

**Forest Glen Station Homeowner's Association**  
**Executive Board Meeting (and Open Budget Hearing for Community Comments)**  
**November 29, 2010**

- I. Call to Order:** 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. Present were Francis O'Donnell, President; Birgit Mitchell, Vice President; Clara Witt, Secretary; and, Joe Hubbard, Member at Large. Others Present: Jim Biles representing CMI, and Zerxes Spencer, Eric James, Melanye Johnson and Judith Tiktin.
- II. Approval of Minutes of Last Meeting.** The minutes for the November 8, 2010 Executive Board Meeting were reviewed and approved.
- III. Budget:**
- A. Comments and questions from Community members were discussed.
1. The increase in assessments for 2011 was principally due to the Community's need to replenish the reserves for the snow removal and landscaping services. The single family home assessments are smaller than those of the townhomes because the former are prorated at approximately 30% of that of the townhomes for landscaping and snow removal. The single family homes' share of the costs of landscaping/snow removal cover only the cost of these services on the Community's common property.
  2. In general the Board chooses a contractor to do the landscaping. That contract is reviewed and signed every few years. If an individual homeowner has specific landscaping issues, the homeowner should contact CMI. There were several negative comments about the current landscaping services, including issues about sand in the alleys after snowfalls. The Board is considering several bids for the next contract. The landscaping issues and contracting decisions will be discussed at the next Board meeting.
  3. Homeowners should remember that maintenance of the bushes in front of homes is the homeowner's responsibility. Likewise, if trees are on individual homeowner's property the homeowner is responsible for its removal, replacement or repair. Replacement or maintenance of dead or damaged trees and bushes on community property are the responsibility of the community. The dead community-owned tree on Kimball Place will be replaced. Leaf pick up is routinely scheduled for a time after the last leaves are off the trees. The Board will ask the Landscaping Committee to make recommendations to the Board on addressing the trees/bushes issues identified.
  4. Also, the Community is responsible for common area building/site maintenance. The fencing outside some HVAC areas is on common property and its repair/maintenance is the responsibility of the Community.
  5. A suggestion was made to round up the assessments to the nearest whole dollar. The extra money could be put into the reserves. The Board may consider this for next year's budget.
- B. Review of Budget: The budget is a projection for next year. Total amount of 2011 assessed income will be \$112,766.00. Assessments will be slightly decreased from what is on the original draft sheet distributed to the Community. Assessments for the single family homes will go up 6% and townhomes 13%. The new budget allocates \$24,500 to the snow removal fund and reserves. The Community's target for snow reserves is \$15,000, of which \$10,000 will be contributed in 2011. The Board agreed that it should budget for excessive snowfall again this year to avoid a deficit.  
The Board voted 4/4 to accept the proposed budget.
- IV. Other business:** The Annual Meeting will be scheduled for January. Mr. Biles was asked to distribute the solicitations for new board-member nominations at the time the new assessment booklets are sent out.
- The Board voted 4/4 to approve a resolution to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.
- V. Adjournment:** 9:15 pm
- VI. Next Meeting:** The next meeting of the Board is scheduled for Monday, December 13, at 7:30 PM at the Montgomery Hills Baptist Church.

Respectfully submitted,  
Clara J. Witt, Secretary