

Forest Glen Station Homeowner's Association
Executive Board Meeting
April 19, 2010
Minutes

I. Call to Order: The meeting 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. Present were Francis O'Donnell, President; Birgit Mitchell, Vice President; Charles Ehrlich, Treasurer; Clara Witt, Secretary; and, Joe Hubbard, Member at Large. Others Present: Melanie Mullaney representing CMI, and Nicole and Michael Pozzi.

II. Approval of Minutes of Last Meeting. The minutes for the March 9 Annual Meeting of the Association and Executive Board Meeting were reviewed and approved by the Board.

III. Assignment of Board Members. After discussion, the Board agreed to the following assignments: President - Mr. O'Donnell; Vice-President – Ms. Mitchell; Treasurer – Mr. Ehrlich; Secretary – Ms. Witt; Member-at-Large – Mr. Hubbard.

IV. Committee reports:

A. Treasurer: The HOA tax forms are completed and sent to IRS. The total fee charged for completing the tax forms was \$300. The fee charged by Goldklang, Cavanaugh and Associates for completing the 2009 HOA financial audit was \$1100; the fee for the 2008 audit was \$1025. The President signed the audit letter of acceptance.

CMI will share a copy of the HOA tax forms with the representative of the condominium, but needs the representative's contact information. The Treasurer noted that the end of year financial report for 2009 shows a net negative loss of \$19,000. Mr Ehrlich noted that the over budget items included:

- \$12,000 for snow removal,
- \$6,000 lawn and landscaping,
- \$3,000 legal fees about the parking issues.

CMI will review the accounts and identify the specific reasons for the over runs. Some of the overruns will be addressed by a realignment of what funds are drawn from what accounts. For example, the snow removal charges should have come from the snow removal reserve fund and not the General Operating Fund. CMI will realign 2009 expenditures to their appropriate fund. CMI will also realign expenditures to reflect the difference in the prorated dues between the townhomes and the single family homes. These adjustments will be reviewed by the Board.

It was noted that the total snow removal charges for 2009-2010 winter were \$28,577.

Delinquent HOA assessments for March are now recorded as \$2,000 and not \$4,000 as reflected in the March minutes.

B. Grounds and Landscaping: Mr. O'Donnell reported on behalf of Mr. Hughes, who could not be present. Two dead trees on Kimball Place will be replaced in April. A community grounds spring clean up will not be scheduled this year; however, there will be a community effort to clear out the bamboo behind the single family homes. Many trees in the community are bent and damaged from the recent snows. CMI will work with A&W Landscaping to get trees re-staked and to assess all trees and shrubs for repair work. The lawn areas that were damaged by the snow plows this winter will also be assessed for repair. Some of that damage was done by county plows.

C. Covenants: It was recommended that the Covenants committee forward to CMI all draft Committee letters for formatting and sending. This will facilitate recordkeeping. The Committee held a meeting with the homeowner who has been reserving a parking space on Darcy Green Place. The homeowner acknowledged the need to cease this practice.

D. Parking and Safety: No report.

E. Social: No report

V. Open Forum: No comments from the attendees.

VI. Old Business:

A. Parking: With respect to the issuance of parking passes (free, issued by CMI on behalf of the HOA), a proposal was made that, when the Board is prepared to issue new passes,:

- Old passes should be voided and new passes issued,
- All new passes should be time limited (e.g., valid for one year),
- Passes issued by the HOA should be available only to homes in the Darcy Green Place and Darcy Green Court area of the Community,
- Homes on county streets (Kimball Pl., Darcy Forest Dr., and Clark Pl.) should not receive HOA-issued passes,
- Homeowners will need to actively request such passes from CMI. They will not be issued without such requests.

It was agreed that further information was needed from Mr. Schild and the county about the issuance of parking passes as it related to reserved spaces. Pending the receipt of that information, the Community should assume that the status quo applies for all current parking spaces on Darcy Green Place and Darcy Green Court. Once that information is obtained, the Board will submit a proposal to the Association for its determination on how best to proceed.

CMI will follow up with the County about the final written determination about the fire lane space requirements on Darcy Green Place.

The abandoned car on Darcy Green Place was towed.

CMI was asked to have the missing parking sign on Darcy Green Place replaced.

B. Streetlights: A burnt out light bulb was replaced. A second one needs to be located and replaced.

CMI continues to explore options for a power source for the street light at the corner of Darcy Forest Drive and Clark Place.

The Safety Committee is surveying the need for new lighting around the Community.

C. Capital improvements: The Community does not currently have the financial resources to complete the curb and asphalt repairs being considered. This work will be postponed until sufficient funds are available.

D. Drainage: CMI reports that there have been no recent comments about the drainage problem behind the Condominium townhomes.

E. Dead Trees: Residents have voiced concerns about the hazard of falling dead trees in the forest preserve areas. Such trees can be removed or trimmed only with the concurrence of the county arborist. Fallen trees are supposed to be allowed to decay in place and are not to be removed.

F. Delinquent Assessments: CMI mentioned that there are outstanding assessments from a foreclosed home in the Community.

VII. New Business:

A. Garbage Can Storage for Units without Garages: The Board asked the Covenants Committee to make suggestions for resolving the garbage can issue. It was noted that it may be only one home that habitually has a garbage can that is rolling around in Darcy Green Court.

B. Use of Church Meeting Room: The Board approved a donation of \$120 to the Montgomery Hills Baptist Church for the use of the Board's meeting room for the next 12 months.

C. Posting of Board Minutes and Other Documents: The minutes to the Board meetings will be posted on the Community's website. In addition the most recent minutes and announcements for the next meeting will be posted on the Community's bulletin board.

VIII. Adjournment: 9:40 P.M.

IX. Next Meeting: The next meeting of the Board is scheduled for Monday, May 10, 2010, at 7:30 PM at the Montgomery Hills Baptist Church.

Respectfully submitted,

Clara J. Witt, Secretary