

Shady Grove II HOA

GREEN TEAM ACTION PLAN 2023-2026

In 2022 the Shady Grove II HOA worked with the Environmental Finance Center (EFC) at the University of Maryland and its Sustainable Maryland (SM) program to adopt the SM Residential Action Framework. Sponsored by the Chesapeake Bay Trust with support from the City of Gaithersburg, this framework guides homeowners' and civic associations through a process that increases their awareness of natural resources and watershed protection issues, educates their residents on the importance of community-based sustainability efforts, and encourages action.

Over the course of a year, the EFC project team led community members through a process of identifying and prioritizing shared areas of need, strategies for enhancing collective action, and opportunities for developing projects culminating in a Green Team Action Plan.

The Shady Grove II Green Team Action plan is a living document that establishes priority actions for the next three years and serves as a tool for Green Team members to stay organized and track progress over time.



HIGHLIGHTS

LOCATION

Muddy Branch Road and School Drive, Gaithersburg, MD

POPULATION

108 households
~350 residents

GREEN TEAM ESTABLISHED

2022

GREEN TEAM MEMBERS

Karen Cooper, Property Manager
Linda Crisafulli, Resident
Jon Griffin, Board member
Linda Blankenship, Resident
Anastasia Nesterova, Board member
Brianna Plummer, Resident

GREEN TEAM CONTACT

Sallye Mahan-Cox,
smahancox@yahoo.com

PARTNERS

Sustainable Maryland
Environmental Finance Center
City of Gaithersburg
Chesapeake Bay Trust



ENVIRONMENTAL
FINANCE CENTER



Establish/Grow a Green Team

Action Leads: Sallye Mahan-Cox

Target Year: 2022, Completed

Estimated Cost and Resource Needs: Free

Potential Partners: N/A

Potential Resources:

- SM Framework presentation | Sustainable Maryland | <https://go.umd.edu/cyZ>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>

Progress and Implementation Notes:

Formally adopted. Sallye will send SM a copy.

Conduct a Community Survey

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- SM Survey Template | Sustainable Maryland | [Contact SM](#)
- Outreach and Restoration grant (behavior change) | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>

Progress and Implementation Notes:

The survey could be conducted online and be used to identify and prioritize community interests and opportunities.

Develop a Green Team Action Plan

Action Leads:

Target Year: 2023

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- SM Green Team Action Plan Template Sustainable Maryland | [Contact SM](#)
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant (for executing water-related projects) | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>

- Advocacy & Stewardship Handbook | Audubon Naturalist Society | <https://bit.ly/3sfWzZ0>
- Homeowner's Guide to Sustainability | Angi | <https://bit.ly/3HZadqg>
- Environment | Community Associations | <https://bit.ly/35lzug8>

Progress and Implementation Notes:

In process as of Fall 2022.

Establish a Sustainability Resources Center

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

Progress and Implementation Notes:

Create a web page for residents with resources.

Partner with Nonprofits or Higher Education Institutions to help build capacity and provide technical assistance (e.g., grant writing, research, etc.)

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Community Engagement and Restoration Mentorship Program | Chesapeake Bay Trust | <https://bit.ly/346360J>

Progress and Implementation Notes:

The aim is to help build capacity and provide technical assistance (such as grant writing, research, etc.). Reach out to SM if future opportunities arise and SM can help partner Park Summit with Muddy Branch Alliance, Chesapeake Bay Trust, etc.

Coordinate with Neighboring HOAs on Green Initiatives

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Creating Sustainable, Resilient, and Healthy HOAs | CAP Management Denver, CO | <https://bit.ly/3uV6mHd>
- Greening Your HOA | Piedmont Environmental Council | <https://bit.ly/33t1IVw>
- Green Condo and Homeowners Associations: Ideas on Green Initiatives from Across the Country | HOA Leader | <https://bit.ly/3sMCFoN>

Progress and Implementation Notes:

Shady Grove 3, Park Summit, Timberbrook, and Vistas at Washingtonian Woods are all nearby. SG3 wishes to coordinate with SG2. SG2 is interested in coordinating on projects at nearby Malcolm King Park. See map in Attachment A of this report. Contact information for each HOA with a Green Team in the City of Gaithersburg can be found on the [SM website](#).

STORMWATER MANAGEMENT

Storm Drain Stenciling

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Storm Drain Stenciling | Chesapeake Bay Foundation | <https://bit.ly/3J23WKJ>
- Storm Drain Art Project | Gaithersburg | <https://bit.ly/3JcTtMD>
- Keep Montgomery County Beautiful Storm Drain Marking Program | Montgomery County | <https://bit.ly/3ohqBKK>
- Storm Drain Stenciling Action Project | MD Department of Natural Resources | <https://bit.ly/3okXMx9>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>

Progress and Implementation Notes:

The community has several inlets. The City of Gaithersburg can provide materials. An excellent outreach and education project.

Develop a Stormwater Management Action Plan

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>

- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>
- Green Streets, Green Jobs, Green Towns (G3) (for project execution)| Chesapeake Bay Trust | <https://bit.ly/3gi85gX>
- Watershed Assistance Grant Program (for conceptual plans/designs) | Chesapeake Bay Trust | <https://bit.ly/3AWvU7S>
- Stormwater Management Program Document Template | U.S. Environmental Protection Agency | <https://bit.ly/3rlo0M7>
- Stormwater Action Plan: Mckenney Hills/Carroll Knolls Civic Association | Environmental Finance Center | <https://bit.ly/3rle4IR>

Progress and Implementation Notes:

SM can potentially provide grant-funded assistance.

Adopt a Salt Reduction Plan

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Winter Salt Watch | Izaak Walton League of America | <https://bit.ly/3ANKxu1>
- Road Salt Moving Toward the Solution Report | Cary Institute | <https://bit.ly/34vc2MV>
- Road Salt Best Management Practices Fact Sheet | NH Department of Environmental Services | <https://bit.ly/3GmFQbw>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Winter Maintenance Salt Application Guidelines and Calculator | Saltwise Wisconsin | <https://bit.ly/34Q83dQ>

Progress and Implementation Notes:

This is a priority for the City and County. Specific products and application procedures can help reduce overuse of road salt. City uses brine. Green Team will look into whether CAS (the HOA's contractor) can change materials/policies. SM shared WSSC infographics with Sallye via email.

Install and Maintain Green Infrastructure (e.g., Bioswale, Rain Garden, Pervious Pavers, Green Streets Etc.)

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- City Support | Gaithersburg | [Contact SM](#)
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>



- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>

- Green Streets, Green Jobs, Green Towns (G3) (for project execution) | Chesapeake Bay Trust | <https://bit.ly/3gi85gX>

Progress and Implementation Notes:

(e.g., Bioswale, Rain Garden, Pervious pavers, Green Streets, etc.) A rain garden was installed by the playground. Several opportunities exist for small-scale stormwater infrastructure, including the area behind Big Acre, area between two courts (“Grand Canyon”), where there are erosion issues. Funding and technical assistance for projects can come from the City, local watershed groups, and other nonprofits. List of RainScapes contractors is [here](#). Need serious engineering consulting/help to do this right.

ECO-FRIENDLY LANDSCAPING

Adopt and Promote Native Plant Landscaping Practices

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- City Support | Gaithersburg | [Contact SM](#)
- Rainscapes Reward Program | Gaithersburg | <https://bit.ly/3Hp6Okp>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>
- Green Streets, Green Jobs, Green Towns (G3) (for project execution) | Chesapeake Bay Trust | <https://bit.ly/3gi85gX>
- Landscaping with Native Plants | MD Native Plant Society | <https://bit.ly/3LvJXG3>
- Native Plant Guide | Chesapeake Native Plant Center | <https://bit.ly/3Luq3Lw>

Progress and Implementation Notes:

Residents can be informed via website and newsletter.

Conduct a Tree Canopy Inventory



Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Urban Tree Canopy Assessment | U.S. Department of Agriculture Forest Service | <https://bit.ly/3szEGon>
- Guide to Assessing Urban Forests | i-Tree | <https://bit.ly/3ssca88>
- Tree Canopy Assessment | City of College Park | <https://bit.ly/3sCwung>
- Tree Canopy Study | City of Salisbury | <https://bit.ly/3GIE0SO>

Progress and Implementation Notes:

This can be accomplished with volunteers with cell phone apps. "Dave the Tree Guy" may also be a resource.

Tree Planting



Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- City Support | Gaithersburg | [Contact SM](#)
- Outreach and Restoration Grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>
- Green Streets, Green Jobs, Green Towns (G3) | Chesapeake Bay Trust | <https://bit.ly/3gi85gX>

Progress and Implementation Notes:

This can be an annual Arbor Day/Earth Day event. This could easily be funded through a grant, if planned and organized in advance. Check in with the City of Gaithersburg and Montgomery County as they often have tree giveaways. SM recommends signing up for the City's and County's environmental newsletters to stay up to date on the latest opportunities. Previous tree plantings

have been red maples. Working towards diversifying species on site. Also put in a black gum. Green Team tends to replace trees as they lose them throughout the community.

Plant Pollinator Gardens



Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Guide to Passing Wildlife-Friendly Property Maintenance Ordinances | National Wildlife Federation | <https://bit.ly/3hu5oK7>

Progress and Implementation Notes:

Opportunities exist at entranceways to courts and common areas. The community is also considering reducing the amount of turf grass.

Establish a Mosquito Control Program

Action Leads:

Target Year: Current and ongoing

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Mosquito Prevention Checklist | Montgomery County | <https://bit.ly/3HnfTtW>
- Make Your Own Mosquito Trap | Montgomery County | <https://bit.ly/3ukckB6>

Progress and Implementation Notes:

This is a priority for the Green Team. Mosquito dunks have already been employed in Pepco transformers, and GAT Traps are being considered for community-wide mosquito control. Encourage swallows to come back to eat mosquitoes.

WASTE REDUCTION

Develop a Litter Prevention and Outreach Campaign



Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Litter Reduction Program | Montgomery County |

<https://bit.ly/3Lhu8CQ>

- Keep Maryland Beautiful | MD Department of Housing and Community Development | <https://bit.ly/3uAXITy>

Progress and Implementation Notes:

Residents can be informed via website and newsletter. Silvia from the Green Team attended the City's "using a trash grabber" event.

Review Current HOA Purchasing Practices and Evaluate Opportunities for Reducing Consumption

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Green Procurement and Environmentally Preferable Products (EPP) | MD Department of Environment | <https://bit.ly/3uwng64>

Progress and Implementation Notes:

CLEAN & RENEWABLE ENERGY

Promote Energy Efficiency Practices

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Home Performance Rebates | Pepco | <https://bit.ly/346LKAP>
- Residential Rebates & Discounts | Pepco | <https://bit.ly/3s8wL1e>
- HVAC Efficiency Rebates | Pepco | <https://bit.ly/3GqtU8K>
- Smart Thermostat Savings | Pepco | <https://bit.ly/34vbp5H>
- Energy Wise Rewards | Pepco | <https://bit.ly/34Nze99>

Progress and Implementation Notes:

Residents can be informed via website and newsletter.

Promote Community Solar & Solar Co-ops

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- MD Capital Area Solar Co-op | Solar United Neighbors | <https://bit.ly/3rkmlXn>
- Oaks Landfill, Montgomery County Community Solar Project | Neighborhood Sun | <https://bit.ly/3omcX9w>
- Community Solar Resources | Pepco | <https://bit.ly/3sbn95H>
- Community Solar Pilot Program | MD Public Service Commission | <https://bit.ly/3AWpDJ8>
- A Guide to Community Shared Solar: Utility, Private, and Nonprofit Project Development | Sun Shot | <https://bit.ly/34sFXFT>
- HOA Solar Action Guide | Solar United Neighbors | <https://bit.ly/3sfW7tW>
- Completed Co-ops in Maryland | Solar United Neighbors | <https://bit.ly/3uFM9oA>

Progress and Implementation Notes:

Residents can be informed via website and newsletter.

TRANSPORTATION

Promote Bike to Work Day

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

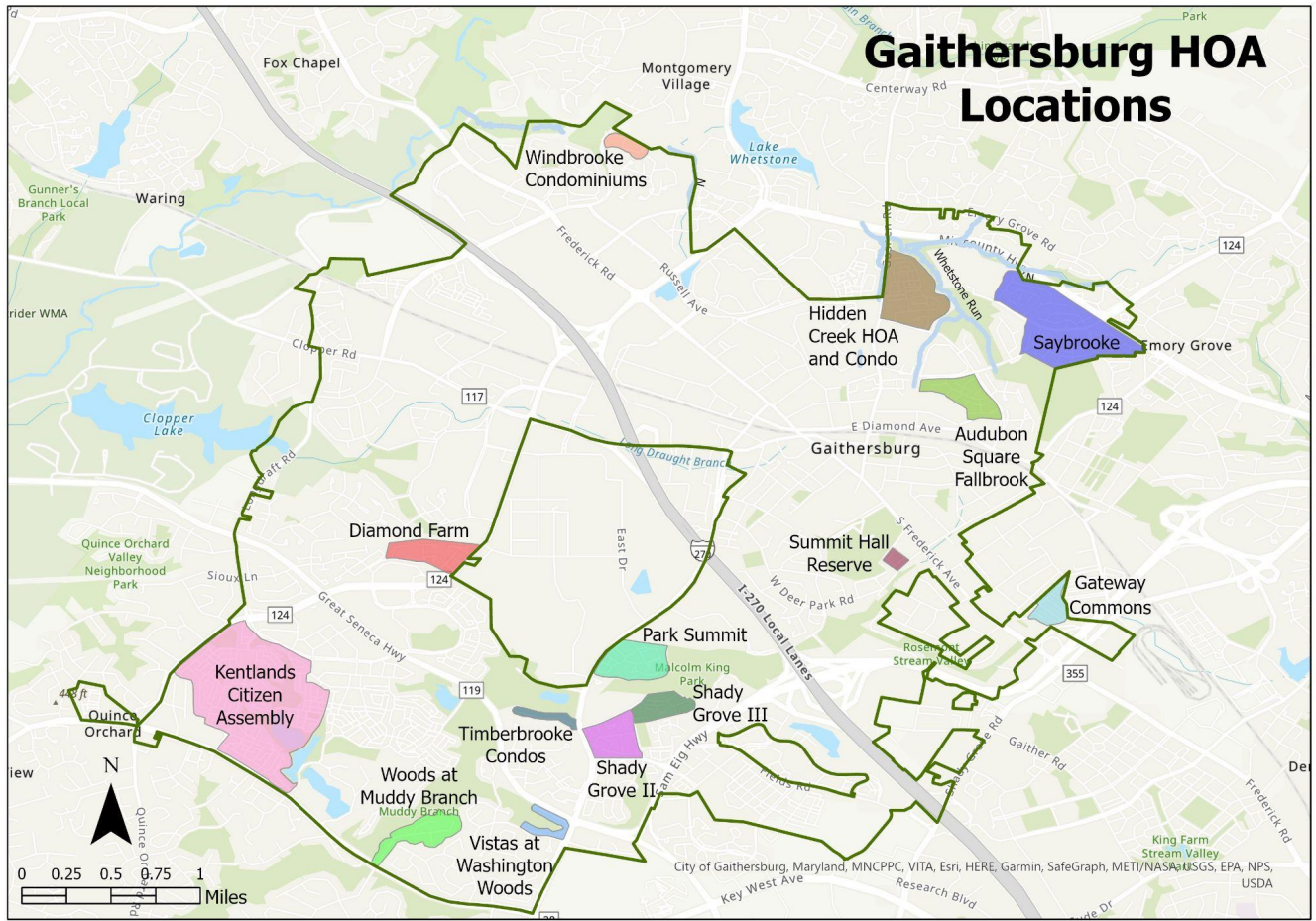
Potential Resources:

- Bike To Work Day | Bike To Work Metro DC Network | <https://bit.ly/34d062r>

Progress and Implementation Notes:

Residents can be informed via website and newsletter. Piggyback on what the City is doing and promoting. Typically in April.

Appendix A: Residential Green Teams in Gaithersburg Map



Appendix B: Tree Removal Application Form

P&CA

PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
plancode@gaitthersburgmd.gov · www.gaitthersburgmd.gov

TREE REMOVAL APPLICATION

All information must be complete to initiate processing of application

SUBJECT PROPERTY

Street Address _____
Tax Identification Number (if no address) _____

APPLICANT/BILLING CONTACT

Name _____
Street Address _____ Suite No. _____
City _____ State Maryland Zip Code _____
Telephone Numbers: Work _____ Cell _____ E-mail Address _____

PROPERTY OWNER

Name _____
Street Address _____ Suite No. _____
City _____ State Maryland Zip Code _____
Telephone Numbers: Work _____ Cell _____ E-mail Address _____

CONTRACTOR Same as above

Maryland State Law No. 09.08.01.08 requires that home improvement contractors must obtain all required building permits. If homeowner applies for the permit, then the homeowner assumes all responsibility for the work being in compliance with all codes.

Business Name Undecided License No. _____
Primary Contact _____
Street Address _____ Suite No. _____
City _____ State _____ Zip Code _____
Telephone Numbers: Work _____ Cell _____ E-mail Address _____

WORK DESCRIPTION

- a. DBH of tree (Diameter at Breast Height) _____
- b. Reason for Removal: _____
- c. Replacement of tree (if applicable). Include species type & location of tree (or participation in other tree replacement programs.)

Undecided as to replacement

Applicant's Signature _____ **Date** _____

SUBMISSION REQUIREMENTS

- a. One (1) copy of approved site plan, landscape plan or forest conservation plan (if applicable) or house location plat indicating location of tree to be removed.
NOTE: if tree is part of the approved site plan it may not be approved for removal.
- b. Photograph(s) of tree to be removed (optional, except for Historic Area Work Permits).
- c. Arborist's reports and/or tree service evaluation, if any, may be required, except for Historic Area Work Permits.
- d. Historic Area Work Permit application, if tree(s) to be removed is/are located on a historically designated site or district.
- e. Home Owners' Association or Management Company's approval (if applicable).