

Forest Glen Station Homeowner's Association
Executive Board Meeting
February 11, 2008

I. Call to Order. The Board Meeting was called to order by the President, Kevin Covert, at 7:31 P.M. The meeting was held at Montgomery Hills Baptist Church, 9729 Georgia Avenue, in Room 202.

Other Board Members Present: Allen Feuer, Vice President; Francis O'Donnell, Secretary; and Doug Keeton.

Others Present: Vincent Hughes, Tony Martella (CMI).

II. Approval of Minutes of Last Meeting. The Board approved the minutes from the Executive Board Meeting and Annual Association Meeting of January 14, 2008 after adopting several changes offered by Mr. Feuer.

III. Officer/Committee Reports.

A. Treasurer's Report. Mr. Ehrlich did not send a report. The President said he would ask the Treasurer for a synopsis or commentary on the monthly management report. Mr. Martella said he would adjust the allocation of reserve funds so that the proper amount (\$4000 per year) goes to the newly created Snow Removal Account.

B. Parking and Safety Committee. No report.

C. Landscaping and Grounds Committee. The Chair, Mr. Hughes, did not have a formal report since the Committee has not met recently. He reported that he had spoken with Paul Ambrogio of A&W Landscaping last month, who asked that residents who have a problem with snow removal should call CMI rather than the Chair of the Committee or A&W. CMI's number is (301) 924-7355. The Board agreed to publicize this request. The Board asked the Committee to discuss the issue of the picnic bench in the Tot Lot. Mr. Keeton noted that the forest reserve signs are deteriorating and said they should be replaced. Mr. Martella said CMI could replace them. Mr. Feuer asked about costs to repair or replace the signs. Mr. Martella said he will inspect the signs and email the board about what needs to be done. Mr. Hughes asked if the signs are needed. The Board discussed removing them and asked CMI to inspect the signs and make recommendations and provide possible costs. No Landscaping and Grounds Committee meeting has been scheduled yet for March.

D. Covenants Committee. The President had received an email report from the Chair. The Committee met on February 4 to discuss plans for the next year. The Committee plans to conduct some outreach activities (e.g., highlight items in the FGS newsletter) and to generally inform the community about certain rules and processes (e.g., provide specific information regarding commonly requested architectural changes on the FGS website). Two members, Doug Keeton and Marc Weinberger, have resigned and the Committee is looking for additional members. John Corwith and Catherine Bocskor expressed interest in joining and the Committee asks the Board to confirm both. The Committee had not yet set a date for its next meeting.

The Committee had two questions for the Board:

1) With respect to announcing Committee meetings, should the Committee or the Board announce upcoming Committee meetings? The Board concurred that the Committee should do the announcements. With respect to how far in advance to announce, the Board noted that 3 business days is the law. The Board concurred that 3 days is sufficient, but that the Committee should try to program a regular, monthly schedule as much as possible. Publicizing scheduled meetings should be done via an email to the community List Serv and via a notice in the newsletter. Using the newsletter for such purposes every other month is a worthwhile goal. The Board agreed that it should let all the Committee Chairs know that they should notify homeowners at least 3 days in advance, either via the List Serv and newsletter or by maintaining a regular, announced schedule.

Chairs should email their schedules to Allen Feuer. The Board agreed to commit to a monthly newsletter to be published on the 1st of each month. Information should be sent to Mr. Feuer by the 25th of the month before.

2) With respect to resignations from committees, the Committee asked about both the rules for resignations of members and how to handle members who have stopped being active participants. Neither the covenants nor the handbook contain anything regarding a formal resignation from committees. The latter may be important in the context of achieving quorums for meetings. The Board agreed that its approval is not required for voluntary resignations from Committees. Committees should ask the Board to approve removals from committee membership for inactive members. Involuntary removal requires Board approval. The Board was not aware of any rules about quorums for committees.

E. Special Committee re Land Use. No report.

F. Social Committee. No report. The Committee is seeking a new Chair. Interested parties should contact Mr. Feuer or any of the other Board members.

IV. Open Forum. No issues were raised for discussion.

V. Old Business.

A. List Serv Use Policy. The draft Use Policy, prepared by Josh Pitlick and Lesya and Kevin Covert, had been distributed for review. Mr. Feuer made a motion that the Board approve the Use Policy and its posting on the community Web site, the Yahoo List Serv front page, the community bulletin board, and an email to the List Serv. The Board approved the motion. The President will email the policy to the List Serv. The Secretary will put it on the community bulletin board. Mr. Keeton volunteered to check on the current subscribers to the List Serv and see if they are owners or residents of the community. Mr. Pitlick will send Mr. Keeton a list of current users. The President asked Mr. Martella to send him a list of current residents. Mr. Pitlick and Mr. Covert are the administrators of the List Serv.

B. No Trespassing Sign. The sign on Clark Place near the corner of Darcy Forest Drive is still there. Mr. Martella said that he would have it removed. The Board agreed to leave the sign at the entrance to the storm water retention pond.

VI. New Business.

A. Nomination of Committee Chairs. The President raised this issue to discuss the process. The Board discussed and agreed on the following. The Board will encourage the current committee members to recruit other members. After they've done that, they can nominate a Committee Chair to the Board for approval. The Board will encourage the committees to do so soon, i.e., by March 7. The President volunteered to contact the Chairs to ask for these steps to be taken. As in the past, Board members will be responsible for monitoring the activities of specific committees and aid in publicizing their works. For this year, the monitors will be Landscaping and Grounds – O'Donnell; Social – Feuer; Parking and Safety – Covert; Budget and Finance – Ehrlich; Covenants – Keeton.

B. CMI Management Report (Reserve Fund). Discussed under paragraph III.A.

C. Reserve Study. Discussion covered the fact that the Board had committed to do a study about all of the reserve funds that the Association has been setting aside. The goal is to make sure that the Association is collecting enough money for reserves. Moneys have been budgeted to pay for a new study in 2008. It may cost about \$1600 to do an update of the previous study and it should take a few months to perform. The firm the Association previously used was Miller Dodson. It was noted that sidewalks on public roads are the

county's responsibility for repairs. Snow removal from sidewalks is owners' responsibility. Mr. Feuer moved and the Board approved a motion that CMI get a proposal from Miller Dodson Assoc., Inc.

Mr. Hughes thought that the stem of a sign broken off at the corner near the Metro entrance may be a safety hazard. Mr. Martella said that CMI will check to see if it's on our property.

D. Rat Sighting. Mr. Martella talked to the exterminator on Friday. The exterminator will talk to the resident who reported the problem and inspect the community. Mr. Martella will follow up on this.

E. Registration of New Covenant. Mr. Martella reported that he had forwarded to their attorney the covenant change approved at the January meeting. The attorney will register the change with the county. When the change has been approved and the paperwork stamped, copies will be mailed out to all owners.

F. Resident Agent of Change. The President noted that Catherine Bocskor had agreed to continue to serve in that role.

G. Towing. The President said that he will call Henry's Towing with the names and phone numbers of the Board members and the Chair of the Parking and Safety Committee. Only those persons can contact Henry's (301 927-0007) to request that a vehicle can be towed.

VII. Next Meetings.

A. Monday, March 10, 2008. This meeting will feature presentations by two guests from the Montgomery County Commission on Common Ownership Communities. They will share guidance on how to run effective meetings.

B. Monday, April 14, 2008.

The meeting adjourned at 8:37 P.M.

Respectfully submitted,
Francis L. O'Donnell, Secretary