Carderock Springs Community Association (CSCA)
Board Meeting Minutes

Date: March 16, 2026 | Location: Virtual (Zoom)

1. Call to Order & Opening Remarks

The meeting was called to order by the President. Due to uncertain weather conditions, the meeting was conducted virtually via Zoom to ensure participant safety.

The President welcomed all attendees, including both board members and community participants, and noted strong attendance. A brief informal discussion followed regarding the success of the recent international dinner event, with participants expressing appreciation for the organization, turnout, and community engagement.

2. Approval of Previous Meeting Minutes

The minutes from the prior meeting were reviewed by attendees. A minor typographical error related to the community name was identified and corrected.

No additional corrections or amendments were proposed.

Decision: The minutes were approved unanimously by voice vote.

3. Treasurer's Report & Budget Approval

The Treasurer provided an update on financials, with a focus on annual dues collection. Approximately 220 households have paid dues to date. This represents an improvement compared to the same time last year, but remains below 2024 levels.

The association's target remains approximately 350 paying households out of an estimated 550 total households in the community.

It was noted that payment activity tends to increase temporarily following reminders but declines quickly thereafter.

The Treasurer also reported minor administrative issues such as duplicate payments and payments from unidentified residents.

Planned next steps include additional targeted email outreach, follow-up reminders, and physical mailings to households that have not yet paid dues.

Decision: The budget was reviewed and approved unanimously.

4. Board Positions & Leadership Planning

The President initiated a discussion regarding board composition for the upcoming year and asked each member to confirm their interest in continuing service.

Most board members expressed willingness to continue. Kyle requested to step down from the Secretary role but remain active in a government liaison capacity.

Ashish indicated he would confirm his availability at a later time.

The President announced that she will be stepping down due to an upcoming relocation to Sweden. This will create a vacancy in the President position.

Charlie has expressed interest in serving as President, though additional candidates are encouraged to come forward.

The board discussed the importance of ensuring continuity and leadership transition ahead of the annual meeting.

Additionally, Peter Shak has expressed interest in joining the board and received strong endorsement from existing members.

5. Annual Meeting Planning (May 17, 2026)

The President outlined the structure of the upcoming annual meeting, which will include a community social component, presentations from various committees, and a guest speaker.

The social component will include food and beverages and is intended to foster community engagement.

Committee leaders will be asked to prepare summaries of key accomplishments over the past year.

The board discussed potential guest speakers and emphasized the importance of selecting an engaging and relevant topic.

Action Item: Board members are asked to propose potential speakers.

6. Community Events Update

Stephanie provided a detailed update on recent and upcoming community events.

The international dinner event was highly successful, with approximately 90 attendees. Participation exceeded expectations, requiring additional seating arrangements.

The event featured strong community involvement, including contributions from the Gardening Group and numerous volunteers.

Upcoming events include the graduation party scheduled for June 11, the annual Halloween decorating contest, and a potential new event combining karaoke and crafts.

The board expressed strong support for continued event programming as a means of strengthening community ties.

7. Design Guidelines Development

The board received an extensive update on the progress of the community design guidelines initiative.

The guidelines represent a multi-year effort and are now nearing completion. A working group has reviewed and refined the content, focusing on clarity and usability.

A professional designer is currently preparing the final layout, including integration of photographs and visual examples.

The board discussed the importance of community engagement in the review process and plans to provide both virtual and in-person opportunities for feedback.

A discussion was held regarding the inclusion of photographs of homes in the guidelines. It was agreed that residents will be notified and given the opportunity to opt out.

The goal is to finalize and approve the guidelines prior to the annual meeting.

8. Historic Preservation Commission Update

The board discussed ongoing activity by the Historic Preservation Commission, including recent survey work in the neighborhood.

The commission is expected to classify properties as contributing or non-contributing, which will impact future renovation and development decisions.

The board emphasized the importance of aligning community guidelines with county-level processes.

9. Community History & Archival Initiative

An update was provided on efforts to document and preserve the history of the community.

The community historian is compiling a comprehensive historical record, including interviews with long-time residents.

A proposal was introduced to establish a formal archival system to preserve important documents and materials.

The board discussed engaging community members with relevant expertise, including archivists and librarians, to support this initiative.

The goal is to ensure long-term preservation and accessibility of historical materials.

10. Adjournment

There being no further business, the meeting was adjourned. The President thanked all participants for their contributions and ongoing commitment to the community.