

**Forest Glen Station Homeowner's Association**  
**Executive Board Meeting**  
**May 12, 2008**

**I. Call to Order.** The Board Meeting was called to order by President, Kevin Covert, at 7:37 P.M. The meeting was held at Montgomery Hills Baptist Church, 9729 Georgia Avenue, in Room 202.

**Other Members Present:** Allen Feuer, Vice President; Francis O'Donnell, Secretary.

**Others Present:** Joseph Hubbard, Susan Morris, and Diann Waters (CMI). Also present were 4 representatives from Verizon – Briana Gowing, Robbi Das, Arthur Higgins, and Mark Gorres.

**II. Approval of Minutes of Last Meeting.** The Board approved the minutes from the Executive Board Meeting of April 14, 2008.

**III. Officer/Committee Reports.**

**A. Treasurer / Budget and Finance Committee.** Mr. Ehrlich was not present but sent comments to the Board via an email on May 9. He had reviewed the Finance and Management Report from CMI and submitted these email comments for the Board meeting which the Board agreed to include in the minutes. Everything appears to be in order with respect to the budget and expenditures. The HOA is still over \$8000 ahead because of smaller-than-expected snow removal charges, but Mr. Ehrlich recommended waiting until the next budget cycle to transfer the surplus funds to the snow removal "reserve" category. He will discuss this matter with Ms. Waters. Mr. Ehrlich thanked her for providing the References List from the Miller Dodson proposal for the reserve study. He noted that there do not seem to be any HOA Members in significant arrears with their dues.

With respect to cash disbursements, Mr. Ehrlich wondered if the HOA now has a standing contract with Roberts Pest Control concerning rat control. Ms. Waters commented that the Roberts contract covers only services as needed. With respect to a check to PEPCO, she reported that a check for \$410.53, paid out of Lighting System reserves, covered the electrical bill for street lights that had been in arrears. There was also a new bill from PEPCO for \$20 and a requirement for a deposit of \$240. In addition, a check for \$55 was issued to reimburse Ms. Witt for the costs of electricity to the street light at the corner of Clark Place and Darcy Forest Drive.

**B. Covenants Committee.** Ms. Mitchell sent an email report on the May 5 meeting and the Board agreed to include the contents in these minutes for the record.

The Committee discussed plans to propose changes to certain sections of the Covenants and hope to have a first draft for review by the Board by August.

The Committee is also working on a reference sheet for new home owners and tenants. This will be a short list of commonly asked questions and main rules: for example, information regarding the need to obtain approval for all changes to landscaping, parking rules, and points of contact. It is envisioned that CMI would provide this information to new homeowners and that the document will be available with links on the FGS website. The Committee asked that anyone who has a suggestion regarding the content of this reference sheet contact the Committee's chair at drbmitchell@yahoo.com or attend the next meeting on June 2, 2008.

The Committee approved an application for a retractable patio awning at 9826 Darcy Forest Dr.

The Committee discussed the deteriorating appearance of the landscaping at a single family home on Darcy Forest Drive. A number of HOA members keep complaining about the lack of upkeep. The homeowner has been repeatedly reminded numerous times both in person and via mail that the

conditional approval of her request for architectural change from February 2005, as well as the Covenants, require the landscaping to be neat. The repeated complaints by members of the HOA have been validated by the Committee as well as the Board and are well documented with pictures and correspondence. The Committee found that the owner of the Darcy Forest Drive dwelling is in violation of the Covenants due to the poor appearance of the landscaping. In light of the continued unkempt appearance of the landscaping, the Covenants Committee intends to send the owner one final letter to remind her of her duties regarding the appearance of her landscaping under the Covenants. The Committee deems that a 30 day notice is an appropriate time for the owner to either take care of the necessary actions or arrange for someone else to do so. In addition to cutting the grass and possibly re-seeding and watering, the trees and shrubs are in dire need of trimming.

The Committee recommended obtaining at least two quotes (cost estimates) from landscaping contractors for maintaining the property's appearance in the event that the owner fails to make the required improvements within the set period. The Committee asked the Board to obtain quotes and contract with the selected vendor if necessary. The Board had approved enforcement actions last year and that was communicated to the owners in a letter dated March 22, 2007. The circumstances are still the same.

The Board considered the Committee report. It was noted that the lawn at the home mentioned above had been cut since the Committee meeting. Mr. Feuer moved and the Board passed a motion asking CMI to request that A&W Landscaping prepare an estimate for mowing the lawn of the residence in question and make other landscaping suggestions as appropriate.

The Committee's next meeting will be on June 2, 2008. A flyer with the date was distributed to all houses. In the future, flyers will not be placed in the mail boxes of single family homes due to complaints.

**C. Parking and Safety Committee.** No report.

**D. Landscaping and Grounds Committee.** Mr. O'Donnell reported for the Chairman, Mr. Hughes. The meeting on May 7 covered the following topics:

Replacement of dead shrubs – The Committee discussed the following possible strategies: marking plants that need to be replaced; soliciting donations from residents; promulgating a list of approved plants and shrubs; finalizing a form to be used for residents who wish to donate plants; involving neighborhood children for parts of the plant replacement needs.

Damaged curbs and lawn due to trucks driving over corners. The Committee concurred with having the reserve study address this issue.

Handrail on Darcy Green Place – The Committee noted that sharp edges should be avoided and proposed to the Board that it solicit proposals from CMI.

Lawn north of the retention pond – A resident noted the widespread infiltration by weeds into the lawn there. The spreading weeds are now invading his privately owned lawn. He asked if the landscaper was going to use weed killer and if the Board would pay for reseeded. Mr. Hughes said he would talk to the landscaper. Other items to be addressed with the landscaper included: weeding between brick walkways; edging; mulching around trees; pruning of trees that are interfering with sidewalk pedestrian passage and driveways; and sand removal after winter application.

Mr. Hughes subsequently sent an email describing the results of his conversation with Mr. Ambrogi of A&W Landscaping on the day of this Board meeting.

Pruning of trees: This is not covered in the contract with A&W. Mr. Ambrogi said he would walk the neighborhood to develop a cost estimate for such work. Unresolved was which trees would such work cover. Trees along the county roads are the county's responsibility, but the county arborists are reportedly backed up 3 years. (Ms. Morris later commented that she had been in touch with the county arborists and she was given no reason to believe that needed work would be so delayed.)

Weeds at corner of Arthur Ave. and Clark Place: Mr. Ambrogi said he would make sure that weed killer is applied between the private property and Arthur Ave. Mr. Hughes said he would ask the Board if it would authorize reseeding of that area if the adjacent resident will agree to keep it watered this summer.

Mowing around the storm water retention pond. A&W does not have the combination or key to enter the gate around the pond and asks if CMI will provide the needed information.

Fertilizing community shrubs: He asked A&W to make sure that all shrubs have been fertilized.

Weeds in the mews sidewalk areas: A&W will apply Roundup when the weather dries.

**E. Social Committee and Special Committee re Land Use.** No report.

**IV. Open Forum.** Mr. Hubbard related that he had contacted Verizon about services through fiberoptic cables. As a result of his inquiries, Verizon offered to have several of its employees make a presentation to the Board meeting. The 4 Verizon representatives noted that our neighborhood is not currently wired for fiberoptic services and they described the possible impact of installing such wiring. Verizon might have to dig trenches in the neighborhood or may be able to use existing conduits. If trenching is necessary, then Verizon would restore the affected lawns and pavement. They asked for permission to survey the community during the next month to determine what would be necessary to install fiberoptic services. The Board approved this request for a survey, the results of which would be presented to the Board at a future meeting.

Ms. Morris offered comments on several issues. With respect to previously described efforts to solicit donations for plants and trees in the neighborhood, she noted that the HOA is not an organization that can receive donations that are tax deductible. She also noted that communications through the List Serve need to be carefully written. The Board concurred and the President asked Mr. Feuer to put a reminder about the HOA List Serve Policy in the next newsletter.

**V. Old Business.**

**A. Metal post fragment at corner of Darcy Forest Drive and Kimball Pl.** CMI marked and subsequently removed the post.

**B. Removal of yard waste from community cleanup.** Accomplished by CMI.

**C. Estimates on costs of installing a handrail on Darcy Green Place.** Pending (CMI).

**D. Reserve study.** Mr. Feuer moved that the Board approve going ahead with the study and for CMI to notify the company to proceed. The motion passed unanimously.

**VI. New Business.**

**A. CMI management report.** The President complimented Ms. Waters for carefully tracking taskings from the Board to CMI.

**B. Verizon FIOS product.** See paragraph IV. above.

**C. Retention pond drainage outlet.** Ms. Waters reported that CMI had arranged this work and the drainage outlet was cleaned out. The President asked that CMI provide the combination to the lock at the entrance to the pond area to A&W Landscaping and to the President.

**D. Drainage at the Clark Place end of the Mews.** Complaints about poor drainage have been received. The Board endorsed adding this issue to the reserve study as well as other issues, such as damage to curbs at corners.

**E. Ownership, maintenance, and electricity payments for private streetlights.** As noted earlier, PEPCO was paid \$410.53 for power to the private streetlights. The HOA will have to pay these bills on a recurring basis and the bills will cover all of the lights on the private streets in the community.

**F. Fox sightings.** Several residents had observed foxes in the neighborhood in the daytime. Email discussions had covered the potential for rabies transmission by foxes and one correspondent posted the number for the County's animal control agency. Residents are encouraged to steer clear of such foxes and to contact the County if any are seen.

**VI. Next Meetings:** Monday, June 9, 2008 and Monday, July 14, 2008

The meeting adjourned at 9:13 P.M.

Respectfully submitted,  
Francis L. O'Donnell, Secretary