

Forest Glen Station Homeowner's Association
Executive Board Meeting
October 23, 2006

I. Call to Order. The meeting was called to order by the President, Catherine Bocskor, at 7:45 P.M. The meeting was held at the home of the Treasurer, Mr. Feuer.

Board Members Present: Catherine Bocskor, President; Kevin Covert, Vice President; Allen Feuer, Treasurer; Francis O'Donnell, Secretary. **Others Present:** Norah O'Donnell.

II. Approval of Minutes of Last Meeting. The minutes from the meeting of September 25, 2006 were approved after editorial changes proposed by the Board members.

III. Officer and Committee Reports.

A. President. The President noted for the record that the successful Block Party of October 14 was marred by the actions of some children who wrote graffiti on several items of play equipment in the tot lot. She proposed writing a letter to all homeowners about these acts, asking them to intervene, as needed, to correct the behavior of their children. Members noted that the graffiti had been captured in photographs which apparently indicated the names of several of the offenders. The Board concurred that the HOA response at this time should be limited to the warning letter, reserving police involvement for future offenses. The Board thanked Mr. Feuer for cleaning up the graffiti.

B. Landscaping and Grounds Committee. The Chair, Vincent Hughes, could not attend but sent an email report from which Mrs. O'Donnell quoted. The principal development was that Marco Fuster of the Maryland and National Capital Parks and Planning Commission walked around the neighborhood with Mr. Hughes to clarify actions the HOA could take to deal with fallen trees in the forest reserve areas. Tree debris that falls into private property can be removed. Fallen trees within the reserve areas must remain. Mr. Fuster gave the HOA permission to remove the dead portion of the cherry tree next to the alley behind Darcy Forest Drive because it could possibly fall in the future.

C. Parking and Safety Committee. No report.

D. Covenants Committee. No report.

E. Social Committee. No report.

F. Budget and Finance Committee. See VI. (Old Business) for review of the proposed budget.

IV. Open Forum: No new items.

V. New Business: No new items for this meeting.

VI. Old Business: This portion of the meeting was dedicated to a line-by-line review of the 2007 Budget proposal prepared by the Treasurer in consultation with the Budget and Finance Committee. The first draft of the Budget was reviewed by the Board at the September 25 meeting. This meeting's review covered the details of every proposed line item in the Budget. A copy of the summary Budget is enclosed. The net effect of the proposed budget would be to increase homeowner assessments to \$65.06 for attached homes and \$41.69 for the single family homes. Major elements of the Budget discussion, modifications, and more significant line items were as follows:

ADMINISTRATIVE

- The amount budgeted for Bank Service Charges was reduced from last year's \$500 to \$200.
- The amount for Legal Expense was maintained at the previous year's level, i.e., \$2000.

- Miscellaneous Administrative was increased from \$400 to \$800.
- Newsletter expense was reduced from \$200 to \$100.
- Board Meeting Location Fees was reduced from \$150 to \$120.
- Social Committee was increased from \$300 to \$400.
- The NET change in the budget for ADMINISTRATIVE EXPENSES was an increase of \$70.

UTILITIES: Electricity to power street lights was increased from \$400 to \$660 based on estimates of \$55 per month. The HOA has not yet had any electricity expenses, but can anticipate incurring them when Centex transfers the development to the HOA.

CONTRACTED SERVICES

- Grounds Maintenance was budgeted for a 4.1% increase from \$27,190 to \$28,306.
- Management Fees (CMI) were budgeted for an increase of 3.6 % from \$13,700 to \$14,200.
- Snow removal costs were budgeted for no change, remaining at \$10,000.
- Trash removal was budgeted for a 2% increase, from \$4,815 to \$4,911.
- The NET change in the budget for CONTRACTED SERVICES was an increase of \$1,712.

MAINTENANCE

- Tree Maintenance was increased from \$1,500 to \$3,250 based on this year's costs for tree removal and the likelihood of future such expenses (an estimated 5 trees).
- Landscaping was reduced from \$1,000 to \$500.
- Site Maintenance was increased from \$0 to \$500 for anticipated roadway and parking painting.
- The NET change in the budget for MAINTENANCE was an increase of \$1,750.

TAXES AND INSURANCE: Income taxes were budgeted for an increase from \$120 to \$200, based on the steadily increasing amount of interest income on the HOA reserves.

OTHER EXPENSES: Transition/Reserve Study was budgeted \$1000 as a first-year contribution to the cost of such a study, tentatively planned to be done during the next 1 to 3 years.

RESERVES CONTRIBUTIONS: The contributions were held constant at \$14,219 for the year. The transfer of funds from excess operating funds permits holding the reserve contributions at this level.

Additional actions: The Board approved a resolution to transfer the interest-earning Reserves from a money market account to a tax-free Maryland bond account. This move would likely increase the interest income on the reserves while minimizing the HOA's tax liability.

The Board resolved to consider the Budget again at the November 13, 2006 meeting. The tentative Budget will be posted on the HOA bulletin board and homeowners' attendance will be encouraged to provide additional input to the Budget process. The final Budget will be approved at the annual meeting in January.

VII. Next Meeting: The next meeting will be November 13, 2006, at 7:30 PM, at the Montgomery Hills Baptist Church, located at the corner of Georgia Ave. and Forest Glen Road.

The meeting adjourned at 8:42 P.M.

Respectfully submitted,

Francis L. O'Donnell
Secretary