

Carderock Springs Citizens Association  
Minutes from Board Meeting on February 20, 2023

Held via Zoom.

Board Members present: Jack Orrick, Ashkan A. Malayeri, Maja Husar, Ashish Goel, Katalin Roth, Susan Eastman, Meaghan Curry

Board Members absent: none

Community members present: Rick Wilson, Gary Ratner

ARC members present: Scott Wilets, Kathrine Stifel, Sandy Silverman

Jack Orrick called the meeting to order around 7:30 pm.

Agenda:

1. Approval of January Board meeting minutes
2. Treasurer's report for January
3. Follow up discussion on Tree Preservation Guidelines – Discussion with ARC; amendment to Bylaws to provide for right of appeal; update on CSCA website.
4. Nominating Committee for 2023-2024 Board
5. Dues notices for 2023
6. Old Business – the Carderock Village, Beltway widening; Knob sign rehab
7. New Business
8. Next Meeting - March 20; Newsletter deadline

**Item 1: Approval of January Minutes**

No comments on minutes. Deemed approved.

**Item 2: Treasurer's Report – Ashish Goel**

Ashish delivered the treasure report.

The first dues notice was sent via email to ~ 300, half of overall membership, 85 members have responded. After the 2nd email the first physical mailer will go out. Cost of direct mailing was increased by the post office to \$140.

Currently probably half of CS residents are listed in the CS Directory. Directory is updated by Bill Draper and most of the newcomers' information comes from annual newcomers dinner.

**Item 3: Discussion with ARC on the Tree Preservation Guidelines**

The recorded covenants for our community provide that sound hardwood trees cannot be removed without an approval from the CSCA. CSCA had appointed a tree committee /person in charge of making the initial review and approval, but the process for review and approval of trees has never been clearly stated.

The Board has approved revised Tree Preservation Guidelines at its January meeting. With the newest update to the guidelines, there is now more detail on the approval process, what trees

are covered, more clarity on the role of ARC in the process, and recommendations on education to homebuyers, realtors, and prospective purchasers. The updated guidelines are being published on the CSCA website.

Gary led the discussion on ARC's involvement and support of the new tree preservation guidelines. The Tree Committee works in parallel to ARC on preserving hardwood trees. Section 2 of the new tree preservation guidelines refer to ARC's role in this effort. The design guidelines of ARC (created in 2007 and still in effect) need to be updated to integrate the new tree preservation guidelines. Proposed updates include:

- Design and location of an addition must minimize needs for removal of trees or other significant changes to the landscaping.
- Trees should be retained to the fullest extent possible, and hardwood trees should not be removed without ARC's approval based on the Tree Preservation Guidelines.
- ARC strongly recommends that homeowners share the guidelines with architects or builders prior to the start of work.
- The preservation guidelines include two new aspects of the process: 1) ensuring that homeowners and architects try to preserve each tree as much as it is practicable 2) ensure that ARC approved design where the owner and architect done what's possible to preserve sound hardwood trees.

In response to Gary's suggestions, Scott Willets, chair of ARC, said ARC takes into consideration hardwood trees. The question about trees comes up routinely now.

Project site plans typically show location of trees (they need to show them if any trees need to be removed.) If trees must be saved, an architect and an owner should talk to arborist, to discuss drip line of tree's roots and impact on design ideas. Trees are a factor in home design and in approval, however, no project was ever stopped because trees were in the way. Group agreed that:

- A representative of the Tree Committee should be joining monthly ARC meetings.
- Removal of any sound hardwood tree with a minimum 9" in diameter or more must have an approval of Tree Committee or ARC
- Tree Committee needs to be contacted by homeowner based on recommendations from ARC.

Sue asked to clarify the process. If an application comes into the ARC for removal of trees, ARC has authority to grant approval.

However, the current ARC guidelines are too vague – they don't describe it as a requirement just a recommendation of sharing plans with an architect or a builder. Tree Committee is asking for update to ARC guidelines to make an approval of hardwood removal a part of the application.

Each plan needs to show in the initial application trees 9" in diameter or wider, 4' ft from the ground or taller, that are proposed to be removed or trees whose root system would be damaged by the improvements. Designer/architect needs to show other options proving that they considered effort to avoid removing the trees – for that to work the requirements and regulations cannot be too vague.

Scott Wilets agreed to add materials to the application and show location of 9" diameter trees on the plan requirements. This will be incorporated to the initial planning process. If some trees need to be eliminated, a designer will need to submit explanation and drawings of design options proving that the designer considered other options trying to preserve the trees.

Homeowners need to be required to show the guidelines to the architect. ARC's 4 approval factors to consider: the owner and designer have considered various options in light of 1) lot typography 2) tree cover 3) cost and 4) aesthetic aspects of design. For trees being removed as part of a renovation project, the ARC has the final authority to approve or not.

Jack suggested that 2007 ARC's guidelines need to be revised, updated, and modernized for other reasons as well. ARC guidelines were adopted in 2007 - a number of design elements has changed since, rooflines have changed, composite materials have changed, privacy screens, etc.

The tree preservations component is a part of an overall effort of updating them.

Scott Wilets said that attempt to update ARC guidelines was made in 2020 but the original document could not be found. The only version is in PDF. Recreating the whole doc would be a huge effort but maybe someone could help (intern, high school student), agree that language should be updated - text will be easy but photographs, drawings, etc.

Guidelines need to be as clear as possible, for example "all decks need to be made of wood" is not true anymore.

Jack suggested that the ARC guidelines be updated this year in a format that can be easily updated moving forward. All documents are to be kept on the Association website and possibly should be added to a CSCA google drive.

There was also discussion of improvements to the newsletter content to inform the community of the Tree Preservation Guidelines and ARC Guidelines. ARC's static page in newsletter is not working – it needs to be updated quarterly, possibly with info on projects that have been approved and a brief update on each project.

Trees were mentioned in the newsletter only once. Text on trees needs to be shorter for people to read. CSCA website and newsletter tree language needs to be updated (Sue, Gary, Jack) to be concise and bulleted with a link to the full version of the guidelines.

Jack showed his draft of proposed amendment to CSCA Bylaws - Article II, Section 3 - Tree Committee which would provide for a right of appeal to the CSCA Board from a decision by the Tree Committee, similar to the current language in the Bylaws for appeals from ARC decisions. This amendment will be submitted for approval at the Annual Meeting in May.

After discussion, the proposed amendment to the Bylaws was approved with an amendment to make it clear that in the case of renovations the ARC will be making the decision on tree removal.

#### **Item 4: Nominating Committee for 2023 Board**

Rick Wilson has submitted his name as nominee for the board. In addition, we are looking to choose a new treasurer, vice-president and president. Other positions that need to be filled include a newsletter editor and a person to maintain the neighborhood recommendations list.

**Item 5: Dues Notices for 2023**

Dues notices have been sent out by email. Some of the email addresses were not included and will be sent out soon. A hard copy of the dues notice will be sent to those households that have not yet responded. Ashish could use help stuffing envelopes with a letter reminding of dues.

**Item 6. Old Business**

Kimberly has planned an International Potluck Dinner on March 26 and a progressive dinner in May. At the next Board meeting there will be an update on CUPPA and the Village. Maja and Sue gave update on Village. No updates on Beltway widening or knob sign refurbishments.

**Item 7: New Business**

No new business was raised during the meeting.

**Item 8: Next Meeting - Discuss next meeting date – March 20<sup>th</sup>;**

The next board meeting will be on March 20<sup>th</sup>, 2023. Articles for the newsletter due March 3.

Respectfully submitted,

Maja Husar, Co-secretary