner area that trucks keep running over when turning the corner. \$325
5. Behind the entrance monument, right side, install three inkberry shrubs to act as a barrier to keep pedestrians from cutting through the area. They will replace the trees being removed as a result of (3) above. \$270
6. Metro gate entrance. On right side of new concrete steps, install a small swale to redirect water, to keep it from washing onto the brick walk. Install seed and straw. \$85
7. In front of 2110-2112 Darcy Forest Drive, install top soil to eliminate the depression between the sidewalk and the curb line. Regrade the area and apply grass seed and straw. This will eliminate a trip hazard. \$345
8. In the area above the storm water retention pond, enclose the individual shrubs in a single, large mulch bed. This job will be priced out in the fall.

After discussion, the Board approved the expenditure of funds for the first five items on the list, since they will be covered by the \$1000 already budgeted for grounds and landscaping for the year. The Board endorsed referring the remaining items to the Budget and Finance committee.

The Board discussed the safety hazard posed by the sinking bricks in the sidewalk in the mews area. The Board asked Mr. Maccado of CMI to do an estimate for the costs to restore the brick walk in front of 2129 Darcy Green Place.

**C. Budget and Finance Committee.** Mr. Sartori, the Chair, reported. The committee hasn't met in a month, but will meet more regularly to focus on the 2006 contracts, including those for the management company and the trash disposal contract with Potomac Disposal. The committee will likely survey residents about the Saturday trash service. In April CMI corrected an error in which the Trash Removal line item was debited for the monthly lawn maintenance bill. Also in April, CMI paid Montgomery County for reservations for the meetings to be held at the Library in April, May, and June. Mr. Maccado noted that he had applied to the County to reserve the meeting room for the next one year. The cost will be \$120. He provided to the Board a copy of the application to the County. Mr. Sartori noted that next year's budget will contain a new line item to reflect these expenses for Board business meetings. In response to Mr. Sartori's question, it was clarified that an unspecified disbursement to CMI Maintenance for \$350 in March was for installation of the community bulletin board. Mr. Sartori distributed to the Board a detailed list of the April and May disbursements.

**III. Open Forum.** Mr. Sartori raised the issues of dead trees in the tot lot and possibly installing a trash can in the tot lot. After discussion of the pros and cons of installing a trash can to help keep the tot lot clean, the Board agreed to place in the planned community survey questions about such a can and residents' willingness to empty it.

Mr. Slovik reported that the residents of the single family homes do not want the trees behind their homes replaced. They would rather have an open area.

Mr. Slovik said that he would like to post in the community bulletin board every month the budget and lists of reimbursement outside of the budget in the interests of transparency.

The President asked that the Budget and Finance Committee discuss this idea and come up with recommendations.

#### **IV. New Business.**

**A. HOA Block Party Follow-Up.** The President thanked all who helped in working to make the Block Party a success. A total of \$97.80 needs to be reimbursed for food.

**B. Proposed New Reimbursement Form.** Discussion was tabled until Mr. Ehrlich could attend the Board meeting. The current form can be used for reimbursement for the food for the Block Party and it should be submitted to the President.

**C. Site Plan.** Mr. Slovik made a presentation to the Board based upon his review of the latest version of the site plan, which is not yet final. The final set will reflect the site “as built” and which will need to be approved by Montgomery County. Mr. Slovik emphasized that it is important to be able to define the exact extent of the common property (managed by the HOA) and the private property (the responsibility of the homeowners). This clarification has implications for grounds maintenance, snow removal, and covenants enforcement. The first two items have impacts on the monthly assessments to owners. Moreover, there is a different basis for the assessments for the single family home owners compared to the townhouse owners. Mr. Slovik pointed out some features of the site plan, and mentioned the importance of zoning regulations, easements, alleys, sidewalks, and the status of the condominium units. He provided Board members with copies of the site plans. The Board consensus was that these issues require continued study for the reasons described by Mr. Slovik.

## **V. Old Business.**

**A. Streetlights.** Mr. Slovik reported that Centex claims to have filed for a permit to do the work. Mr. O’Boyle of Centex has made reassurances that the work will be done. Mr. Slovik said that the projected costs to the HOA are very good.

**B. Pedestrian Gate.** Mr. Pitlick has not yet retrofitted the gate.

**C. Playground safety and noise.** The President said that she will put an article in the newsletter to remind parents to supervise their children in the tot lot.

**D. Sidewalk Repair.** This item was discussed during the portion of the meeting dealing with the Grounds and Landscaping Committee.

**E. Gravel patches.** Mr. Brandi reported that he had received no answer from WSSC. He talked to the driver of a WSSC truck that was in the area. The driver said that Centex has been doing the work on the pipes. Once WSSC approves the work, then Centex will asphalt over the gravel that is currently in place around the pipes.

**VI. Next Meeting.** The next meeting was tentatively scheduled for July 19, 2005 [since amended to be Monday, July 11, 2005]. The meeting adjourned at 9:18 P.M.

Respectfully submitted,

Francis L. O’Donnell  
Secretary

**Schedule of Future Meetings  
of the  
Forest Glen Station Homeowners' Association Board**

(As of July 11, 2005)

Monday	July 11, 2005	Tuesday	January 17, 2006
Monday	August 8, 2005	Monday	February 6, 2006
Tuesday	September 20, 2005	Monday	March 13, 2006
Monday	October 10, 2005	Monday	April 10, 2006
Monday	November 14, 2005	Thursday	May 4, 2006
Monday	December 12, 2005	Monday	June 12, 2006

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