

**Forest Glen Station Homeowner's Association**  
**Executive Board Meeting**  
**August 13, 2007**

**I. Call to Order.** The meeting was called to order by the Vice President, Kevin Covert, at 7:39 P.M. The meeting was held at Montgomery Hills Baptist Church, at the corner of Georgia Ave. and Forest Glen Rd.

**Board Members Present:** Kevin Covert, Vice President; Francis O'Donnell, Secretary; and Chuck Ehrlich.

**Others Present:** Rodney Rudd, Jim Miller, Vincent Hughes, Mike Pina, Ron Maccado (CMI).

**Approval of Minutes of Last Meeting.** The Board approved the minutes from the meeting of July 9.

**II. Officer / Committee Reports.**

**A. Budget and Finance:** The Treasurer forwarded a report from the Budget and Finance Committee about its meeting of August 7, 2007. The Vice President read it aloud and Mr. Ehrlich provided additional information. The attendees at the Committee meeting had discussed the proposed budget line by line. Compared to this year's budget, there were few significant changes in the budget proposal except for an increase in the assessments for everyone, caused mainly by the creation of a reserve category for snow removal. There was a line item for this snow removal reserve with differing assessments for single family homes versus the townhomes, keeping in line with the apportionment in previous budgets. The Committee also discussed how large the reserve fund should be and finally decided to reduce the proposed amount to \$15,000 instead of \$20,000. It was also discussed to possibly delay starting the fund until a year when there is a budget surplus for the preceding year. At the Committee meeting, one homeowner expressed dissatisfaction with the snow removal last winter. This had to do with the snowplows leaving snow at the end of the alley, effectively blocking her driveway. The Committee decided to ask CMI to explore bids from other snow removal companies. The Committee also discussed a proposal to explore placing portions of the reserve funds into a tax free municipal bond fund in order to save taxes. The Treasurer agreed to investigate this possibility.

Mr. Maccado raised the issue of what auditors would think about using funds only from a reserve fund for operating expenses. Mr. Ehrlich said that the Committee had discussed whether or not to move the snow removal line to the reserve section. The Treasurer indicated that the Board had requested such a move. Issues that arose from the Committee meeting: What did the Board decide about the use of a reserve fund; what is best practice; how to allocate the dues.

Board discussion: Both landscaping and snow removal go together to the same contractor. There have been complaints about both aspects. The Vice President asked Mr. Maccado to look into the history of bidding for the contract in the past and to report by next month's meeting. At the September Board meeting the Board will review in detail the Committee's initial budget proposal.

**B. Parking and Safety Committee.** With respect to the Metro gate, Mr. Rudd reported. He acquired spacers and discovered over the weekend that he needs to make other adjustments. Right now the dead bolt is back in place. He projected that he would finish the project by the end of August.

Other topics discussed: Motorists are still going through the stop sign at Kimball Place. There are questions about the street lights that go on and off. The Committee should examine the issue of whether or not there are any other areas in the neighborhood that need lighting. It was agreed that Ms. O'Donnell would furnish the County's URL for lighting to Mr. Rudd, Mr. Hughes, and Mr. Maccado.

**C. Landscaping and Grounds Committee.** Mr. Hughes reported that he is still trying to get A&W Landscaping to put down a carpet of wood chips in the Tot Lot. A&W is awaiting a part from France. He also emphasized how important it is for residents to water trees during this drought.

Mr. Ehrlich asked Mr. Hughes if he could talk to A&W about snow removal. The contract for next year should spell out the proper way to remove snow from the ends of alleys. The contract is up for renewal in January. It was noted that some owners park their cars in such a way as to obstruct the plows.

**D. Covenants Committee.** The Committee will meet tomorrow.

**E. Social Committee.** The community party is planned for September 29, with October 6 as the rain date.

**III. Open Forum.** Mr. Rudd had a question. The frequency of grass mowing has slowed down during the drought, but watering has caused grass to grow tall on some people's property. Such grass needs to be cut. Mr. Maccado said he would contact A&W about these yards and ask about the schedule.

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

**Budget Cycle Process.** There was a budget Committee meeting in August and the Committee will propose a budget to the Board in September. (See also above under Budget & Finance.) There will be a line by line review at that Board meeting. Final approval by the Board should occur by the October meeting. There was also discussion about the basis for the taxes the HOA paid. The Board asked the Treasurer to review the Tax Forms from last year to identify what constituted the taxable income for the HOA.

#### **V. Old Business**

**A. Metro gate/lock.** See above.

**B. Problems with Trash and Recycling Pickup and Truck Damage to Curbs.** The President wrote a letter to the companies and to the County asking them to be considerate and careful so that the trash and recycling trucks do not run over the curbs in the community. The President also met with representatives of the companies and they walked around the neighborhood with her. She also met with County inspectors who said they would be meeting with their contractors soon, so they would put out the word. In addition, the County will send an inspector. The County sent a letter to the President stating that the County is not required to send its trucks down the alleys. The County informed the HOA that it has the legal right to require that we put recycling bins at the front curbs of public streets but it is not asking that we do so at this time.

**C. Trash in Plastic Bags.** The covenants do not prohibit the use of plastic bags by themselves to contain trash. A common misunderstanding was that rigid containers were required but that is apparently not the case. Mr. Covert said that he would raise the issue at the Covenants Committee meeting this week.

**VI. Next Meetings:** The next meeting will be September 10, 2007 at 7:30 PM, at the same location. All HOA members are encouraged to attend. The subsequent meeting will be October 8, 2007.

This meeting adjourned at 8:23 P.M.

Respectfully submitted,  
Francis L. O'Donnell, Secretary