
Carderock Springs Citizens Association (CSCA)
Community Meeting
November 15, 2004

The meeting started at 7:30 p.m. at the Club. John Carlson, Telly Encarnacion, Malcolm Head, Georgia Petsche, and Malcolm Stevenson attended. Approximately 30 members of the community attended.

1. Dues Increase. Malcolm Stevenson introduced a resolution to increase the annual Carderock Springs Citizens Association dues from \$20 per household to \$30 per household and to eliminate the lower dues category (currently at \$15) for single adult members. The resolution passed. The dues increase will take effect in March when the notices for the 2005 members are distributed.

2. Cell Tower on Swim and Tennis Club Property. Stevenson noted that the Carderock Springs Swim and Tennis Club (CSSTC) is considering a proposal by a telecommunications company to install a cell tower on club property. Stevenson noted that the covenants and Architectural Review Committee do not appear to cover the grounds of the pool and tennis club. Notwithstanding, board members of the CSSTC have requested that the telecommunications company review its proposal at a joint meeting of the CSCA and CSSTC in December. [The meeting was subsequently set for Sunday, December 12 at 7:30 p.m. at the club but then cancelled by the CSSTC board.] Several members of the community expressed opposition to the cell tower.

3. Design Guidelines. Stevenson introduced members of the Design Guidelines Committee (DGC): Bill Kline, Doug Soe-Lin and Lisa Wilcox Deyo. (Steve Kunin was unable to attend the meeting). Bill Kline stated that the DGC wants to make the Architectural Review Committee process more open, more public, and friendlier to applicants. The goal of the entire process is to a) educate members of the community, b) encourage homeowners do the right thing and follow the process, and c) use the authority of the ARC/CSCA to deter violations of the covenants and the design guidelines.

The DGC proposes monthly meetings in which homeowners would submit several copies of plans to the ARC on a specified day of the month. There would be a public meeting on a specified day of the month. Adjacent neighbors would be notified of the proposal and invited to attend the public meeting. The ARC would review the proposal and approve the proposal or make changes. There would be two parts to the review process— a review of the concepts and a review of the completed construction document. There also might be an interim review. Some residents noted that ARC process has been very helpful and has been a source for technical assistance/knowledge sharing and, in some cases, has saved homeowners significant amounts of money. A related goal is to take advantage of successful additions to the five Carderock models. Real estate agents would be asked to help to educate prospective buyers.

To assist in developing the design guidelines, the LGC and CSCA board is proposing to spend up to \$5,000 to hire a consultant to work with the DGC, ARC and CSCA. The consultant would research and compile acceptable color pallettes and architectural details (e.g., eaves, doors, windows, gables). The consultant also would develop guidelines for assessing the appropriate scope of additions and maintaining a “sense of place” within the landscape and neighboring structures. The guidelines would provide homeowners, architects and the ARC with the same “grammar/language” for modifying homes.

Kline and Stevenson noted that the economic pressures for additions and possibly tear-downs are significant (i.e., high cost and scarce supply of land) and that many of the homes (at 40 years of age) will need to be repaired, expanded or replaced. Kline added that it's important to put into place now clear guidance to ensure that the community has a strategy for dealing with these market forces and age of home issues. Several real estate agents (Theres Kellerman and Marylou Shannon) and community residents noted that developers are looking at Carderock but that the neighborhood largely has been spared the rapid pace of tear-downs of other Bethesda neighborhoods because of the covenants.

Residents raised numerous questions about the authority for enforcing the covenants, limits on the size of additions and tear-downs, strategy over whether to incorporate the design guidelines into the covenants, size of additions/tear-downs, and impact of historic designation on covenants. Each of these items is discussed below.

Authority. DGC members and Stevenson stated that the CSCA/ARC has the authority to place liens on properties that ignore or violate the covenants. They noted that the covenants are rather vague and do not provide details that make it easy for the ARC to accept or reject proposals. The County has restrictions on the size of houses based on the lot size, location near drainage, etc., but the County restrictions are limited because most lots in Carderock are so large. Stevenson noted that the Board hired an attorney last year to look at the covenants. There are multiple sets of covenants, each applicable to a particular section of the subdivision. Stevenson noted that, although the sets of covenants are generally quite similar to one another, any effort to change the covenants would require approval of each individual set by a majority of homeowners subject to that set, which he was advised could prove very difficult to do. As an alternative to amendment of the covenants, the Board, with community input, could adopt design guidelines for use by the Architectural Review Committee (ARC) and homeowners. Stevenson added that the covenants are intended to protect the value of homes in the community. This creates a conundrum in that a "tear down" would arguably enhance the value of homes in the neighborhood.

Enforcement of Covenants. Several residents expressed concern that the ARC has not adequately enforced the covenants. Stevenson noted that, to his knowledge, any major addition was approved by the ARC and that enforcement of the covenants is not the issue. The issue is that some residents disagree with the decisions made by the ARC and that the ARC has not been consistent in applying the covenants. He added that ARC members must interpret the covenants and that this can be challenging because the covenants are not detailed. For most applications, the process is harmonious and helpful to owners. However, there are situations where some owners take an adversarial position or do not engage ARC members early in the process. In these instances, some compromises are reached thru negotiations among owners and ARC members. The primary tools that the ARC and the CSCA Board have to enforce the covenants is placing a lien on the property or seeking an injunction. This is one reason the board wishes to maintain a reserve fund to ensure it can hire legal counsel to use these tools if necessary. Kline added that the best solution is to urge owners to comply voluntarily. Hence this is why the DGC was established to provide both the ARC and owners more information and guidance on how to comply with the covenants and adhere to the positive values and modern design tradition that have attracted families to the community.

Amending the Covenants. Several residents recommended that the covenants be amended to incorporate the design guidelines and that the board should seek input from the community to determine whether a majority is realistic. This lead to a discussion of the merits of waiting to consider this until after the design guidelines are completed and approved by the community.

Size/ Scope of Tear-downs. A resident asked how the design guidelines would address large and out of character houses after a tear-down. Doug Soe-Lin stated that the homeowner would have to deal with the existing footprint and that the proposed structure would have to be in scope with the land/surroundings to get approval by the ARC. There were additional discussions about the appropriate number of stories. LGC members noted that the number of stories depends on the geography and design and that it's feasible in meeting the covenants to construct two and even three story additions. Moreover, square footage is not necessarily a good measure so efforts to limit the size of additions based on square footage are not feasible.

Impact of Historic Designation. MaryLou Shannon responded to a question about the impact Maryland Historic Trust designation would have on the covenants. Shannon stated that the designation would have no impact on the covenants.

Next Steps. The LGC stated that it would take about 4 months to hire a consultant and to develop the design guidelines. The goal is to review the results at the Annual Meeting in April.

Next CSCA Board meetings: Monday, January 3, 2005 at John Carlson's house (8625 Fenway Road)

Submitted by John Carlson on November 24, 2004 and amended on December 28, 2004

Carderock Springs Citizens Association (CSCA)
Board Meeting
September 27, 2004

The meeting started at 7:30 p.m. at Georgia Petsche's house. John Carlson, Malcolm Head, Georgia Petsche, Malcolm Stevenson, and Noelle Lewis attended. Steve Kunin and Lisa Wilcox Deyo also attended for a portion of the meeting to discuss design guidelines.

- 1. Minutes.** Approved the minutes of the July 28, 2004 Board meeting. Malcolm Head provided his correct new e-mail address: malcom01@comcast.net.
- 2. Treasurer's Report.** Approved the September 2004 Treasurer's report. As of September 27, the balance is \$30,623. A total of 320 families have paid association dues.
- 3. Sidewalks.** Malcolm Head and Georgia Petsche plan on attending the meeting on October 6th to discuss the installation of sidewalk along the southern side of Persimmon Tree Road. Montgomery County has put aside funds for this public works project. The Avenel Citizens Association has been an advocate for this project for several years. Malcolm Stevenson mentioned that he would encourage the van derVossen family (who live on Persimmon Tree Road) to write a letter in support of the sidewalk.
- 4. Adat Shalom Synagogue.** Malcolm Stevenson noted that the Adat Shalom Synagogue installed a black top at the entrance to the parking areas. In response to neighbors, the synagogue agreed not to use Kachina lane in the future. No follow-up is necessary.
- 5. Quarry Matters.** Stevenson reported that the Giancola quarry project has been approved.
- 6. Design Guidelines.** The board discussed plans for a public board meeting scheduled for October 25th at the swim and tennis club. (The meeting was subsequently postponed because it fell one day before the annual meeting of the swim and tennis association. The new meeting date is November 15.) The focus of the public board meeting is to discuss proposed design guidelines and a fee increase in association dues. Stevenson noted that the primary concern of the design guidelines is to address concerns with potential "tear downs" and to provide helpful guidance to architects and residents in the community.

Steve Kunin and Lisa Wilcox Deyo provided an overview of the Design Guidelines Working Group. The group includes Steve Kunin, Bill Kline, Lisa Deyo and Doug Soe-Lin. Kunin noted that the task of changing the covenants would be burdensome. The design guidelines should help clarify the covenants and outline a process to solicit community input on ARC matters. Kunin added that the process needs to be "friendlier" so that residents are not "put off" by the process. The goal is to develop a package that includes details on acceptable design elements. The working group researched what other communities have done. The working group concluded that ARC matters should be brought to a board instead of a single person because a group would be perceived as more even handed, and might bring greater consistency to the process. It also would reduce the burden on one person and spread the responsibility. The enforcement of the ARC would still be left to the CSCA board. Approvals of projects would be published in the newsletter. The working group proposed a \$1,000 fine for cutting down hardwood trees. Stevenson stated the enforcement of a fine could be problematic and suggested that the working group not include landscaping issues in the design guidelines. Stevenson noted that there needs to be a clear process in place to deal with

teardowns. The design guidelines should be included in the materials that each resident receives from the Welcome Committee.

The working group asked the board to set aside money to complete a study. The working group estimates the cost to hire an architect or consultant around \$5,000. John Carlson noted that the process for hiring an architect and consultant must be open and transparent. Carlson provided Kunin with comments on the proposal (attached). Kunin and Deyo stated that they would revise the proposal and be prepared to give a presentation at the public meeting.

7. Beautification. Georgia Petsche discussed a "Spruce up for Spring" proposal.

6. Directory. Carlson noted that the directory was printed and distributed in mid-August.

Next Board meeting:

Monday, November 15 at 7:30 p.m. at the club.

Submitted by John Carlson on November 9, 2004

Attachment

From: John Carlson [mailto:John@fsround.org]
Sent: Monday, September 27, 2004 12:06 PM
To: Malcolm Stevenson; gpetsche@webtv.net; malcolm01@comcast.net; noelle_lewis@mac.com; telly. encarnacion@verizon.net (telly.encarnacion@verizon.net)
Subject: RE: Design Guidelines Committee Paper

Based on a quick review of the draft paper, I'd like to offer a few observations/food for thought:

1. Does the ARC or the CSCA board have the clear authority to impose fines for cutting down trees or making unauthorized changes to homes? If so, the paper should spell out who would impose these fines, the ARC or the CSCA board and an appeals process.
2. The "no plantings in the right of way" raises a number of issues, especially for residents that have "claimed" this patch of land as their own or neglected it entirely. Its also hard to argue that this is for safety reasons because much of the right of way is occupied by mail boxes, or unkept terrain (e.g., especially along Fenway Road near the creek). Also we need to be mindful that some residents have done some nice landscaping on the rights of way (e.g., the house on Fenway near Hamilton Spring Court).
3. The statement that reads as follows is a little one-sided: "Carderock Springs is a place with unique character, which should be preserved, while allowing individual homeowners to repair and improve their property in a way that maintains and enhances the character of the neighborhood." It does not reflect the fact that homeowners do and will want to expand/improve their homes to reflect changing needs (larger living spaces, larger closets, larger kitchens). The key issue making sure these changes are in "harmony" with the neighborhood (in terms of scale and adhering to the modern style).
4. I don't think its necessary or appropriate to include the sentence that reads: "While not required, alcoholic beverages, cheese and crackers..."
5. It sounds as though the group is asking for an expansion of the ARC by supplementing the 3 ARC members with "a stable of 5-6 reviewers." I'd like to have more information on what these reviewers would do. I also question whether this is feasible, given our difficulties in maintaining 3 ARC members.
6. We need to make sure there is a clear delineation of the role of the CSCA in reviewing/approving the work of the monthly meetings and in resolving disputes.
7. Does anyone think its a good idea to conduct an audit/assessment of the community to identify inappropriate encroachment on the rights of way, color palette that deviate from the design guidelines, etc. and then alerting residents to these deviations?



Original proposal: see attached PDF file.

Carderock Springs Citizens Association (CSCA)
Board Meeting
July 28, 2004

The meeting started at 7:30 p.m. at Telly Encarnacion's house. John Carlson, Telly Encarnacion, Malcolm Head, Noelle Lewis, Georgia Petsche, and Malcolm Stevenson attended.

1. Minutes. Approved the minutes of the June 29, 2004 Board meeting. Malcolm Head provided his new e-mail address: malcolm01@comcast.net.

2. Treasurer's Report. Approved the June Treasurer's report. As of June 29, the balance is \$33,727.72. A total of 316 families have paid association dues. The board discussed whether to send a letter to urge non-paying members of the Carderock community to pay their association dues. The board agreed to evaluate whether to do this in the fall.

Malcolm Stevenson announced that he would send a letter (along with a check for \$100) to the Ewing family at Lilly Stone and Fenway Road.

The board also approved \$50 monthly maintenance fee for maintenance of common areas for the remainder of 2004. Telly Encarnacion will pay Georgia Petsche and Georgia will pay the contractor, Mr. Toro.

3. Neighborhood Sign, Beautification and Lighting. Board members discussed efforts to beautify the community. Petsche noted that the entrance sign on Carderock Springs Drive is overgrown and excessively damp. Petsche offered to talk to Martha Donnelly about the design plans for the entrance sign area and to report back to the board.

Petsche expressed interest in establishing a competition to encourage and recognize residents that maintain and improve their property. The competition could include best landscaped knobs/circles, most compatible colors, best mail boxes, etc. The board could appoint outside judges and seek gift certificates from merchants in Potomac and Bethesda. Petsche also suggested that the board recognize the residents at the corner of Lilly Stone Drive and Persimmon Tree Lane for maintaining the entrance sign.

Malcolm Head noted that the contractor is working on the sign for the entrance to the pool and tennis club. The cost is \$1,285. The sign will be grey (in accordance with the Club). Telly Encarnacion will write a check for half of the cost and the Club Treasurer will pay the remaining balance. Jonathan Graham will install.

4. ARC Matters and Design Guidelines. Malcolm Stevenson informed Anna Altieri and Steve Kunin of Gabriel Weishaupl's interest in joining the ARC. Stevenson will arrange a meeting before the next board meeting.

Stevenson noted that the Design Guidelines Committee is considering a proposal to have the ARC hold monthly meeting. Proposals would be presented/viewed and discussed by community members. This is similar to the process followed by other active review committees such as Hollin Hills.

Stevenson reported of a complaint by the Nathanson family concerning an addition on Hamilton Spring Road. The complaint concerns the loss of a "vista". Stevenson checked with the ARC and learned that the addition was approved by the ARC. He suggested that the Nathanson's look into landscaping options.

Petsche shared an article that appeared in the Washington Post on keeping the neighbors in the loop during major renovations or construction.

The board discussed whether the ARC had approved projects at 8303 Still Spring Court and 8208 Lilly Stone Road Board members agreed with a proposal to have the ARC notify the board of all approved projects and to publish the list in the newsletter.

5. Quarry Matters. John Surr provided board members with two articles on the proposed development on the Giancola quarry site. The Gazette article referenced concerns with the traffic safety. Malcolm Stevenson noted that he sent a letter to the National Capital Park and Planning Committee to express the associations concerns over traffic safety along River Road. John Carlson agreed to draft a letter based to express the association's continuing concerns. Also, Petsche agreed to talk to John Tiernan of River Hill about concerns within the River Hill community.

Jennifer Hughes sent the attached e-mail to Malcolm Stevenson and John Carlson outlining measures residents can take to address a variety of concerns with maintenance and upkeep of property.

6. Directory. Carlson noted that Mary Lou Shannon requested a delay in the publication of the directory so that additional names could be added. The Board agreed to publish the directory as soon as possible in light of the fact the directory is already late and that new residents move in throughout the year. Telly agreed to incorporate additional information into the database and drop off an updated CD to John Carlson by early July 30. The Board agreed to go with a black color cover and to print 600 copies.

7. Newsletter. Nolle Lewis distributed a draft of the newsletter for Board members to review. Carlson agreed to send Noelle a link to the Gazette article on the Giancola development and impact on River Road traffic.

Next Board meetings:

Monday, September 20 at 7:30 p.m. at Georgia Petsche's house

Monday, October 25 at 7:30 p.m. (at the club) John Carlson confirmed the date with Larry Ondrejko, Club manager.

Submitted by John Carlson on August 5, 2004 (and revised on September 20, 2004)

E-mail from Jennifer Hughes

COUNTY RESOURCES

Listed below are just some of the most common concerns under the County Government's purview and the resource available to deal with that issue:

Complaint regarding trash pick-up service:

Need a new recycling bin:

Unsightly and unhealthy solid waste that should be removed from another's yard:

Street lamp out:

(Those in Carderock Springs are on metal poles and are therefore XXXXX's responsibility; if the lights were on wooden poles, they would be XXXXX's responsibility)

Complaints about Comcast service (after attempts at dealing with Comcast directly have failed):

Housing code violations including falling eaves, badly peeling paint, falling porches, etc.:

Abandoned or unregistered vehicles (including on private property):

Weed ordinance violations (i.e.: weeds over 12"):

Health code violations:

Restaurants:

Rats:

Noise violations (Noise above XX decibels before 7:00 a.m. and after XX:00 p.m on weekdays; before 9:00 a.m. and after XX:00 on weekends):

Illegal dumping in the stream or in County parkland:

Missed snow removal:

Downed trees:

Stormwater drainage issues that are in the County right-of-way:

NON-emergency police reports (e.g. false burglar alarm):

Large potholes:

Broken water main:

If you run into a dead-end trying to resolve a problem, contact one of your elected officials:

Council Members' phone number: (240) 777-7900

Howie Denis -- Represents District 1 (which includes Carderock)

At-Large Representatives:

Steve Silverman

Nancy Floreen

George Leventhal

Michael Subin

County Executive's Office: (240) 777-

Carderock Springs Citizens Association (CSCA)
Board Meeting
June 29, 2004

The meeting started at 7:30 p.m. at John Carlson's house. John Carlson, Telly Encarnacion, Malcolm Head, Noelle Lewis, and Malcolm Stevenson attended. Gabriel Weis also attended to discuss her interest in joining the Architectural Review Committee.

- 1. Minutes.** Approved the minutes of the May 19, 2004 Board meeting.
- 2. Treasurer's Report.** Approved the May Treasurer's report. As of June 29, the balance is \$33,727.72. A total of 313 families have paid association dues.
- 3. Review of the Newsletter.** Board members welcomed Noelle Lewis as the new newsletter editor. Noelle reviewed topics for articles in future newsletters, including traffic safety (e.g., speeding, speed bumps), tree pruning, enforcement of covenants, and history of the neighborhood.
- 4. Feedback from Community.** Board members reviewed a memo provided by Georgia Petsche summarizing the results of the community survey. A total of 10 residents responded to the survey which was included in the May issue of the newsletter. They focused on the following areas: tree pruning and landscaping, traffic safety, enforcement of covenants, enforcement of leash laws for pets, neighborhood crime watch, road maintenance, development on River Road, creation of website and list serv, and controlling the deer population.
- 5. ARC Matters.** The board welcomed Gabriel Weis as a new member of the ARC. Weis is an architect and new resident of the Carderock Springs community. Malcolm Stevenson will arrange a meeting with other ARC members. Stevenson also will discuss with current ARC members who among the other two board members (Steve Kunin and Doug Soe-Lin) should serve as the chair of the ARC.
- 5. Directory.** Board members discussed plans to publish the directory. Telly reported that she and Paul Encarnacion are making final changes to the database and will distribute proofs of the directory to all board members to review. Board members agreed to review the proofs and return them to Telly. Malcolm Head reported there are 5 advertisers in the directory and that he has submitted the ads to the printers. John Carlson volunteered to send an e-mail to MaryLou requesting that she send her advertisement to him. Carlson also volunteered to update the telephone numbers at the back of the book. The estimate cost of publishing the directory is \$1,275. Carlson will negotiate with the printer to see if they will match a price quoted by Altogether Printing. The board discussed a proposal from MaryLou Shannon to postpone publication until September. The Board decided to publish the directory as soon as possible and not intentionally delay publication. The board agreed to provide active Realtors (MaryLou Shannon, Teres Kellerman, Glaysd???) additional copies of the directory (up to 50 each).
- 6. Traffic Safety.** The board discussed concerns with traffic safety and speeding along Fenway and Lilly Stone Drive, but did not make any decisions.
- 7. Neighborhood Signs and Lighting.** Stevenson reported that the lights at the entrance signs have been fixed. Stevenson reviewed a proposal from Georgia Petsche to hire a contractor to

Carderock Springs Citizens Association (CSCA)
Board Meeting
May 19, 2004

The meeting started at 7:30 p.m. at Malcolm Head's house. John Carlson, Telly Encarnacion, Malcolm Head, Georgia Petsche, Malcolm Stevenson, and John Surr attended.

- 1. Minutes.** Approved the minutes of the April 21, 2004 Board meeting. (The minutes of the annual meeting must be approved during the next annual meeting of the Association.)
- 2. Treasurer's Report.** Approved the April Treasurer's report. The balance is \$32,479 as of May 19. A total of 298 families have paid association dues.
- 3. Review of the Newsletter.** Board members reviewed the draft of the May newsletter. The newsletter will include a list of questions that members of the community raised during the annual meeting. John Surr noted that the Zarate family is no longer delivering newsletters and that Tori Stevenson has taken over the delivery of all the newsletters.

4. Directory. Board members discussed plans to compile the directory. Malcolm Head reported that he has sent the ads to Rockville Printing. Some advertisers have paid for the ads whereas others have not. Telly plans on distribute the updated list to board members in early June.

5. Neighborhood Signs and Lighting. Malcolm Stevenson reported that the swim and tennis club approved the sign at the entrance to the swim and tennis club. Jonathan Graham has offered to install it. A two piece wood sign, which would replace the current 136 inch sign, would cost \$1,285. Malcolm Head will follow-up with the contractor.

Board members reviewed the status of several lights at the entrance signs. There is an electronical problem at the entrance sign at Carderock Springs Drive and a malfunctioning photo cell on the light at Lilly Stone Drive. Malcolm Head noted that an electrician should look at the electrical system at the entrance sign on Lilly Stone and Persimmon Tree Lane.

Georgia Petsche noted that George Petsche are looking for someone else to take over the job of replacing light bulbs. Malcolm Stevenson offered to take over the maintenance of the lights. Petsche also asked that the Board consider hiring a person to maintain lights, landscaping, and upkeep of common areas. Board members asked Petsche to draw up a list of what needs to be done so that the board could put out a request for proposal from prospective bidders.

Telly Encarnacion reported that a tree along Lilly Stone Drive next to the Tri-State Quarry has fallen. Telly offered to contact county officials to see if they will remove it.

6. Kachina Lane. Malcolm Stevenson reported that the Adat Shalom Synagogue paved its parking lots and diverted traffic on to Kachina lane for a two week period. The Synagogue cut a path to Kachina lane without notifying the neighbors. Tom Uzell wrote a letter to Synagogue and Jeff Speiler interceded. Stevenson concluded that there is no need for the board to get involved.

7. ARC Matters. Stevenson reported that there are no new developments to report on a replacement for Augusto Tono. Stevenson reported that Augusto reviewed the issues raised in the

Goodman letter concerning Mr. Winston and concluded that there allegations do not appear to have merit.

8. Design Guidelines. As a follow-up to the annual meeting, Stevenson reported that Bill Kline wrote an e-mail to Steve Kunin and Doug So-Lin regarding the design guidelines.

9. Quarry Issues. Stevenson reported that developers of the Stoneyhurst quarry project are holding a meeting at NCPCC to review the project plan. The developers have reached an agreement with the county to "buy out" obligation to incorporate affordable housing units in the complex.

Next Board meetings:

Monday, June 29 at 7:30 p.m. at John Carlson's house

Monday, July 26 at 7:30 p.m. at Telly Encarnacion's house

Monday, September 20 at 7:30 p.m. at Georgia Petsche's house

Monday, October 25 at 7:30 p.m. at John Surr's house

Potential general meeting in October. No date set.

The November meeting will be at Malcolm Stevenson's house

Submitted by John Carlson on June 28, 2004

Carderock Springs Citizens Association (CSCA)
Board Meeting
April 21, 2004

The meeting started at 7:30 p.m. at the Club. John Carlson, Telly Encarnacion, Malcolm Head, Georgia Petsche, Malcolm Stevenson, and John Surr attended.

1. Minutes. Approved minutes of the March 2004 Board meeting.

2. Treasurer's Report. Approved the April Treasurer's report.

3. Signs. Malcolm Head submitted estimates for replacing the entrance sign to the club. A two piece wood sign, which would replace the current 136 inch sign, would cost \$1,285. A one-piece wood sign that is 119 inches long would be \$1,110. Neither of these estimates include the cost to install the sign or replace the posts

Head noted that an electrician should look at the electrical system at the entrance sign on Lilly Stone and Persimmon Tree Lane.

4. Reviewed Agenda for the Annual Board Meeting.

Next Board meetings: 7:30 p.m. May 19 at Malcolm Head's house (8300 Fenway Road).

Submitted by John Carlson on May 17, 2004

Carderock Springs Citizens Association (CSCA)
Board Meeting
April 21, 2004

The meeting started at 7:30 p.m. at the Club. John Carlson, Telly Encarnacion, Malcolm Head, Georgia Petsche, Malcolm Stevenson, and John Surr attended.

1. Minutes. Approved minutes of the March 2004 Board meeting.

2. Treasurer's Report. Approved the April Treasurer's report.

3. Signs. Malcolm Head submitted estimates for replacing the entrance sign to the club. A two piece wood sign, which would replace the current 136 inch sign, would cost \$1,285. A one-piece wood sign that is 119 inches long would be \$1,110. Neither of these estimates include the cost to install the sign or replace the posts

Head noted that an electrician should look at the electrical system at the entrance sign on Lilly Stone and Persimmon Tree Lane.

4. Reviewed Agenda for the Annual Board Meeting.

Next Board meetings: 7:30 p.m. May 19 at Malcolm Head's house (8300 Fenway Road).

Submitted by John Carlson on April 22, 2004

Carderock Springs Citizens Association (CSCA)
Annual Meeting
April 21, 2004

1. Welcome. The annual meeting of the Carderock Springs Citizens Association (CSCA) began at 8:00 p.m. Approximately 40 members of the community attended in addition to the members of the board and newsletter editor: Malcolm Stevenson, CSCA President, Malcolm Head, First Vice President, Georgia Petsche, Second Vice President, Telly Encarnacion, Treasurer, and John Carlson, Secretary, and John Surr, editor of the Carderock newsletter.

John Carlson, Secretary of the CSCA, welcomed community members to the annual board meeting. He asked members of the community to introduce themselves and identify one or two issues of primary concern. The following is an overview of the top concerns expressed by members or the community:

- Design guidelines/Enforcement of Covenants/Paint colors -- 14 expressions
- Landscaping (e.g., pruning of trees, ivy invasion, fences, planting on right of way)--7 expressions
- Communications Tower—3 expressions
- Traffic safety (e.g., trucks and motorcycles) – 2 expressions
- Road repair – 1 expression
- Vandalism – 1 expression
- Deer control – 1 expression

Several individuals noted that they were concerned about “everything.” A half-dozen people stated that they had “no agenda.”

2. Updates. Malcolm Stevenson, CSCA President and other Board members provided updates on issues of interest to the community.

Communications Tower. Stevenson provided an update on a plan by the Maryland Department of Transportation to install a 250 foot communications metal lattice-style tower on the western side of the outer loop of the Beltway near Eggert Road and Persimmon Tree Lane. The purpose of the tower is to improve communications for homeland security purposes. Stevenson stated that government officials conducted a simulation of the tower on March 8 and that the tower would be visible from parts of the community -- neighborhood along Eggert, Stone Trail and the Carderock Springs Elementary School. The board will have an opportunity to comment on the tower after the application to build it is submitted.

Quarry Matters. Stevenson stated that the developers of the Giancola Quarry (intersection of Seven Locks and River Road near the Beltway) have submitted a plan for 30 single family and town houses. The association (along with other neighboring associations) submitted a comment letter expressing concerns over traffic congestion and safety for cars entering and exiting the new development.

Stevenson also reviewed efforts by the owners of the Stoneyhurst quarry (on River Road next to the fire station). The builder has requested an increase from the already approved 97 units to a maximum of 104 units. The builder was unsuccessful in "buying out" its affordable housing obligation. CSCA and neighboring associations oppose an increase in units.

A resident asked whether the county has height restrictions given that the buildings at the Stoneyhurst quarry will be five stories tall. Steve Kunin, member of the ARC, indicated that since the project was approved we should assume it complies with county height restrictions.

A resident asked about the impact on traffic. Stevenson added that the county plans to install a traffic light at the entrance to the community on River Road. Several residents commented on how a light might help to slow traffic along River Road.

40th Anniversary Celebration, Newsletter and Upcoming Events. John Surr thanked Mary Lou and Brenda Bell for organizing the 40th Anniversary. He urged residents to take a commemorative mug at the back of the room. Surr noted that after 10 years as newsletter editor he is interested in resigning. Mary Lou Shannon thanked John for his many contributions and urged community members to submit articles on the "early days" of Carderock or issues of particular concern (e.g., strategies for controlling ivy, landscaping ideas).

John Surr reported on several upcoming events.

- Glen Echo is celebrating its Centennial. Two events there of interest are: May 15 Sat. 9:30am -2pm escorted garden tour on the hour, leaving from the town hall; May 23 Sun. 3pm lecture "Racial Integration of Glen Echo Park" by Washington Post columnist Colbert King at town hall.
- Ride-On Bus fares will increase in late June, including regular fares going from \$1.20 to \$1.35.
- The Potomac Conservancy is turning the lock house at Lock 8 in Cabin John into an educational center, and is seeking volunteers to serve as "lock keeper" docents there. The lock house will be open on May 1, as the 50th anniversary C&O Canal hike passes by. If interested, visit www.potomac.org.
- On Saturday morning, April 24, there will be a clean up of the Cabin John Creek segment from Seven Locks Road to the AME Church near the Beltway overpass.

Surr reported that the AME church suffered damage from a fire. The congregation has been using the Cabin John community center and Adat Shalom synagogue for services.

Signs and Neighborhood Watch. Malcolm Head provided an update on the replacement of signs. Last year, the Association surveyed neighborhood signs, developed a plan, and hired a contractor to replace or refurbish many of the "knob" signs throughout the neighborhood. While all of the signs have been installed, some of the posts have yet to be painted but be painted later this spring. Head volunteered to re-organize the neighborhood watch program in response to increases in vandalism and burglaries. He asked residents to contact him if they are interested.

3. Approval of Minutes. Residents approved the minutes from the April 24, 2003 Annual meeting.

4. Treasurer's report. Telly Encarnacion provided an update on the CSCA finances. As of April 21, 2004 the Association has a balance of \$32,574.47. Residents approved the Treasurer's report.

Malcolm Stevenson noted that the board has discussed whether to recommend an increase in the dues given that they remained the same (\$20) since 1997 and expenditures have steadily exceeded revenues over the past few years. Other contributing factors include expenses associated with the replacement of signs, reduced interest income on the \$28,000 savings club account, and the need to maintain a balance in the event the board needs to retain legal counsel to enforce the covenants. The board must introduce a resolution 15 days before the next association meeting.

5. Election of Officers. The nominating committee forwarded the following officers for the 2004-05 term:

Malcolm Stevenson, President
Malcolm Head, First Vice President
Georgia Petsche, Second Vice President
John Carlson, Secretary
Telly Encarnacion, Treasurer

Residents unanimously approved the nominations.

6. Design Guidelines. Stevenson turned the meeting over to Bill Kline, Doug Soe-Lin and Steve Kunin who have volunteered to lead a special design guidelines committee (DGC). The Board asked the DGC to solicit input from residents on the process and desired outcome of an effort to develop design guidelines for the community.

Stevenson noted that the Board hired an attorney last year to look at the covenants. There are eight or nine sets of covenants, each applicable to a section of the subdivision. He noted that, although the sets of covenants are generally quite similar to one another, any effort to change the covenants would require approval of each individual set by a majority of homeowners subject to that set, which could prove very difficult to do. As an alternative to amendment of the covenants, the Board, with community input, could adopt design guidelines for use by the Architectural Review Committee (ARC) and homeowners. Stevenson added that the covenants are intended to protect the value of homes in the community. This creates a conundrum in that a "tear down" would arguably enhance the value of homes in the neighborhood.

Several residents expressed concern that the ARC has not adequately enforced the covenants. Stevenson responded that he is not aware of any instances where the ARC has not approved a project. He added that ARC members must interpret the covenants. This can be challenging because the covenants are not detailed. For most applications, the process is harmonious and helpful to owners. However, there are situations where some owners take an adversarial position or do not engage ARC members early in the process. In these instances, some compromises are reached thru negotiations among owners and ARC members. The primary tools that the ARC and the CSCA Board have to enforce the covenants is placing a lien on the property or seeking an injunction. This is one reason the board wishes to maintain a reserve fund to ensure it can hire legal counsel to use these tools if necessary.

Kline added that the best solution is to urge owners to comply voluntarily. Hence this is why the DGC was established to provide both the ARC and owners more information and guidance on how to comply with the covenants and adhere to the positive values and modern design tradition that have attracted families to the community.

Kline served as chair of the ARC in the late 1990s and has maintained a strong interest in the architectural integrity of the community. He added that residents are very interested in maintaining the modern architectural integrity of Carderock Springs. He reviewed the architectural vision statement which appears in the community directory:

The Architectural Vision Statement says, "Carderock Springs will be a place where the natural landscape dominates the built environment. We the residents of Carderock Springs, declare that as we maintain, alter, and expand our homes, we will: Respect the tradition of simple buildings of modest scale; Be conscious of, an deferential to, existing proportions of openings, horizontality and projection of roof lines, and relationships of windows and walls; Enhance the heritage of the vegetation of our neighborhood, preserving the valuable natural hardwood forest growth; Extend the modern tradition by insisting on contemporary design, while avoiding the overtly decorative."

John Surr also noted that "Our Carderock" contains some design guidelines on page 29. Kline reviewed the typical process that owners go thru when making changes to their homes.

Kline requested input on the process and outlined two ways of proceeding: 1) amending the covenants; and 2) developing design guidelines that support the covenants.

Doug Soe-Lin reviewed efforts by similar modern communities such as Hollin Hills in Virginia.

A member of the community urged the design guidelines committee to address the issue of dilapidated or poorly maintained houses by citing several examples of homes that should be repaired. The resident argued that dilapidated houses affect the value of other houses in the community and increase the odds that these houses will be torn down. Another resident suggested that the board write a letter to owners of dilapidated houses asking that they take action to restore the house. Stevenson added that the county will not take action unless dilapidated houses pose a health risk (e.g., rodent infestation).

A member of the community expressed concerns about "junk" cars and steps the association can take to address this problem. Stevenson stated that the board has taken action to address junk cars in the past and asked for information on current problems.

MaryLou stated that she is optimistic that the more residents learn about the unique design features of the community thru the Maryland Historic Trust designation and involvement of the architect and builders during the 40th anniversary they will voluntarily comply with design guidelines. Shannon asked residents to locate color photos of the homes to assess the original colors of the community. This material may be helpful to the design guidelines committee.

Steve Kunin stated that the economic pressures are significant (i.e., high cost and scarce supply of land) and that many of the homes (at 40 years of age) will need to be repaired, expanded or replaced. He added that its important to put into place clear guidance now to ensure that the community has a strategy for dealing with these market forces and age of home issues.

Stevenson added that the best approach for the community is to make sure that homeowners are provided guidelines before they purchase the home and to try to encourage homeowners to work with the ARC early in the process.

Stevenson reviewed the requirements for protecting trees. All hard wood trees are covered by the covenants. Owners must seek approval before removing these trees. He noted that many trees are

being neglected and expressed the view, articulated by a number of residents, that many lots are overgrown and would benefit from prudent thinning of trees. Softwood trees (e.g., pines) can be removed without approval.

A resident urged the DGC to address site issues noting that some tear downs in nearby communities do not take into account the impact of on neighboring houses or the community in general.

Stevenson noted that Board is looking for a qualified replacement to chair the Architectural Review Committee. For the past year, Augusto Tono has served as interim chairman (after serving a total of 6 years) until the board can find a qualified replacement.

During the 90 minute discussion, community members identified the following issues and concerns for the DGC to address:

- Maintaining the character of the community
- Preventing the “mansionization” of the neighborhood
- Creating a “friendly” process for making modifications to homes
- Balancing clear design guidelines that accommodates changing tastes
- Strengthening the enforcement of the covenants and involving members of the community
- Clarifying permissible paint colors and combinations
- Ensuring height and size restrictions (for additions or tear downs) are proportional to the size of the original house
- Incorporating guidance on landscaping including steps to encourage pruning of overgrown trees and oversized vegetation
- Addressing dilapidated houses that may hasten “tear downs” or degrade the value of the community

The DGC will solicit additional input by developing a questionnaire and asking others in the community that could attend the meeting and begin work on draft guidelines. The committee agreed to meet with the CSCA board at a future meeting.

7. Awards. Stevenson acknowledged the following individuals for their contributions to the community:

- MaryLou and Brenda Bell for organizing the 40th Anniversary celebration on March
- Malcolm Head for leading the neighborhood signs project
- John Surr for serving as newsletter editor

Mary Lou recommended that Kevin and Alison Ewing be commended for beautifying their yard which sits on a highly visible corner of Fenway Road and Lilly Stone Drive. Shannon urged the board to award them a gift certificate in recognition of beautification efforts.

Submitted by John Carlson on May 17, 2004

Carderock Springs Citizens Association (CSCA)
Board Meeting
March 25, 2004

The meeting started at 7:30 p.m. at Malcolm Stevenson's house. John Carlson, Telly Encarnacion, Malcolm Head, Malcolm Stevenson, and John Surr attended.

1. Minutes. The board approved the February minutes. John Carlson apologized for not notifying Georgia Petsche to the meeting, but promised to send the summary minutes soon after the meeting.

2. Treasurer's report. The board approved the March Treasurer's report. The current balance is \$31,530. Telly Encarnacion reported that 230 households have paid their dues and submitted updated contact information. (The total number of member households in 2003 was 287.) Stevenson reported that he has secured directors insurance with a \$1,000 premium. Board members thanked Malcolm for securing this coverage. Telly wrote a check to Maryland Association for Non-Profit organizations (MANO).

3. Signs and Lights. Malcolm Head reported that all the signs have been installed and that he would paint the posts of the refurbished signs to match the new signs. Head also noted that the contractor is estimating the cost of replacing the entrance sign to the club on Hamilton Spring Court. Encarnacion reported a light is out at the entrance sign on Lilly Stone and Persimmon Tree Lane. Head said he would look into it.

4. Directory. The board agreed to publish the directory by May 31. The board agreed to raise the rates for advertisements.

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 manage advertisements. Telly Encarnacion will update the Access database (at the same time she collects and deposits membership dues. John Carlson will update the contact information on the last two pages and coordinate with the printers. All board members will be involved in distributing the directories when they are completed. The board also agreed to include the names of various "interest groups" within the community, including the Garden Club, "Old Men's" club and others.

5. Annual Meeting Preparations. The Carderock Springs Citizens' Association will hold its 2004 Annual Meeting at the Clubhouse on Wednesday, April 21, 2004, at 8 p.m. Malcolm Stevenson reported that Mary Lou Shannon (as chair of the nominating committee) has put forth the following nominations for 2004: Malcolm Stevenson, the current President; Malcolm Head, First Vice President; Georgia Petsche, Second Vice Presidents; John Carlson, Secretary; and Telly Encarnacion, Treasurer. The entire board must be confirmed at the annual meeting.

Board members discussed ways to increase involvement by members of the community. John Carlson suggested that the board clearly outline key “jobs”, use the information from the dues letter in which the board asked residents to self-identify areas of interest and then to solicit interest in specific “jobs”. Stevenson also noted that the board should continue to recognize individuals for their contributions to the community. For example, board members noted that the Judith Marshak of Peck Place has contributed a lot over the years in urging the M-NCPPC to pave and maintain Carderock Springs Drive.

Malcolm is working on the agenda for the Annual Meeting. The primary focus will be on discussing design guidelines and in encouraging a qualified resident to serve on the ARC. Malcolm volunteered to invite Bill Kline to lead a discussion on developing design guidelines and to get input on prevent or dealing with “teardowns” here. Encarnacion will deliver a Treasurer’s report and discuss a proposal to raise dues next year to offset costs associated with beautification and maintenance of the community.

John Surr noted that some residents are likely to ask for information on the status of the delayed beltway barriers. Malcolm noted that he would contact Paula LaBoy for an status update on the beltway barriers.

6. Communications Tower. Several board members observed the simulation of the 250 foot communications tower planned for the strip of land to the west of the outer loop of the 495 beltway south of Persimmon Tree Road, near Eggert Road. They noted that the tower is visible from parts of the community, but that it primarily affects the neighborhood along Eggert and Tammy Court. At least one household is represented by the CSCA. The board will have an opportunity to comment on the tower after the application to build it is submitted.

7. 40th Anniversary Celebration. Mugs left over from the 40th celebration will be distributed at the Annual Meeting.

8. Newsletter. Surr expressed interest in resigning as editor of the newsletter. Board members urged him to stay on and offered to shift some of the responsibilities of distributing the newsletter to others. Surr noted that he has been newsletter editor for a long time and stressed that its time for others to take on this responsibility. Board members acknowledged Surr’s contributions to the board and community and unparalleled institutional memory. Surr agreed to stay on as editor until a replacement is found.

John Surr reviewed plans for printing the next newsletter. The newsletter will go out in early April, well in advance of the Annual Meeting. Carlson suggested adding an article about the April 24th Cabin John Creek clean up. Surr offered to contact Burr Gray of the Cabin John Citizens Association to ensure coordination.

9. Quarry Matters. John Surr reported that he sent the manager of Tri-State quarry a copy of the newsletter including the article on vandalism at the quarry.

Stevenson reported that the meeting to discuss the expansion of the Stoneyhurst quarry from 97 to 103 or 104 units has been postponed.

Next Meeting: Thursday, April 21, 2004 at 8:00 p.m. at the CS Club house.

Carderock Springs Citizens Association Accomplishments since April 2003 Annual Meeting

- **Newsletter.** The Association published and distributed quarterly newsletters. John Surr, our newsletter editor, wrote pithy articles on traffic safety, gardening, consumer protection, local development, profiles on residents, and other articles of interest to the Carderock community. After serving for over a decade as our newsletter editor, John recently announced that he is interested passing the baton to someone else. John has done an outstanding job. The board has valued his wise counsel and dedication to the community.
- **Directory.** The next directory will be published by May 31. As in the past the directory will include contact information on your neighbors. It also will include information on teenagers who are interested in babysitting, pet sitting and lawn care. Please be sure to submit your updated information and to pay your dues.
- **40th Anniversary.** The Association assisted Mary Lou Shannon, Brenda Bell and others in hosting the March 7th celebration of the neighborhood. The original builders and architects and several University of Maryland professors spoke at this event. Over 100 members of the community participated. We now have (thanks to Mary Lou) an archive of information on the neighborhood. By all accounts the event was a big success and helped to affirm why so many of us love this community.
- **Landscaping and Beautification.** The Association surveyed neighborhood signs, developed a plan, and hired a contractor to replace or refurbish many of the "knob" signs throughout the neighborhood. Malcolm Head has lead our efforts on this project. He has done a yeoman's job. We will continue to look the repair or replacement of additional signs. In addition, the Association maintains the gardens at the entrance on Carderock Springs Drive and participated in efforts to clean up Cabin John Creek. In previous years we have worked with the Garden Club in identifying knobs that local residents have landscaped and maintained. We continue to work with the Cabin John Citizens Association on the annual clean-up of the Cabin John Creek. On Saturday, April 24, we will meet at the club at 9 am and fan out to various sections of the creek that borders our community. Please join us.
- **House Tour.** The Association will sponsor another house and garden tour in September.
- **Traffic Safety.** The Association continued to press for the installation of sidewalks along Persimmon Tree Road from the Avenel community to MacArthur Blvd. The Association also urged county officials to improve traffic safety along Persimmon Tree Road.
- **Potomac Sub-Region Master Plan.** The Association continued to work with other neighboring associations to ensure that developers adhere to the Potomac Sub-Region Master Plan. The Associations provided information to the community on plans to develop the Stoneyhurst Quarry (located west of the fire station on River Road) and Giancola Quarry (at the corner of Seven Locks and River Road). Construction at these sites are planned to begin as early as this year.
- **Liasion.** The Association serves an important role as your liaison to the Tri-State

Quarry and Adat Shalom synagogue in addressing landscaping, parking, lighting and other issues of concern.

- **Beltway Barriers.** [Need a status update from Paula]
- **Communications Tower.** We received notice that federal authorities want to install a 250 foot communications tower on the edge of the beltway south of Persimmon Tree Road and adjacent to Eggert Road. We will continue to monitor these developments and comment on the impact this proposal would have on the community.
- **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. Augusto Tono has continued to serve as the chair of the ARC on an interim basis. We are seeking a qualified architect to take on this important position. We also are excited that Bill Kline has agreed to help the association develop design guidelines. Our new second vice president, Georgia Petsche, will help lead this effort.

Perhaps we should ask participants at the meeting to state (or submit) their “top 5” concerns or issues that they would like the association to focus on in 2004-5 (as well as volunteer their time to participate in)?

Carderock Springs Citizens Association (CSCA)
Board Meeting
February 25, 2004

The meeting started at 7:30 p.m. at John Surr's house. John Carlson, Telly Encarnacion, Malcolm Head, Malcolm Stevenson, and John Surr attended. Mary Lou Shannon attended to review candidates for the vice president position. She and Brenda Bell also discussed the March 3rd event at the Club celebrating the 40th anniversary of the community.

- 1. Minutes.** The board approved the January minutes
- 2. Treasurer's report and dues letter.** The board approved the February statement. The Current balance is \$31,721. Telly reported that the dues letters have been distributed and she is beginning to receive payments. Stevenson reported that he has secured directors insurance with a \$1,000 premium.
- 3. Nomination Process.** Mary Lou Shannon, Barbara Manzano and Ann Thompson will serve as the nominating committee in preparation for the annual CSCA board meeting in April. Mary Lou Shannon noted that Georgia Petsche expressed interest in joining the board to fill the vacant second vice president position. Board members approved Georgia's nomination. The entire board must be confirmed at the annual meeting.
- 4. Historic Recognition.** Mary Lou Shannon noted that efforts to seek historic recognition will not affect the covenants which would continue to govern changes to Carderock homes. Brenda Bell asked the board to begin work on the design guidelines and to focus on paint colors. She added that the original palette of paint colors reflected muted "New England" colors.
- 5. 40th Anniversary Celebration.** Brenda Bell reviewed plans for the March 3 event. Speakers will include individuals who designed and built Carderock Springs -- Edmund Bennett (builder), Gordon Smith (sales associate) Arthur Keyes (architect) – and University of Maryland professors involved in studying Carderock and seeking recognition as an example of a "modern architecture" in Maryland - Isabelle Gornay and Mary Corbin Sies. The board approved funds for hosting the event and purchasing commemorative mugs.
- 6. Newsletter.** John Surr reviewed plans for printing the next newsletter. The board agreed to print a newsletter shortly before the March 3 event and then before the April 21 annual meeting.
- 7. House Tour.** Mary Lou Shannon noted that the annual house and garden tour is scheduled for September. She has lined up at least three homes that have undergone recent renovations.

8. Beautification and Signs. Brenda Bell noted that Tri-State Quarry has offered to provide a large stone for the Stedman garden. Malcolm Head reported that most of the neighborhood signs have been installed. The last sign will be installed on Park Overlook Drive as soon as the ground thaws enough to dig the postholes. The board thanked Malcolm for his efforts and asked him to enquire as to how much it would cost to replace the sign at entrance at the pool.

9. Design Guidelines. Malcolm Stevenson noted that Bill Kline is interested in working on the design guidelines. Stevenson will provide Kline with information on Hollin Hills. Stevenson noted that the board still needs someone to take on the chairmanship of the ARC.

10. Quarry Matters. Stevenson noted that the owner of Tri-State quarry notified him of recent vandalism at the quarry. John Surr offered to include an article on this in the next newsletter.

Stevenson noted that the developer of the Stoneyhurst quarry is asking for an increase of 6-7 units, from 97 to 103 or 104 units. Stevenson stated that he would send a letter urging the County Council to keep the total number of units to 97.

Next Meeting: Thursday, March 25, 2004 at Malcolm Stevenson's house.

CARDEROCK SPRINGS CITIZENS' ASSOCIATION, INC.

P.O. BOX 237

CABIN JOHN, MD 20818-0237

February 20, 2004

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.

Your financial support through annual dues helps cover such expenses as printing and distributing the newsletter and community directory, insurance, legal counsel on various matters, special projects, and the maintenance of our common areas (e.g., entrance signs and "knob" signs). Please send your membership dues (\$20 for families and \$15 for single adults) and complete the attached form to update our records by March 10, 2004. The Association plans to publish another directory this year, so be sure to submit your information by the deadline to ensure that it appears in the 2004 directory.

Please mark your calendars and plan on attending the annual CSCA board meeting on Wednesday, April 21, 2004 at 8:00 p.m. at the Carderock Springs Swim and Tennis Club. The board will review our activities over the past year and seek your input for future efforts. We also will seek volunteers to lead or participate in community efforts. Much of the work of the Association is carried out by your Board and community volunteers. Here's a brief preview of your Association's accomplishments during the past year:

- **Newsletter.** The Association published and distributed quarterly newsletters. John Surr, our newsletter editor, wrote pithy articles on traffic safety, gardening, consumer protection, local development, profiles on residents, and other articles of interest to the Carderock community.
- **Landscaping and Beautification.** The Association surveyed neighborhood signs, developed a plan, and hired a contractor to replace or refurbish many of the "knob" signs throughout the neighborhood. In addition, the Association maintains the gardens at the entrance on Carderock Springs Drive and participated in efforts to clean up Cabin John Creek.
- **Traffic Safety.** The Association continued to press for the installation of sidewalks along Persimmon Tree Road from the Avenel community to MacArthur Blvd. The Association also urged county officials to improve traffic safety along Persimmon Tree Road.
- **Potomac Sub-Region Master Plan.** The Association continued to work with other neighboring associations to ensure that developers adhere to the Potomac Sub-Region Master Plan. The Associations provided information to the community on plans to develop the Stoneyhurst Quarry (located west of the fire station on River Road) and Giancola Quarry (at the corner of Seven Locks and River Road). Construction at these sites are planned to begin as early as this year.
- **Enforcement of Covenants.** 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.
- **Liasion.** The Association serves an important role as your liaison to the Tri-State Quarry and Adat Shalom synagogue in addressing landscaping, parking, lighting and other issues of concern.

Sincerely,

Malcolm Stevenson, President

Malcolm Head, First Vice President

John Carlson, Secretary

Telly Encarnacion, Treasurer

CSCA Renewal Form

Please sent dues checks (\$20 for families or \$15 for single adults), payable to "CARDEROCK SPRINGS CITIZENS' ASSOCIATION, INC" to:

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

Adult Name(s): _____
Title First Last

Names of Children and Interest in babysitting, petcare and gardening

Age (as of 3/2004)	Babysit?	Petcare?	Lawn/ Garden?
_____	Y / N	Y / N	Y / N
_____	Y / N	Y / N	Y / N
_____	Y / N	Y / N	Y / N
_____	Y / N	Y / N	Y / N

Address: _____
Street City State Zip

Telephone(s): (_____) _____ (_____) _____

E-mail Address(s): _____

Do you wish to have this information included in the next directory? Y / N
If you choose "No", this information will be kept on file for Association use only.

Please specify if you would you like us to contact you about volunteering opportunities in our community:

- Gardening/cleanup
- Traffic/public safety
- Design guidelines and ARC matters
- Writing articles in the Newsletter

Please note that this information is used to update CSCA records and for use in publishing the directory. Please note that Directory is for the personal use of Carderock Springs residents and non-resident members of the CSCA only. As in the past, listings to be included in the next Directory include: a) families who live in the original 404 Carderock Springs houses and b) families who do not live in original Carderock Springs houses but live in nearby neighborhoods and who are members of the Association. Unless you specify otherwise, this information will appear in the next Carderock Springs Directory.

Carderock Springs Citizens Association (CSCA)
Board Meeting
January 20, 2004

The meeting started at 8:00 p.m. at John Carlson's house. John Carlson, Telly Encarnacion, Malcolm Head, and Malcolm Stevenson, attended.

1. Minutes. The board approved the December minutes.

2. Treasurer's Report and Dues Letter. The board approved the end of year 2003 statement. Telly Encarnacion reviewed annual expenses over the past seven years. Over this period, the CSCA collected revenues of about \$8,000 per year but spent about \$9,000 on average. The board discussed whether to raise the dues and eliminate the differential between families and single adult households. The board decided to postpone any increase or change in differential until next year so that the issue could be discussed at the annual meeting. Several board members also noted that the swim and tennis club recently increased dues in order to cover the cost of renovating the pool. The board set the date for the annual meeting for April 21.

The board reviewed the draft dues letter and agreed that it should be distributed in early February. The board suggested that a reference to the annual meeting be added and that residents identify areas of interest in volunteering. The board agreed to remove the date of birth of children and replace it with the age (as of March 2004). The board discussed ways to gather information on new residents to ensure that as many households as possible receive personalized letters. John Carlson offered to contact Alison Leopard, head of membership for the swim club, Mary Lou Shannon, and Theres Kellermann for the names of new residents. The board recommended that the letters list the name of the resident and "or current resident". The board authorized Telly to purchase a stamp to use on the return address envelops.

Telly Encarnacion provided John Carlson with an updated disc of the directory. Carlson agreed to work with Paul Encarnacion to figure out how to merge the information on the database (names, addresses, babysitting info) to the dues letters so that each household receives a personalized letter and a request to verify information.

Malcolm Stevenson provided additional information for the application for directors insurance to the Association for Non Profit Organizations, but has not received a reply.

3. Neighborhood signs and Entrance. Malcolm Head reported that the contractor has made the signs, but must wait until the ground thaws to install them.

Stevenson reported that he contracted with an electrician to fix the problems with the entrance light signs. Malcolm also asked George Petsche for a spare key to the boxes at the entrance signs.

4. ARC. The board discussed how to respond to a complaint from a resident on Park Overlook Court regarding, among other things, the placement of a fence. The board agreed to ask the ARC to review matters concerning the fence. Board members noted that the dispute is very personal and extends over many years. Board members discussed how best to resolve or mediate

disputes between or among neighbors. The board agreed that it should focus on ARC-related matters and not attempt to mediate personal disputes among neighbors.

Stevenson reported that Bill Kline, a former ARC member, expressed interest in writing up the design guidelines. However, Kline is not interested in serving on the ARC again.

Stevenson reviewed a complaint by a resident of Glenmore Springs Road concerning a neighbor's play station on 8005 Hamilton Spring Road. The resident enquired as to whether the Association has rules concerning play stations with regard to their placement near fences. Stevenson noted that there are no references to play stations in the covenants, but that fences are covered by the covenants. The board recommended that Stevenson review the fence installation with the ARC, but agreed that it is not in a position to regulate play stations.

Malcolm Head asked the ARC to check if a house on Lilly Stone Road (near Persimmon Tree Lane) has received ARC approval for a major renovation.

Head also asked whether board members are ware of pinhole links with cooper piping. Head added that a resident wants advice on how to address the problem. John Carlson noted that pinhole leaks are a major problem throughout Bethesda that the WSSC is investigating.

5. Quarry matters. Stevenson reported that vending machines on the Tri-State quarry property were vandalized resulting in \$4,000 in damage. Brian Porto requested that the Association report on this in the next issue of the newsletter.

Next Board meetings: 7:30 p.m. Wednesday, February 25 at John Surr's house.

Submitted by John Carlson on January 21, 2004

Carderock Springs Citizens Association (CSCA)
Board Meeting
December 10, 2003

The meeting started at 7:35 p.m. at Telly Encarnacion's house. John Carlson, Telly Encarnacion, Malcolm Head, Malcolm Stevenson, and John Surr attended.

1. Minutes. The board approved the November minutes.

2. Treasurer's Report. The board approved the December Treasurer's report. The balance as of December 10 is \$32,297. The board agreed to send out membership renewal and dues letters in February. John Carlson volunteered to prepare a draft letter for the board to review at the January board meeting. The letter should note that the board is expending funds to replace the signs and to maintain some of the common areas (e.g., entrance sign) and that the board will consider whether to raise dues next year to help cover these expenses. Carlson agreed to work with Paul Encarnacion to figure out how to merge the information on the database (names, addresses, babysitting info) to the dues letters so that each household receives a personalized letter and a request to verify information.

Malcolm Stevenson sent an application for directors insurance to the Association for Non Profit Organizations, but has not received a reply yet.

3. Neighborhood signs and Entrance. Malcolm Head reported that the contractor will begin work on the knob signs as soon as the shipment of redwood arrives. Board members noted that the lights to the entrance sign on River Road appear to be malfunctioning.

4. ARC. Stevenson reported on a complaint from a resident on Park Overlook Court regarding the placement of a fence and improper dumping on yard waste on club property. Stevenson consulted with

Stevenson reported that there are no new developments in securing a replacement for the chairman of ARC (notwithstanding several announcements in the newsletter and requests for nominations). Mary Lou Shannon suggested that a new resident (and architect) might be a good candidate.

5. Quarry matters. Stevenson reported that he received a "preliminary plan of subdivision" on the Stoneyhurst quarry property, which has been filed with the county. The plan ("The Quarry Residence at Donald's Park") calls for five buildings (five stories each) and a club house and pool. Each of the five buildings will have underground parking as well as surface parking. A berm and hiking trails are planned along River Road. The plan also calls for a stop light on River Road. The board agreed to post the plan at the club house and to include a brief article in the December newsletter.

6. Website/Email. Board members discussed whether to create a website for the Carderock Springs Citizens Association. Paul Encarnacion provided information on the range of services and prices for web sites. Stevenson reported that the board of the pool and tennis club discussed sponsoring a web site, but also expressed concern about how to manage the web site given

existing scarce resources and the costs associated with the pool renovation project. No decisions were made.

7. Airplane Noise. Stevenson reported that he wrote a letter to the Council of Governments concerning noise pollution from airplanes.

8. Dog Park. Stevenson noted that a resident expressed interest in creating a “dog park” at one of the public parks in the area. Board members noted that there currently are several dog friendly parks in the area (e.g., Palisades, Carderock Springs school on weekends and the C&O canal) and there does not appear to be a need for a special dog park.

Next Board meetings: 8:00 p.m. Tuesday, January 20 at John Carlson’s house.

Submitted by John Carlson on January 20, 2004