Carderock Springs Citizens’ Association

January 14, 2019

Monthly Board Meeting Minutes

Board members present: Jack Orrick, Petra Jacobs, Tom Deyo, Jenny Spreitzer, Stefan LoBuglio, Svitlana Sweat, Julie Weber

Board members excused: Tim Williams, Bill Draper

Community Members Present: Margie Orrick, Sue Eastman, Craig Stoltz

CSCA President Jack Orrick convened the meeting at 7:40 p.m.

Item 1: Minutes

Minutes of the November 19, 2018 meeting were discussed. Jack asked that the board members review the minutes this week and suggest any changes. They will be officially approved at the next meeting.

Item 2: Treasurer’s report (this item was discussed at the end of the meeting).

The treasurer reported that we ended calendar year 2018 with $4,129 surplus even though there was a significant decrease in expected dues collection. The board approved a motion to transfer the full $4,035 representing 30% of all dues collected to the contingency fund.

The board also approved a motion to close a secondary saving account containing $2,798 and transferring the funds to the primary account.

Also, the board approved a motion to authorize the treasurer to explore placing CSCA funds in a different financial institution particularly with the goal to increase interest payments on the nearly $60,000 continency fund.

Concerning 2019, the board did approve the submitted budget with some minor changes such as reducing the budget for branding from $1,000 to $500. The budget does list the 30% contingency fee as an expense, and as such, the budget approved shows a deficit. The treasurer was asked to include a footnote indicating that depending on dues collection, the board may choose to change the % of dues transferred to the contingency fund to balance the budget at the end of the year. Also, the footnote should describe that the CSCA board would revisit our level of dues in September 2019 with the expectation that if necessary, we could notify the community at least 60 days in advance if we needed to raise dues for 2020 to reduce future deficits.

Concerning the rate of dues payment, the treasurer indicated that she is meeting with Stephanie Land on January 24 to reconcile her database of community members who have paid dues with Stephanie’s database of community members.

 Action item: The treasurer will submit a revised 2019 budget with the approved changes.

Action item: The board requested that the treasurer provide an updated analysis with the percentage of community members paying dues and recent trends.

Action Item: The board approved Tom Deyo’s idea to pay for supplies for the building of a cabinet that would feature historical materials from Carderock by a volunteer in the community. This would further the CSCA’s efforts to solidify the Carderock “brand.”

Item 4: Website Redesign

Margie Orrick reported significant progress in the revamping of the CSCA website including its successful move to an improved secure platform. However, she indicated that it is still a work in progress, and requests assistance for individuals to write text and submit photos to build out different part of the website’s menu structure. The link to the online directory, an improved calendar and the incorporation of the new logo are among the areas of greatest focus. Jack suggested that the homepage be clean and uncluttered and have a tab to links that explain the history of the community. Related to efforts to improved community notification of the Architectural Review Committee’s work, Jack also asked if the ARC could use the calendar to indicate which projects were going to be reviewed at their meetings. Sue Eastman, in her role as the ARC liaison, indicated that she would be willing to do this if feasible. Margie shared that the design of the new site should make it easy for board members to directly add information and photos to the site for different events and activities such as the social events.

Item 5: Nominating Committee for 2019 Board/Officer Positions

Board members Julie Weber, Timothy Williams, and Stefan LoBuglio have indicated that they will not seek re-election, and the board appointed a nominating committee to help find candidates to fill these positions. Julie and Tim with co-chair this committee.

There was an approved motion to create a new board position to focus on membership and dues.

Action Item: The nominating committee will look to recruit at least 3 candidates and determine which of the recruited candidates or existing and continuing board members might be interested in the secretary and membership committees. According to the by-laws, the candidates and slate of officers must be announced to the community at least two weeks in advance of the April spring meeting.

Item 6: Hollins Hills ARC Process

Sue and Jack reported on a call they had last Tuesday with the outgoing ARC Chairman of the Hollins Hills community and which included CSCA ARC members Scott Wilets and Katherine Stifel. They will provide a greater briefing about the call but stressed two important takeaways that are done in Hollins Hills that could improve the Carderock ARC process. Hollins Hills ARC does announce in advance which restoration projects and homes will be under review at upcoming meetings. They also list the status of approved projects and what changes have been made. The Hollins Hills representative did repeat the importance of education in the community to create the collective buy-in for the ARC process. He indicated that his community is also looking into using the Historic Designation as a way to enforce the covenants.

Finally, there was a larger discussion of how to better address conflict-of-interest issues occurring in our community when ARC committee members are submitting their renovation projects for review through a recusal process and/or increasing the size of the ARC to help facilitate this.

 Action Item 1: A fuller briefing of the call with be provided at subsequent meetings.

 Action Item 2: The board will look to increase the size of the ARC and recruit new members.

Item 7: New Directory

Jack shared that he has been in touch with Melissa who gave him a company that might print the directory more cheaply than the one used in the past. This company specializes in school directories. Jack also shared that he in touch with Melissa about the final cover design. He added that he may have a company interested in paying an advertising fee for the back cover and has five others interested in placing ads in the directory that might raise as much as $2,000. He did bring a 2010 ten directory from Cabin John and indicated that they had over a dozen ads in the directory. Craig suggested that the board might consider incentivizing an enterprising student to solicit more ads for the directory. In terms of ensuring the accuracy of the directory, Jack enlisted Petra and Julie to help review the names and addresses of those currently in the database. Finally, Jack indicated that Stephanie Land has asked to step aside in maintaining this database in the future.

 Action Item 1: Ensure accuracy of directory through a review of the directory contents by board members, reconciling data with Stephanie Land, encouraging residents via newsletter and Chat to provide CSCA with their most updated information, and requesting residents provide current information on the dues solicitation letter and also give them the option to opt out of the directory.

 Action Item 2: Recruit a new membership board member to assume responsibility for the database.

Item 8: Old Business – Beltway Sound Barriers; Montgomery Quiet Skies

Petra announced that the Quiet skies coalition will be meeting at the Carderock club on 1/15 and several local officials are expected to attend. This is being held in conjunction with Cabin John. She has posted this on the website. She also reported that she gave testimony before the County Council on behalf of CSCA concerning our interests on the alternatives considered for the beltway expansion. Her testimony was well received.

Item 9: New Business

Craig shared that he will soon schedule the progressive dinner and international dinner social events which will occur in 2019.

Item 10: Newsletter Deadline

Jack announced the newsletter deadline of January25

There being no other matters before the board, the meeting was adjourned at approximately 9:39p.m.

Submitted by Stefan LoBuglio, CSCA At-Large Board Member