

Carderock Springs Citizens Association (CSCA)  
Board Meeting  
March 28, 2006

The meeting started at 8:00 p.m. at Christine Uzzell's house. Carl Goodman, Malcolm Head, Malcolm Stevenson, and Christine Uzzell attended. Steve Kunin and Curt Hastings attended for a portion of the meeting.

**1. ARC Matters.** Steve Kunin reported that he and other Design Guidelines Committee members received the first draft from the consultant. He noted that other DGC members are reviewing the 20 page draft and they will provide the consultant their comments and edits. Kunin noted that there is a 50/50 chance of having a draft that is in acceptable shape to share with the board and the association prior to the April 23<sup>rd</sup> association meeting. The board discussed holding a separate association meeting in May or June to discuss the draft design guidelines.

Kunin introduced Curt Hastings, a candidate to fill a vacancy on the Architectural Review Committee created by Lisa Deyo's resignation. Hastings reviewed his strong interest in enforcing the covenants and working with the other ARC members as a non-architect. Board members stated the importance of the ARC as "ambassadors" for the community and urged ARC members to continue their efforts to enforce the covenants and establish transparent processes through the ARC application form, design guidelines, monthly meetings, and information published in the newsletter. The board approved Hastings as the new ARC member and thanked him for volunteering. The board also agreed that future vacancies on the ARC should be filled with architects to ensure a good balance of architects and non-architects.

The board discussed whether to "hand off" the function of approving hardwood tree removal which Malcolm Stevenson currently provides. The ARC members declined to take on this responsibility but urged Malcolm to outline the rules and process so that it can be incorporated in ARC communications. The board decided that Stevenson should continue this function.

Kunin reviewed several projects that have come before the ARC. He noted that the new process is working well. Kunin expressed concern with an unapproved project on Stone Trail Drive. He noted that some neighbors on Stone Trail Drive expressed concern that a homeowner plans to construct an addition on his home on 8209 Stone Trail Drive without seeking ARC approval. Kunin contacted the homeowner. The homeowner initially stated that he was not aware of any covenants or the need to seek approval by the ARC. Kunin provided a copy of the covenants and the homeowner replied that he in fact had received the covenants. The homeowner asked for a copy of the association's articles of incorporation. Kunin requested that Malcolm Stevenson provide the homeowner with a copy of the articles of incorporation. Stevenson agreed to drop off a copy of the articles of incorporation to the homeowner. Kunin also noted that he contacted the listing real estate agent, Theres Kellermann, to confirm whether she had advised the homeowner of the covenants and ARC process. Kellermann noted that she had informed the buyer of the covenants. Various board members expressed concern with the actions of the homeowner and urged the ARC members to monitor this project closely.

Kunin reported that he may take a 90 day work assignment in Louisiana to help in the reconstruction of New Orleans. He will inform the board if the assignment comes through which will affect his ability to participate in ARC matters and the DGC.

John Carlson raised concerns with the deteriorating condition of the roof of an Atrium model house on 10 Park Overlook Court. He noted that the roof appears to be imploding and is covered with plants. The board decided to hold off on directing the ARC to pursue this matter. Carl Goodman recused himself from this matter in light of fact that the homeowner is his next door neighbor.

**2. Minutes.** The board approved the minutes from the January and February board meetings.

**3. Treasurer's Report.** Christine Uzzell delivered the March Treasurer's report. As of March 28, 2006, the association has a balance of \$44,085. To date, 290 households have renewed memberships with one or two renewals each week. Uzzell recently paid the annual premium for the director's insurance and the printing costs for the newsletter. Uzzell also reported that there is about \$15,000 in outstanding expenditures: design guidelines - \$10,000 and landscaping expense \$5,000 (to replace several neighborhood signs). The board decided to hold off on a second mailing to households that have not renewed membership until after the annual meeting.



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**4. Landscaping and Beautification Grant Program.** Malcolm Head reported that he is working on replacing four knob signs. He noted that the country completed the trimming of tree limbs along Fenway Road. He also learned from a resident that someone cleared several trees that were blocking the paths on trails behind the pool and parallel to the Cabin John Creek.

The board discussed a proposal to establish a grant program to encourage residents surrounding several knobs to trim trees, plant flowers, etc. Several board members objected to using association funds to finance beautification efforts in areas where it is clearly the responsibility of the three or four homeowners who surround it. Other board members noted that it is not clear whether all of the knobs are "owned" by a particular homeowner versus "common" areas that the association has a responsibility to help maintain. Some board members noted that the focus of any modest grant program should be on targeting specific knobs, primarily along Lilly Stone Drive, that are highly visible. The board made no decisions, but decided to raise it as an issue for discussion during the April 23 association meeting.

Malcolm Stevenson reported on a request by Georgia Petsche to seek a proposal from a landscaper to maintain the front entrance. The board agreed that Petsche should seek a bid from the landscaper and report back to the board.

Stevenson circulated a guide from the Potomac Conservancy on "river friendly living." Stevenson suggested that the board include a link to the guide in the next newsletter and website.

**5. Accessory Apartment/Room Rentals.** Carl Goodman conducted research on the process that the County has for granting accessory apartments. He noted that the County requires that homeowners get a permit from the County. The County decides whether to grant accessory apartments in part on whether there are accessory apartments in the area. If not, the County is more likely to grant them. While the County does not give notice to associations, homeowners are required to put up notices so that neighbors are notified. In light of the fact that notification is required and provided to neighbors, Goodman indicated that this has allayed his concerns that the rental of accessory apartments is a going to be a "blossoming problem."

**6. Member Notification.** Christine Uzzell noted that despite her efforts to alert about 40 association members who expressed interest in cleaning up the community, only a few members actually participated in the clean up of Carderock Springs Creek on March 8<sup>th</sup>.

**7. Traffic Issues.** Carl Goodman has scheduled a meeting with interested residents on traffic safety on March 30<sup>th</sup>. To date, he has not received much reaction to the e-mails he distributed several weeks ago. Among the issues that Goodman would like to raise with the group is whether the association should look into urging County officials to install cameras to deter speeding along Lilly Stone, Fenway and Hamilton Spring roads. Several board members expressed some concerns with the "big brother" effect that a traffic camera might have on the community, but also agreed that the association should at least consider proposals to deal with numerous traffic concerns, including speeding, stopping at stop signs, Beltway widening, and increase in traffic on River Road.

**8. Obstructions on County of Right of Way.** Carl Goodman reported that the Greenstein's had contacted him regarding a communication they received in their mailbox stemming from the article in the newsletter. The Greenstein's were upset about the communication since they received assurances from board members that the posts they had installed were acceptable in dealing with parking issues. Stevenson noted that he will follow up with the Greenstein's and encourage them to spread out the posts on both sides of their corner lot on Hamilton Spring Court and Hamilton Spring Road and contact other homeowners as well. Stevenson noted that the Sparrows at the corner of Hamilton Spring Road and Lilly Stone Drive have responded to requests by the association by removing their posts.

**9. Beltway Barriers.** The board discussed a proposed draft letter to Governor Erlich in response to a letter that several residents received from the Secretary of the State Highway Administration (SHA) regarding Beltway sound barriers. Attached is a sample of the letter that a resident received from the SHA. Stevenson and Goodman agreed to circulate a revised draft to board members after taking into account concerns raised by other board members regarding the tone of the letter.



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The letter suggests that the State would be willing to install sound barriers now if the affected homeowners want to fund \$1.3 million of the cost. Otherwise, the homeowners can wait and, if the Beltway is widened, probably get barriers at no cost. Goodman expressed some skepticism that the State would follow through even if the Beltway were widened. Stevenson noted that Anthony Segreti wants to hire a lawyer to:

- review the case for possible legal action, review construction cost estimates,
- approach the County Council to solicit support and County financing of the excess cost, and
- address the concern of Jennifer Hughes, who works for Councilmember Denis, that new affected homeowners cannot be bound by the vote of previous owners.

Stevenson noted that Segreti is willing to put up some money but is looking to the association to contribute as well. The board discussed this request and decided that the association should not use its funds at this time to hire an attorney. The association would continue to vigorously raise

community concerns with elected officials. The association also would continue to inform the community thru the newsletter.

Carlson noted that he would follow-up with Darryl Walter for a report on a meeting he attended several weeks ago on the widening of the Beltway.

**10. CSCA Directory.** The board decided to keep the same rates for advertisements in the directory (same but try to increase number of advertisers):

Full Page	4 3/4" horizontal, 8" vertical	\$325
Half Page	4 3/4" horizontal, 4" vertical	\$170
1/4 page	(business card)	\$130

Malcolm Head will solicit advertisements. John Carlson will provide Malcolm Head with form he can use to request advertisers. Uzzell will update the Access database to ensure that membership renewal information is correct. Carlson agreed to oversee the publication of the directory and to update the contact information on the last two pages and include the most recent version of the ARC application form. All board members will be involved in distributing the directories when they are completed.

**11. Domain Name.** Christine Uzzell contacted Marylou Shannon to get an update on the status of our renewal of the carderock springs domain name. Uzzell reported that the fee has been paid. She also noted that it is not necessary to reserve the domain name since the association is relying on the pool web site to post information and there are alternatives which the association could avail itself of in the future if it develops its own web site.

**12. Nominations for Secretary.** Carlson reported that the nominating committee (comprised of John Surr, Jennifer Hughes and John Carlson) received a qualified nomination for the secretary position from Mary Lou Shannon. Carlson talked to Phil Rider, a new resident who lives at 8109 Fenway Road, on March 28 just prior to the board meeting. Carlson provided Rider with an overview of the secretary position (e.g., take minutes at each board meeting and fall/spring association meetings, compile directory), the make up of the CSCA board (and clarified that we are different from the pool/tennis board), and issues facing the community (e.g., ARC actions, design guidelines, beltway widening and sound barriers, quarries, traffic, beautification). Rider expressed a strong interest in being nominated and noted that he had been involved in other neighborhood associations. Carlson noted that Jennifer Hughes had expressed interest in the secretary position but could not make a commitment until September. Board members expressed interest in pursuing Phil as a nominated candidate and urged Carlson and the nominating committee to complete the nomination process soon so that a notice can appear in the newsletter within the required minimum period of time prior to the April 23 association meeting.

Carlson also reported that Mary Lou is interested in serving on the House and Garden Tour Committee and the Welcoming Committee.

**13. Agenda for Spring Meeting.** The board agreed to invite Peter Kurtze, Administrator, Evaluation & Registration Maryland Historical Trust, to speak on Maryland historic designation at

the April 23 meeting. Carlson reviewed potential topics for the spring meeting based in the minutes from prior meetings and the discussion during the board meeting:

- Welcome & Top concerns expressed by members or the community:
- Updates (including quarry matters, signs, beautification, ARC/design guidelines, directory, newsletter)
- Beautification grant program
- Traffic safety
- Approval of Minutes from October 23, 2005 association meeting
- Treasurer's report
- Election of Officers
- Awards/Thank yous

The board divided up the responsibilities for the association meeting:

Agenda: Malcolm Stevenson

Food: Christine Uzzell

Wine: Malcolm Stevenson

Name Tags & Decorations: Christine

Music/Audio: John Carlson (with assistance from the swim club manager)

Signs: Malcolm Head

Guest Speaker: Malcolm Stevenson

**14. Other Issues.** Carl Goodman reported that he is noticing more dust than usual from the Tri-State Quarry along Seven Locks Road. Malcolm Stevenson agreed to talk to Brian Porto. Goodman also asked for assistance from Malcolm Stevenson in securing the articles of incorporation from the swim and tennis club.

**15. Articles for Newsletter.** During the course of the meeting, the board came up with the following ideas for articles for the next newsletter which should go out in advance of the meeting to give residents ample time to review the slate of officers.

- Reminder of the Spring Association Meeting on Sunday April 23. Starting with a wine and cheese social at 6 pm followed by the association meeting at 7 pm. Agenda items include election of officers, presentation on historic designation, updates on association activities, Curt Hastings as new ARC member.
- Nominations for Association Board members including a brief bio on Phil Rider. At this point in time, the slate of candidates for CSCA officers (which would need to be published in the newsletter) are as follows: President: Malcolm Stevenson; First Vice President: Malcolm Head; Second Vice President: Carl Goodman; Secretary: Phil Rider; and Treasurer: Christine Uzzell
- Short article and link to the 25 page "Good Neighbor Handbook" by the Potomac Conservancy: <http://www.potomac.org/action/education/goodneighbor.html>
- Reminder to renew membership in the association so that we have accurate information for the 2006 directory.

**16. Next Meetings.**

**Spring Association Meeting: Sunday, April 23 at 6 pm** for wine and cheese followed by the meeting at 7 pm at the club starting.

**Board: Tuesday, May 16 at Carl Goodman's house.**

*Submitted by John Carlson on March 30, 2006*

CARDEROCK SPRINGS CITIZENS' ASSOCIATION, INC.  
P.O. BOX 237  
CABIN JOHN, MD 20818-0237  
April 2006

To: Advertisers in the Carderock Springs Area

The Carderock Springs Citizens' Association, Inc. (CSCA) is preparing to compile a directory including names, addresses, phone numbers, email addresses and availability of babysitting, petting sitting and lawn care of over 400 members of the Carderock Springs Citizens Association in Bethesda. The directory will be published in May or June 2006.

The CSCA publishes a directory every two years. The directory is approximately 5x8 inches in size and contains about 80 pages. The directory will have between six and 10 pages of space for advertisements at the following rates:

Full Page	4 3/4" horizontal, 8" vertical	\$325
Half Page	4 3/4" horizontal, 4" vertical	\$170
1/4 page	(business card)	\$130

Please note that Directory is for the personal use of Carderock Springs residents and non-resident members of the CSCA only. Listings include households who live in the original 404 Carderock Springs houses and households who do not live in original Carderock Springs houses but live in nearby neighborhoods and who are dues paying members of the Carderock Springs Citizens Association.

If you are interested in placing an advertisement, please contact Malcolm Head, First Vice President of the CSCA at **301.365.4822** or via e-mail: **malcom01@comcast.net**. Checks should be payable to "CARDEROCK SPRINGS CITIZENS' ASSOCIATION, INC".

Sincerely,

Malcolm Stevenson, President  
Malcolm Head, First Vice President  
Carl Goodman, Second Vice President  
John Carlson, Secretary  
Christine Uzzell, Treasurer

**Carderock Springs Citizens Association (CSCA)  
Board Meeting  
Wednesday, February 22, 2006**

The meeting started at 7:30 p.m. at Noelle Lewis' house. Carl Goodman, Malcolm Head, Malcolm Stevenson, Christine Uzzell and Noelle Lewis attended.

**1. Minutes.** The board postponed approval of the minutes of the January board meeting until the next meeting.

**2. Treasurer's Report.** Christine Uzzell delivered the treasurer's report – copy attached. Uzzell noted that since the January mailing for 2006 CSCA dues, the association has received \$5,860 from a total of 195 households. As of 2/28/2006, the association has a balance of \$42,662.81. Uzzell added that by the end of March we will know whether a second mailing should be undertaken. Uzzell also reported that there is about \$16,100 in outstanding expenditures:  
Design guidelines - \$10,000  
Landscaping expense \$5,000 (to replace several neighborhood signs)  
Directors insurance renewal \$1,100

Uzzell noted that she is waiting for a quote for the renewal of director's insurance.



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Uzzell also reported on the tax issue that was raised during the January board meeting. Federal tax returns do not need to be filed if "sales" / receipts are under \$25,000. As our dues receipts plus other receipts are less than \$25,000, no tax return is required.

**3. Landscaping.** Malcolm Head reported that the county is moving ahead – slowly but nonetheless moving – on the overhanging tree limb matter. We have a tracking number for the project – TM65756 in area designated as 8332-8417 Fenway Road. The phone number for the department of County Government handling the matter is 240-777-7627. A notice for the annual clean-up of Carderock Springs Drive is Saturday, March 11. A notice about the clean-up will appear in the newsletter. Head also reported that there is no new news on the question of sign improvement.

**4. Accessory Apartment/Room Rentals.** The Board had an extended discussion of the "accessory apartment/room rental" issue. Carl Goodman, while not giving a legal opinion, noted some out-of-Maryland cases on the meaning of "private dwelling house" that he felt supported the position that such apartments and room rentals could be inconsistent with Carderock Springs covenants. Malcolm Stevenson raised questions as to whether the covenants actually do prohibit such apartments – as we have no MD authority on the matter and covenants are generally interpreted strictly and against the objector – and more significantly raised policy issues as to whether the Board wishes to get involved in the issue. Among other things it was noted that the Board would be drawn into judging the merits of different living arrangements, there could be positive reasons for permitting such rentals and further that there appeared to be no community

objection to the rentals to date. A majority of the Board felt that this was not an issue, at least at this date, and did not adversely affect the community and thus that the Board should not involve itself in the matter. Goodman expressed the view that this was a mistake but he was decidedly in the minority. It was agreed that Goodman could contact the county to determine what the rules were concerning zoning requirements/exceptions, notice to neighbors and community associations, etc. for the construction and rental of apartments in the area.

**5. Obstructions on County of Right of Way.** Malcolm Stevenson reported on discussions with a number of Carderock residents concerning the 4X4 stakes near the road in the area close to the Pool/Clubhouse. The residents appear cooperative and understanding of the matter and it appears that they will take steps to conform to staking that more closely resembles the Greenstein's posts. Malcolm will follow up with residents he has not yet had a chance to discuss the matter with.

**6. ARC Matters.** Malcolm Stevenson will contact the ARC and ask them to attend the next board meetings for two main purposes – 1) to update us on the consultant contract and progress on the guidelines; and 2) the resignation of Lisa Deyo from the ARC and the proposal that Curt Hastings replace her. Stevenson will ask ARC Chairman Steve Kunin to give the Board background information on Hasting's interest/qualifications for the ARC and the Board will act on the proposal at the next meeting.

**7. Beltway Barriers.** The Board was updated on the recent meeting between the Segretis, Stevenson and Goodman with a group of elected officials in Annapolis concerning the question of the sound barriers on the beltway at Carderock Springs. Copies of the Association's letters to the Governor and Senator Frosh were previously emailed to Board members.

**8. CSCA Directory.** The Board discussed how to make use of the interest indicated by residents in working on projects for the community. Two residents (the Walters) who have indicated an interest in the beltway widening initiative will be asked to join a committee to work on the project by attending meetings and reporting significant events to the Board. Segreti will be asked if he has an interest in working on the same committee. Christine will contact the Walters and ask them to attend the March 7 meeting concerning Beltway widening. In addition Christine handed out lists of residents who had indicated interest in various projects. Carl Goodman will contact those who have an interest in safety/roads and will attempt to organize a meeting with them to create a committee and work up an agenda of matters of interest to the community members who have shown interest. Noelle was given the names of those with an interest in the Newsletter; the ARC will be given a list of those with an interest in ARC matters – although the ARC is by definition a 3-member Committee they can create a subcommittee(s) to assist them; Christine will contact those with an interest in gardening for the community.

**9. Domain Name.** Christine will contact Marylou to get an update for our next meeting on the status of our renewal of our domain name. Steps will be taken to put the Newsletter (without identifiers such as email addresses and phone numbers) on the web site along with the ARC construction form.

**10. Next Meetings.**

**Board: Tuesday, March 28** at Christine Uzzell's house.

**Spring Association Meeting: Sunday, April 23 at 6 pm** for wine and cheese followed by the meeting at 7 pm at the club starting.

*These minutes were prepared by Carl Goodman and edited by Malcolm Stevenson. John Carlson converted them into the standard format and made additional edits.*

*Submitted by John Carlson on March 18, 2006*

CARDEROCK SPRINGS CITIZENS' ASSOCIATION, INC.

P.O. BOX 237

CABIN JOHN, MD 20818-0237

January 30, 2006

Resident

«Address»

«City», «State» «PostalCode»

Greetings! Once again it is time to renew (or perhaps join for the first time) your membership in the Carderock Springs Citizens' Association, Inc. Established in 1964, and a separate entity from the Swim and Tennis Club, the Association focuses on issues both within and without our community that have an effect on our quality of life, the value of our homes, and on the community's appearance.

Please send your membership dues (\$30 per household) and complete the attached form to update our records by March 1, 2006. Your financial support through annual dues helps cover such expenses as printing and distributing the newsletter, printing of the 2006 community phone directory, development of design guidelines, maintenance of our common areas, replacement of entrance and "knob" signs, insurance, postage, and legal counsel on various matters.

Please mark your calendars for the spring CSCA board meeting on **Sunday, April 23, 2005 at 6:00 p.m.** at the Carderock Springs Swim and Tennis Club. We will start with a "wine and cheese" social followed by a speaker and discussion of association activities and issues including the progress on the development of design guidelines, election board members for 2006-7, efforts to engage state and county officials on beltway sound barriers, etc.

Here's a brief review of your Association's accomplishments during the past year:

- **Newsletters.** The Association published numerous newsletters throughout the year under the leadership of our newsletter editor, Noelle Lewis. We reported on a variety of issues including the completion of the Persimmon Tree Road sideway, proposed beltway widening, efforts to construct beltway noise barriers, traffic safety, and Architectural Review Committee decisions.
- **Enforcement of Covenants and Design Guidelines.** Through the Architectural Review Committee, the Association reviews plans for remodeling and tree removal, as required by the covenants and by-laws. The Association also enforces other covenants regarding parking, fencing, and junk vehicles. The Association established a Design Guidelines Committee and engaged a consultant to assist homeowners in complying with the covenants and provide ideas for renovations and updates.
- **Landscaping and Beautification.** The Association has maintained the gardens at the entrance on Carderock Springs Drive, Steadman Circle on Hamilton String Court, and participated in efforts to clean up Cabin John Creek. The Association continues to work on replacing or repairing signs in the community.
- **Safety.** The Association welcomed the completion of the sidewalks along Persimmon Tree Road from the Avenel community to MacArthur Blvd after working with county officials and other associations on this project.
- **River Road Development.** The Association continued to monitor efforts by developers in county-approved plans to construct housing at Stoneyhurst Quarry (located west of the fire station on River Road) and Giancola Quarry (at the corner of Seven Locks and River Road).

Sincerely,

Malcolm Stevenson, President; Malcolm Head, First Vice President; Carl Goodman, Second Vice President; John Carlson, Secretary; and Christine Uzzell, Treasurer



**Carderock Springs Citizens Association (CSCA)**  
**Board Meeting**  
**Tuesday, January 10, 2006**

The meeting started at 7:30 p.m. at John Carlson's house. John Carlson, Carl Goodman, Malcolm Head, Malcolm Stevenson and Christine Uzzell attended.

**1. Minutes.** The board approved the minutes from the November board meeting.

**2. Treasurer's Report.** Christine Uzzell distributed the 2005 year end treasurer report for Carderock Spring Citizens Association. The balance at year end for 2005 is \$36,867.58 compared to year end 2004 balance of \$30,990.69. Attached is the spreadsheet which includes a second tab with the detailed income and expenses since the November's statement. Uzzell noted that in 2005, the CSCA signed a contract for design guidelines (fee of \$10,000) but no payments have been made. Uzzell noted that \$329 was disbursed to pay for the trimming of the Steadman Circle on Carderock Springs Court. Half of this expense was paid for by the Carderock Swim and Tennis Club. Malcolm Stevenson noted that the price was significantly lower than the original fee in response to a request by Brenda Bell.



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Malcolm Head asked about funding for the replacement of five additional "nob" signs in 2006. The estimated cost is about \$5,000. The board agreed to proceed with the replacement of signs. The board also agreed to publish a new telephone directory.

Carlson offered to draft the 2006 dues letter prior to the next meeting. The board agreed to mail the dues letter to residents and to include a self-addressed envelope. The board will aim to send the dues renewal letters in late January/early February.

Stevenson noted that he is looking into getting bids for director's insurance. He anticipates the annual dues of over \$1,000.

Christine Uzzell asked whether the board has ever submitted federal or state tax form. No Board members are aware of such a filing. Christine agreed to look into whether the association needs to file tax forms.

**3. Landscaping.** Malcolm Head reported that he contacted county officials to come out and look at the trees overhanging the road on Fenway Road. County officials have not responded yet. Malcolm Stevenson noted that he will replace one of the burnt out light bulbs at the Carderock Springs entrance sign. The board set the date for annual Carderock Springs Drive clean-up for Saturday, March 11 at 10 am. A notice about the clean-up will appear in the next newsletter.

**4. ARC Matters.** The Board discussed the proposed application form that the ARC board has requested be included in the next newsletter. The Board agreed to include the form with a few minor changes. The Board agreed to keep tree removal related to a proposed modification within the ambit of ARC approval of the project as a whole, but that tree removal that is unrelated to a

modification should not be included in the form at this time. The form will appear in the next newsletter. The board also agreed to include the form on the Swim and Tennis Club website and in the next telephone directory.

The board also discussed the status of the design guidelines project. The board reviewed the "character defining features" document that Steve Kunin and the contractor sent to the board (Word file attached). The board concluded that the description is fine.



Character-defining features. PrelimARC

The board emphasized the importance of managing the design guidelines project to garner as much community support and understanding. Board members reiterated that the design guidelines are an important part of a broader strategy that includes the following:

- \* Implementing a more transparent ARC process including monthly meetings at the club and regular updates on ARC approvals in the newsletter;
- \* Series of articles in the newsletter on covenant communities; and
- \* Discussions at each of the fall and spring community meetings.

The board agreed to request that the design guidelines committee and the consultant to present draft guidelines to the community by March 15 to allow the community ample time to review prior to the annual meeting in late April.

The board received no information from the ARC regarding approvals.

The board discussed the issue of accessory apartments in response to an advertisement in the pool newsletter. The board discussed whether this is a violation of the covenants or county zoning laws and how best to respond to the situation. Board members noted that there is a county procedure to allow residents to get county approval of accessory apartments. Board members discussed some of the reasons why residents may seek such an approval (e.g., changing demographics, security, financial support) and whether these reasons might override other concerns. The board agreed to write a letter to the homeowner who placed the advertisement to indicate that the rental of an accessory apartment may be in violation of the county zoning laws and raises covenant compliance issues.

**5. Obstructions on County of Right of Way.** Malcolm Stevenson and Christine Uzzell noted that they received four letters from the six households that received letters from Malcolm Stevenson. (Attached is a PDF file with two of the responses.) Residents acknowledged the problem and offered some solutions, including the planning of vegetation less than 18 inches high (as permitted by county ordinance). The board discussed several options and decided on the following course of action: a) thank residents for replying and providing information on options (e.g., plantings less than 18 inches); b) note that the board will continue to object to large posts but would not object to small posts (similar to those at 8212 Hamilton Spring Court); c) urge the pool to encourage visiting swim teams and residents to avoid parking on the grass of residents near the pool. Malcolm Stevenson agreed to contact the residents.



response to  
December safety pos

**6. Beltway Barriers.** No new information on the beltway barrier. Malcolm Stevenson agreed to send a follow-up letter to county and state officials asking for a reply to the last letter.

**7. Secretary Position.** Carlson notified the board that he would be stepping down as secretary after serving in the position for nearly five years. The board established a nominating committee that would include the following individuals: John Carlson, Jennifer Hughes and John Surr. The board agreed to include a notice in the next newsletter and to contact candidates that have expressed interest in serving on the board (e.g., Ray Van Raalte).

**9. Spring Meeting.** The board discussed plans for the spring meeting and decided on two potential dates: Sunday, April 23 or Sunday, April 30 starting at 6 pm for a wine and cheese followed by a meeting at 7 pm. John Carlson offered to contact Larry Ondrejko (pool manager) to check availability of the club for the spring meeting. (Larry agreed to reserve the club on Sunday, April 23.) The board discussed potential speakers, including a political candidates forum.

**10. Newsletter.** The board recommended the following articles for the next newsletter:

- Part two of the series on covenant communities
- Approved ARC form
- Notice for the April 23 (6 pm) wine and cheese and spring meeting at the club
- Notice for the March 11<sup>th</sup> 10 am clean-up of Carderock Springs Drive
- ARC approvals
- Article encouraging residents to clean up dog poop
- Reminder to pay dues and update contact information for the 2006 telephone directory
- Request for nominations to fill the CSCA secretary position and the announcement of a nominating committee.

The target date for the newsletter is mid-February followed by another newsletter in late March/early April (in advance of the annual meeting). The renewal letter would be send first.

**Next Board Meetings:**

**Wednesday, February 22 at 7:30 pm** at Noelle Lewis' house.

**Tuesday, March 7 at 7:30 pm** at Malcolm Stevenson's house

**Spring Association Meeting:**

**Sunday, April 23 at 6 pm** for wine and cheese followed by the meeting at 7 pm at the club starting.

*Submitted by John Carlson on January 24, 2006*