

Forest Glen Station Homeowner's Association

Minutes of the Meeting of the Executive Board

26 April 2005

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

Board Members Present: Catherine Bocskor, President; Francis O'Donnell, Secretary; Charles Ehrlich and Charles Brandi, Members at Large; Greg Slovik, Treasurer (non-voting member)

Others Present: HOA members: Carmen Jenkins, Norah O'Donnell. CMI representative: Ron Maccado.

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

The Board reviewed the minutes from the meeting of March 22, 2005. Following a motion by Mr. Brandi, the Board voted to approve those minutes, subject to minor corrections to the wording of discussions about a possible sun screen for the Tot Lot and about expenditures by HOA Committees.

II. Officer and Committee Reports

A. Treasurer. Mr. Slovik reported that expenditures so far this year have exceeded the budget by \$1907. That is typical for the first few months of each year. All snow removal bills have been received. The landscaping bills are starting to come in.

B. Budget and Finance Committee. The Chair, Jason Sartori, was unable to attend the meeting, but Ms. Bocskor distributed an email report from the Chair. The Board discussed this report. The committee had not met since the last HOA Board meeting on March 22. The committee created a revised HOA reimbursement form. The goal was to expedite handling. The committee discussed the approval process and whether it was necessary to consult with the treasurer.

Comments from the Board. Discussion covered checks and balances with respect to the authority to reimburse. Alternatives were authorizations by the committee Chair alone, by the Chair in concert with the Treasurer or another board member, or with the President. Discussions also recalled previous procedures whereby Board approved and President signed the disbursement authority. The President asked Mr. Ehrlich to offer up suggested changes to the procedure at the next meeting.

It was also noted that only the Board can authorize special expenditures other than line item budget items.

Because there was uncertainty about the roles of Treasurer and Chair, the President proposed a longer discussion at a future meeting. She would ask the Chair to make recommendations as to the respective roles.

Additional discussion covered incorrect assignment of lawn maintenance costs to trash removal, the disbursement of \$350 to CMI Maintenance Services for erection of the bulletin board, and \$89.98 charges by CMI for copying and a returned check. The President noted that the costs of copying, at 15 cents per page, were worthy of close examination when the renegotiation with CMI takes place.

C. Grounds and Landscaping Committee. Mr. Brandi reported on behalf of the Chair, Mr. Vincent Hughes. The committee walked the grounds on April 13 to review findings on a list previously discussed with the landscaper and CMI. A number of projects needed to be done and Mr. Paul Ambrogi responded with proposed costs. Items covered were:

1. CENTEX said they would straighten trees and re-stake those newly installed.
2. Charge for repairs to erosion by the Metro gate. \$85.
3. Transplanting the trees that were obscuring the entrance monument would be \$125 per tree. Replacement with more suitable bushes like inkberry was discussed.
4. Repairs to the gully at the alley corner behind 9816 Darcy Forest Drive. Installing stone was estimated at \$325.
5. Installation of topsoil to eliminate lawn depression for \$345 seemed excessive.
6. The tot lot mulching is in the current landscaping contract.
7. A proposal to enclose shrubs in mulch, making them easier to maintain, will be priced out in the fall.

The committee will discuss these items and come back with recommendations. The Metro gate and monument area need to be done sooner.

It was noted that the community clean-up was postponed due to bad weather.

D. Covenant Committee. The President reported on behalf of the Chair. The committee's next meeting will be 10 May when members will walk the grounds. A covenants article will appear in the newsletter.

E. Social Committee. The President noted there was no report from this body.

F. Parking and Safety Committee. The Chair was not present but the O'Donnells and the President were able to report on some of the committee's business later in the meeting. (See below).

III. Open Forum. In response to a query from Ms. Jenkins about parking behind the MPDU on Darcy Green Place, the President noted that the Parking and Safety committee had been considering this issue. Although a final resolution has not been achieved, some contacts with residents have occurred. More to follow.

IV. New Business.

A. Safety Issues.

1. Operation ID: Signs referring to the Neighborhood Watch will be erected if a major percentage of the families label their valuable items with engravers. This objective has not been met yet. The President gave an engraver to Ms. Jenkins.

2. Pedestrian Gate to Metro: Mr. Pitlick had offered to retrofit the gate with automatically closing hinges and a self-locking lock. Estimated cost was \$50. The Board discussed this item and authorized up to \$100 for the needed parts.

3. Playground Safety and Noise. The Board discussed a resident's complaint about noise from the tot lot. The President said she would send a notice to homeowners about the need to supervise children in the playground. If this does not work, then the Board can consider a new covenant. Also related to the tot lot, the Board agreed that self-cleanup of the playground was a more desirable choice for trash than a permanent trash can, which might draw hazardous materials.

4. Sidewalk repair. Mr. Brandi reported that CENTEX said it was no longer responsible for the walks. Bricks in mews sidewalks are collapsing. The landscaping contractor did not give an estimate for repairs. Mr. Brandi also said that he would call WSSC about the gravel patching done in certain alleys.

B. HOA Block party. The Board selected the second Saturday in June (the 11th). The President will contact the Social Committee to make arrangements.

V. Old Business.

A. Streetlights. Mrs. O'Donnell described the negotiations with CENTEX. Two contractors were approached. CENTEX agreed to pay \$3700 of bill. The Board would have to approve \$4200 as its share to install 5 streetlights. Work could begin by the end of June. The HOA would pay only for power. Mr. Slovik has been a key advisor for this project and has talked to the CENTEX representative, Mr. O'Boyle. Mr. Slovik noted

that the current lights are on county streets, so there is no metering or power costs to the HOA. The five new lights will be metered. Electricity fee may be \$300 per year. The Board approved a motion by Mr. Ehrlich that the HOA instruct CENTEX to use the contractor named Muscatello and that a contract for \$4200 be negotiated.

B. Removal of sand. The President noted that the Grounds and Landscaping Committee recommended that no additional costs be incurred by a contract to clean up the sand. Homeowners should clean up their own areas and save the HOA the associated costs.

C. CENTEX transition. Discussion identified that there remain a few dead trees behind the single family homes and near the retention pond.

VI. Next Meetings: The next meetings were scheduled tentatively for Thursday May 19 and Tuesday June 14.

VI. Executive Session: Because the Board Vice President had submitted his resignation, the Board, in keeping with the HOA bylaws, considered possible replacements to serve until the next annual Board election. Following discussion, the Board asked Mr. Slovik to serve as a Board member with vote and he accepted. Further, the Board elected Charles Brandi to serve as Vice President.

The Board meeting adjourned at 9:07 PM.

Respectfully submitted,

Francis L. O'Donnell
Secretary