

Forest Glen Station Homeowner's Association
Executive Board Meeting
March 23, 2009

I. Executive Session: The Board met in Executive Session at 7:08 PM to consider several subjects. Present for the session were Mr. Keeton, Mr. Ehrlich, Mr. O'Donnell, Ms. Mitchell, and Ms. Witt.

A. Appointment of a Board Member. Mr. Keeton had advised the board that other responsibilities had caused him to decide to resign from the Board. He explained those reasons and said that his resignation would become effective after this meeting. The Board members expressed their regret that Mr. Keeton would be leaving the Board and thanked him for his service to the community. After discussion about appointing a new Board member to serve the remainder of Mr. Keeton's term, the Board voted to approve the appointment of Mr. Joe Hubbard, who had indicated his willingness to assume that role.

B. Election of Officers to Board Positions. After discussion among the Board members, they agreed upon, and voted to approve, a slate of officers consisting of Mr. O'Donnell as President, Ms. Mitchell as Vice President, Mr. Ehrlich as Treasurer, and Ms. Witt as Secretary. Mr. Keeton, and Mr. Hubbard after this meeting, will serve as a member at large.

C. Frequency of Board Meetings. The Board discussed the possibility of meeting less frequently, perhaps even quarterly. The Board approved a proposal to transition to less frequent meetings, and agreed to schedule the next meeting for May 11, 2009 after an interval of approximately 6 weeks from this meeting.

II. Call to Order. The open Meeting of the Board was called to order by the President at 7:31 P.M. The meeting was held at Montgomery Hills Baptist Church, at the corner of Georgia Ave. and Forest Glen Rd.

Board Members Present: Francis O'Donnell, President; Birgit Mitchell, Vice President; Chuck Ehrlich, Treasurer; Clara Witt, Secretary; and Doug Keeton.

Others Present: Joe Hubbard, Rodney Rudd, and Melanie Mullaney (CMI).

III. Approval of Minutes of Last Meeting. After making a few minor changes in wording, the Board approved the minutes from the meeting of the Executive Board and the Annual Association Meeting on February 9, 2009.

IV. Officer/Committee Reports

A. Treasurer's Report. Mr. Ehrlich reported. He had a few questions for Ms. Mullaney re transfer of snow money into the snow removal fund. He was assured that it will happen. The working capital fund had \$1600 less than at the end of December, because of a charge for 2007 taken in 2008. There was an audit adjustment of \$1565 dollars. Mr. Ehrlich was unclear on exactly what that charge was for. The Board will need a copy of the audit. The audit report will be coming. The President will need to sign a letter saying we're happy with the audit for 2006-7. Mr. Ehrlich said that he would review it with Mr. Feuer.

The HOA has overspent on postage and printing because of the need for a second mailing to advise the membership of the rescheduling of the Annual Meeting. The HOA is over the year-to-date budget for snow removal due to a \$5279 charge for snow and ice event at the end of January. Costs were mainly for sand and ice melt. We have received an itemized bill. Mr. Ehrlich raised the issue of better monitoring of the snow removal activities. The Board agreed to make this a future agenda item. The HOA has spent more this year than was projected on a month to month basis.

Mr. Ehrlich reported that the other elements of the budget are in order. A few members of the HOA are in arrears for their assessments, partly due to the delay in sending out the payment booklets. The payment cycle

had shifted. This is not a serious matter. Automatic debiting from accounts will occur for those members who pay their assessments in that manner.

B. Parking and Safety Committee. Mr. Rudd provided copies of his proposal for a revised parking policy. There were two important issues discussed. First, and more immediate, was the need to designate a second reserved parking slot for those homes without garages. The Board needs to go ahead and authorize second slots for the 10 units on Darcy Green Place and Darcy Green Court. The second issue was the need for the Board to review and enhance the proposed parking policy. Mr. Keeton suggested that the HOA needs to get signs to point out the reserved status of the designated slots on Darcy Green Place. The homes at addresses 2101 to 2111 will each have one reserved slot on the street. Mr. Keeton proposed a motion for the Board to authorize: two reserved parking spaces for each of the aforementioned 10 units; painting of the spaces in front of the homes on Darcy Green Place; painting after the surface of the street has been sealed; costs to come out of the reserves. The motion was approved by a vote of 5-0.

C. Landscaping and Grounds Committee. There was no formal report. It was proposed to replace three trees instead of the two originally proposed. It was noted that one Member offered a donation of \$200 towards this effort. The donation could be treated as miscellaneous income. Trees would include an Azalea Aphrodite, a willow oak, and two white pines for the pond area.

An email from Mr. Hughes, the Chair of the Committee, had asked for approval of \$1290 dollars for installation of the trees. Since this amount was within the budget, a motion to authorize the expenditure was approved.

D. Covenants Committee. There was no formal report. There have been no recent meetings. Ms. Mitchell said she will check with the Committee and try to get some new members. She said she will canvass the members about continuing to serve and selecting a Chair. The Committee needs at least 3 members.

E. Social Committee. No report.

V. Open Forum. Mr. Rudd asked if the Covenants Committee needs to do an architectural review for a proposed replacement of a front porch light. It was agreed that such a proposal should be reviewed by the Committee.

VI. New Business.

A. Snow Monitoring. Pursuant to the discussion in IV.A. (above), there was further discussion about establishing a process for monitoring the performance of the contractor performing snow removal. There was concern about the timeliness of the response to the last storm. Much of the charge (\$5279) was for sand and ice melt. The Board decided to ask Mr. Hubbard to look into this matter of snow removal and report back to the Board. Issues include establishing a way to monitor the work including timeliness and completeness. A past issue has been the piling up of snow at the end of the alleys. The Board asked the Vice President to communicate to the community about its interest in assisting with snow monitoring,

B. Proposal to Move the Next Meeting. After discussion, it was decided to schedule the next meeting of the Executive Board to May 11, 2009 at 7:30 PM at the usual location.

VII. Old Business.

A. Designation of Resident Agent. Pursuant to a resolution passed at the last meeting, Ms. Mullaney furnished a letter to the County designating Mr. Thomas Schild as the HOA's Resident Agent, the party who would be notified by the County in the event of any lawsuits. The President signed the letter for CMI to dispatch to the County.

B. CMI Report on Meetings with the Developers. Ms. Mullaney reported on her meeting with the developers. Mr. Edward Edmundson of the County has worked with her on the pond issue and he joined her for the meeting. Mr. Gary Lowry from Crafstar and Mr. Keith Tunnel of Centex represented the developers. The developers are about to deed the common area over to the community. The developers will take care of the cost of deeding the property to the HOA. They will take care of fixing the sand trap in the storm water retention pond. In the future, the County will take care of structure as well as the sand trap. The HOA will be responsible for non-structural maintenance. Overgrowth of vegetation near the outfall needs to be no higher than the rocks. The developers will ask the Association to take care of these areas. She asked them to put it into writing. Ms. Mullaney reported that she has changed the key to the gate. The lock is a County lock that County representatives will be able to open. She will ask the landscaper to clean out the pond area. The HOA has been saving money in a reserve fund for the storm water pond. It amounts to \$8,700. There was discussion about creating a stormwater line item to cover maintenance. The County approves vendors who perform maintenance on storm water ponds. CMI will ask for estimates from approved vendors. Ms. Mullaney estimated the costs may be about \$1,200. The HOA will be responsible for maintaining the pond, i.e., controlling vegetation and removing debris. Ms. Mitchell asked if CMI would discuss the maintenance of drains with Mr. Hughes of the Grounds and Landscaping Committee. With respect to the deficiencies found by the County when it inspected the pond, Ms. Mullaney reported that the County gave the developers an extension on the deadline until June 1.

C. CMI Report on Other Items. Ms. Mullaney covered the following matters.

She has worked with CMI for 3 years and has spent 9 years in property management.

She recommended forwarding a copy of the information sheet for new residents to Mr. Schild for his review. Ms. Mitchell will provide a copy to Mr. Ehrlich to do so.

Ms. Mullaney recommended a spring walk-through of the neighborhood by the Covenants Committee and expressed a willingness to go along. She has walked through the community and noticed some problems with curbs and gutters, especially at the corners. She will contact Potomac Disposal about their trucks driving over the curbs. Mr. Keeton asked if CMI could look into possible solutions to deal with the wear and tear on the corner curbs. Ms. Mullaney also noticed some wobbly fence around the pond near the homes on Clark Ct.

Ms. Mullaney has solicited bids for the work to seal the roads in the community and will also ask for bids on the work to paint the reserved parking spaces. Mr. Keeton asked if she could explore the possibility of a group rate so that the single family homes could have the option of also getting their driveways sealed.

VIII. Next Meeting. The next meeting of the Executive Board is scheduled for Monday, May 11, 2009, at 7:30 PM at the Montgomery Hills Baptist Church.

Respectfully submitted,
Francis L. O'Donnell, Secretary