

Forest Glen Station Homeowners Association
Executive Board Meeting
May 10, 2010

I. Call to Order: The Board was called to order by the President at 7:38 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 and James Biles representing CMI, and Carmen Jenkins, Judy Tiktin and Markus Joseph from the Community.

II. Approval of Minutes of Last Meeting. The minutes for the April 19 Executive Board Meeting were reviewed and corrections were made. The Board approved the minutes with changes as final.

III. Officer/Committee reports: The President introduced the CMI representative James Biles as our new Property Manager. The Board thanked Melanie Mullaney for all her work on behalf of the Association and offered James Biles its sincerest welcome.

A. Treasurer/ Budget and Finance Committee: Mr. Ehrlich reported on the following:

As of April 28 the Official Financial Report from CMI did not reflect the most recent amendments and adjustments to the budget.

The budget is on track with the exception of a deficit because of the snow removal costs and lawn service costs incurred last year (2009). It is projected that there will be a deficit of between \$5000 and \$10000 in the snow removal budget line item by this year's end. A more specific determination of the deficit will be made in August when the books are scheduled to be reviewed and updated. The Treasurer requested that \$17,722.00 be moved back into the General Operating Fund from the Snow Removal Fund. Previously that money had been taken by the CMI bookkeepers from the General Operating Fund to cover the 2009 deficit. However, the Snow Removal Fund and lawn service line item are prorated funds, whereas the General Operating Fund is not. This difference prevents the transfer of monies between the two funds. This adjustment will leave the Snow Removal Fund with a balance of approximately \$1000. Further consideration was given to correcting the deficit by possibly transferring money from the Storm Water Retention Pond Fund or working down the Working Capital Fund, neither of which are prorated. The Treasurer agreed to work with CMI to determine options for correcting the deficit. It was agreed that homeowners should be notified now that next year's assessments will most likely increase to cover this deficit. The Board agreed that the Association should include into future budgets an ability to build up enough reserves to cover another heavy snow year. The Board requested more details of options from CMI.

The Treasurer reminded the Board that a decision should be made on the continuation or re-allocation of the storm water reserves and the Working Capital Fund.

Currently delinquent assessments were approximately \$3,000.

The Board asked CMI to check into a charge for an answering service charged to the Association.

B. Grounds and Landscaping: CMI did a walk-through of the Community with A&W Landscaping to assess damage to the Association grounds from the snowstorms. CMI will get bids for repairs.

C. There were no reports from the following committees: Parking and Safety, Covenants, and Social.

IV. Open Forum: Ms. Tiktin commented about damage to the trees from the snow and queried about why A&W Landscaping did not knock the snow from the trees to prevent damage while they were shoveling the walkways. CMI reminded the Board that this extra work is not covered under the current contract with A&W Landscaping. The Board will consider the desirability of this inclusion in future contracts. However, the Board also believes that it is necessary for all homeowners and residents to assist with landscape maintenance and protection during unusual circumstances such as the recent snow falls. The Grounds & Landscaping Committee will be consulted on the practicality of having this type of work included in the landscaping contracts.

It was suggested that consideration be given to using snow melt instead of sand on the roads during snow storms to lessen the tracking of sand into homes. The Grounds and Landscaping Committee will be asked to investigate the advantages and disadvantages of using different materials.

V. Old Business:

A. Parking: Mr. Schild was queried with regard to the Board having the authority to issue parking passes. The Board also needs to ask him for further clarification on the status quo of the existing reserved parking allocations.

No response has been received from the County about the Association's query on marking open-access parking spaces on Darcy Green Place, and marking the end of Darcy Green Place as no parking to keep it open for emergency vehicle access. The Board agreed to ask Mr. Schild if he would write to the County asking for a written response to the aforementioned query and if the Board could notify the County that, if the Association does not hear from the County by a certain date, the Association can assume that the no-response authorizes the Community to proceed.

The Board was informed that there is a possible risk of accident when cars exit Darcy Green Place onto Darcy Forest Drive. Possible options to mitigate the perceived risk were to either paint/block off the end of the parking area to produce better visibility of pedestrians for drivers when approaching the corner, or putting up a stop sign. The Parking and Safety committee will be asked to assess the situation and make recommendations to the Board.

Parking pass system. Sample hang tags have been reviewed by Board members. Proposals for revising the parking policy are being considered.

B. Street lighting: CMI has issued a work order to cut the power connection between the light on Clark Place and Darcy Forest Drive and the individual townhome by June 1.

In order to get bids for the installation of new streetlights, CMI needs to know the proposed locations and numbers of these lights. The Board is awaiting the recommendations on Community street lighting needs from the Parking and Safety Committee.

The location of the second burnt out light bulb in a Community street light needs to be identified.

C. Landscaping and grounds: The dead tree replacement on Kimball Place has not yet been done.

The County has done some grounds repair on lawns that were damaged by snowplows.

The Committee had an appointment with the County Arborist to assess the dead trees in the forest reserve areas. The report is still pending.

D. Meeting Room Donation: The Association made its donation to the Montgomery Hills Baptist Church for use of the meeting room. The donation covers usage for both 2009 and 2010.

VI. New Business: Ms Mitchell will update the contact information for Board and Committee Chairs for posting on the website.

It was noted that the Condominium association has separate accounts from the Association that cover exterior building maintenance. The Board encourages the Condominium homeowners to organize themselves and actively make decisions about achieving repairs and other activities to maintain the exterior of the Condominium units.

VII. Adjournment: 9:16 pm

VIII. Next Meeting: The next meeting of the Board is scheduled for Monday, June 14, 2010, at 7:30 PM at the Montgomery Hills Baptist Church.

Respectfully submitted,
Clara J. Witt, Secretary