

Windbrooke Condominiums

GREEN TEAM ACTION PLAN 2022-2025

In 2021 Windbrooke Condominiums 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 Windbrooke Condominiums 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

ESTABLISHED

LOCATION

Windbrooke Drive and Watkins Mill Road, Gaithersburg, MD

POPULATION

135 condominium units
~270 residents

GREEN TEAM MEMBERS

Amanda Smallwood, Board Chair
Sally Bruce, Board Member

GREEN TEAM CONTACT

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PARTNERS

Sustainable Maryland
Environmental Finance Center
City of Gaithersburg
Chesapeake Bay Trust



ENVIRONMENTAL
FINANCE CENTER



COMMUNITY ACTION

Establish/Grow a Green Team

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- SM Framework presentation | Sustainable Maryland |
- 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:

Fall 2021. Board will adopt a formal Green Team resolution.

Conduct a Community Survey

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

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

Progress and Implementation Notes:

Develop a Green Team Action Plan

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- SM Green Team Action Plan Template | Sustainable Maryland |
- 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/3HZadqq>

- Environment | Community Associations | <https://bit.ly/35lzug8>

Progress and Implementation Notes:

Spring 2022. SM will provide a draft action plan based on community meetings.

Commission a Public Art Installation

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Arts Barn | Gaithersburg | <https://bit.ly/32SLvbM>
- Outreach and Restoration grant (for water-related projects) | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant (for water-related projects) | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>

Progress and Implementation Notes:

It may be possible to paint murals on the small electrical utility boxes within the community, with residents volunteering their skills.

Partner with nonprofits or higher ed institutions.

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:

Explore future opportunities to partner with UMD, Muddy Branch Alliance, CBT, etc. to help build capacity and provide technical assistance (e.g., grant writing, research, etc.).

STORMWATER MANAGEMENT

Schedule Regular Community Cleanup Days

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- How to Organize & Lead Your Clean Up | Alice Ferguson Foundation | <https://bit.ly/3HkJiEY>
- Community Clean Up Event Support | Gaithersburg | <https://bit.ly/3rIWMus>
- City Cleanup Liability Release Form | <https://bit.ly/3rjhZ8m>
- 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:

A small group of volunteers conducts cleanups every few months.

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:

An excellent outreach and education project. City can provide materials.

Adopt-A-Stream

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Adopt-a-Stream | Alice Ferguson Foundation | <https://bit.ly/3ukdc8S>
- Adopt-a-Stream Team Leader | Montgomery County Volunteer Center | <https://bit.ly/3L12MRo>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant | Chesapeake Bay Trust | <https://bit.ly/3ojLvJe>
- Environmental Volunteer Opportunities | Gaithersburg | <https://bit.ly/3rIWMus>
- City Cleanup Liability Form | Gaithersburg | <https://bit.ly/3rjhZ8m>

Progress and Implementation Notes:

The Whetstone Run is immediately adjacent to the community. The stream corridor is owned on both sides by Montgomery Village. Windbrooke could offer to adopt the stream with yearly cleanups, coordinated with the City, Montgomery Villane, and a non-profit like the Alice Ferguson Foundation.

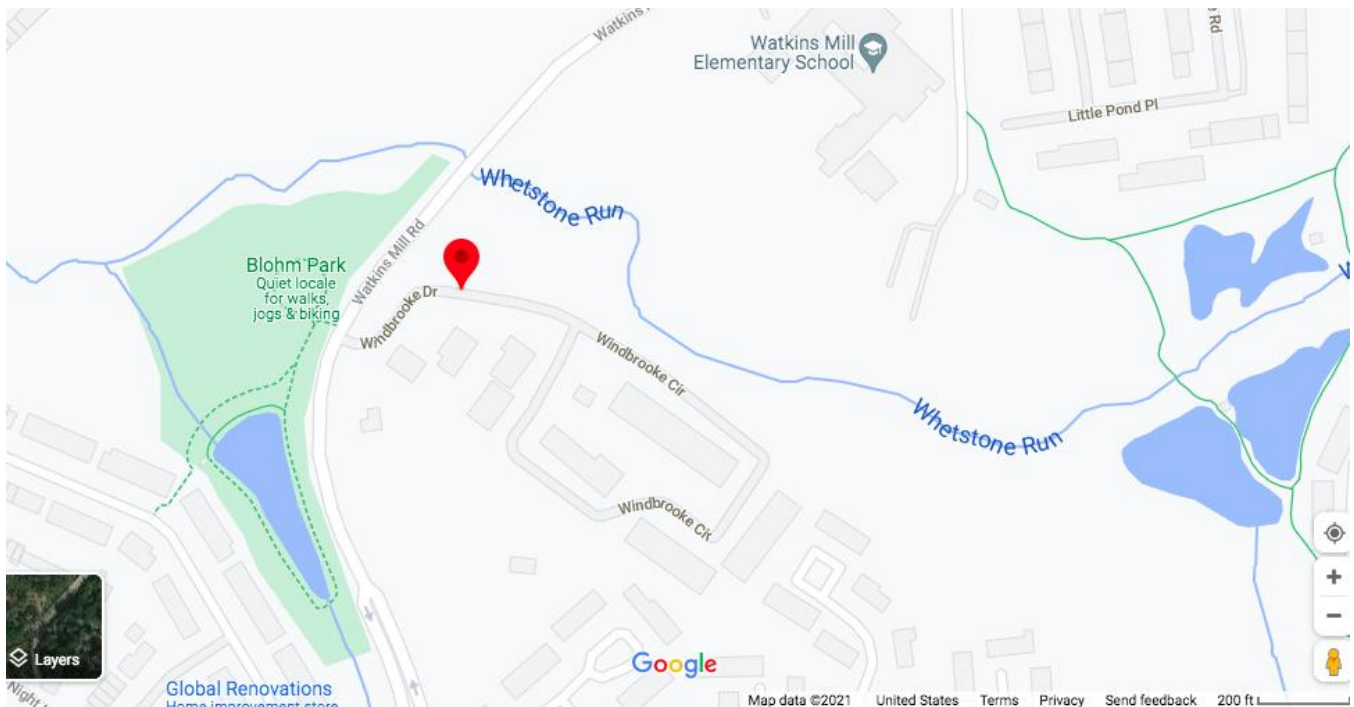


Figure 1. Whetstone Run

Conduct Pet Waste Management Outreach

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Pet Waste Program Matrix | Sustainable Maryland | <https://bit.ly/3hyGUiS>
- Montgomery County's Pet Waste Management Program for HOAs | Montgomery County | <https://bit.ly/3AUyMIE>
- Outreach and Restoration grant (behavior change) | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>

Progress and Implementation Notes:

SM provided 4 yard signs; additional signage and electronic outreach materials can be provided. Consider formalizing the existing informal pet waste policy.

Install Pet Waste Stations

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Montgomery County's Pet Waste Management Program for HOAs | Montgomery County | <https://bit.ly/3AUyMIE>

Progress and Implementation Notes:

4 stations are located along the perimeter of the commons area, and maintained by Doody Calls.

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:

Specific products and application procedures can help reduce overuse of road salt. Contractors are limiting the amount and using new products. Formalize the plan and policies.

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
- 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:

Several opportunities exist for small-scale stormwater infrastructure, including areas that are experiencing erosion. Funding and technical assistance for projects can come from the City and non-profits. Rain barrels and cisterns, along with rain gardens and conservation landscaping, are options.

ECO-FRIENDLY LANDSCAPING

Conduct a Landscape Survey

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

Progress and Implementation Notes:

Coordinate Invasive Species Removal

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Weed Warriors | Montgomery County Parks | <https://bit.ly/32QFTil>
- Maryland Invasive Plants Prevention and Control | MD Department of Agriculture | <https://bit.ly/3INfDES>
- About Invasives | Maryland Native Plant Society | <https://bit.ly/35BBSz7>
- Native Plant Resources | Muddy Branch Alliance | <https://bit.ly/3ghPj9B>
- 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>
- Invasive Plant Species of Concern | MD Invasive Species Council | <https://bit.ly/34sVgOU>

Progress and Implementation Notes:

Adopt and Promote Integrated Pest Management Practices

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Pesticide Use Policy | Gaithersburg | <https://bit.ly/3vtHIDa>
- Integrated Pest Management | Woodlands to HOA | <https://bit.ly/3INNjZy>
- A Homeowners Guide to Integrated Pest Management | University of Nevada | <https://bit.ly/3MixzK8>
- Integrated Pest Management | UMD | <https://bit.ly/3hwvhZD>

Progress and Implementation Notes:

The community in compliance with the County and City laws. Ensure that the language is in the maintenance contractor's contract.

Tree Planting

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- City Support | Gaithersburg
- 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:

An annual Arbor Day/ Earth Day planting could receive funding support.

WILDLIFE HABITAT

Conduct an Ecological Survey

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

Progress and Implementation Notes:

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:

Possible locations throughout the property.

Install Bat Boxes or Insect Hotels

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Bat Houses | MD Department of Natural Resources | <https://bit.ly/3uJiuV>
- Bat Houses | Bat Conservation International | <https://bit.ly/3BcBenC>
- Building and Managing a Bee Hotel | Michigan State University | <https://bit.ly/33imRSe>
- How to Build an Insect Hotel Webinar | Sustainable Maryland | <https://bit.ly/3oE47np>

Progress and Implementation Notes:

Host a Bat Box or Insect Hotel Workshop

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources

Progress and Implementation Notes:

Several local organizations offer these.

HEALTH & WELL-BEING

Promote Local Farmers Market

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- The Guide to Montgomery County Farmers Markets | Montgomery County | <https://bit.ly/3hwjydK>
- Farmers Markets | Gaithersburg | <https://bit.ly/3oKPU8n>

Progress and Implementation Notes:

Promote the City's Farmers Markets to residents via Front Steps.

Install and Maintain a Community Garden

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Why And How To Set Up An HOA Community Garden | HOA Management | <https://bit.ly/3GQzn9m>
- How to Start a Community Garden | Sustainable Maryland | <https://bit.ly/3sxNgny>
- Community Gardens | UMD Extension | <https://bit.ly/3lzPFVF>
- Community Gardening Policy Reference Guide | Public Health Law Center at Mitchell Hamline School of Law | <https://bit.ly/3gorKvZ>
- Community Gardens Program | infoMONTGOMERY | <https://bit.ly/3orVJal>
- Experts Share Their Tips for Creating the Perfect Community Garden | Baltimore | <https://bit.ly/34B1GLw>

Progress and Implementation Notes:

Possible location: grassy area along driveway/parking areas. Conduct soil samples to test suitability. UMD Extension can assist.

Distribute Educational Material on the benefits of an Active-Lifestyle

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- How to Create a Lifestyle Program Your Residents Love | First Service Residential | <https://bit.ly/3ptlo2i>
- Four Benefits of a More Active Lifestyle for Your Senior |Just Divine Home Care | <https://bit.ly/3Lgup9k>
- How a Manager Helps HOA Owners Be More Active and Healthy | HOA Leader | <https://bit.ly/3vw4IBn>
- Classes & Programs | Gaithersburg | <https://bit.ly/3tp4Daw>
- Wellness Program Information | Maryland Department of Budget and Management | <https://bit.ly/3ptzmC2>
- Senior Center Services | Maryland Department of Aging | <https://bit.ly/3swQM2B>

Progress and Implementation Notes:

Can be promoted on Front Steps.

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:

This was noted as a high priority. Can be done via Front Steps and yard signage.

Offer and promote Community-wide Composting

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Compost Drop-Off Site | Gaithersburg | <https://bit.ly/3L7TSBz>
- Food Composting Made Easy | in Gaithersburg | <https://bit.ly/3Llrx12>
- Food Scraps (Food Waste) | Montgomery County | <https://bit.ly/3BfATAp>

Progress and Implementation Notes:

Consider piloting a pick-up program and/or partnering with the City's drop-off site.

Transition to a Paperless Office

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- HOA Recording Keeping: The Pros and Cons of Going Paperless | HOA Leader | <https://bit.ly/36pB68P>
- 9 Ways to Go Paperless in Your HOA | Cedar Management Group | <https://bit.ly/3pdUhcu>

Progress and Implementation Notes:

Community is using less paper. Continue to improve.

CLEAN & RENEWABLE ENERGY

Conduct Energy Audits on Community Facilities

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Home Energy Efficiency, Incentive sand Projects | Montgomery County | <https://bit.ly/35T6jBa>
- Schedule a Quick Home Energy Checkup | Montgomery County | <https://bit.ly/3sagEjt>
- Rebates & Discounts | Pepco | <https://bit.ly/3s8wL1e>
- Quick Home Energy Check-up Program | Pepco | <https://bit.ly/3LgG7kj>
- Do-It-Yourself Home Energy Assessments | U.S. Department of Energy | <https://bit.ly/3gkWZlm>
- Multifamily Energy Audit Guide | MD Department of Housing and Community Development | <https://bit.ly/3LdpWE7>

Progress and Implementation Notes:

Recommended for pool and poolhouse.

Upgrade to LED Streetlights

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- LED Streetlight Conversions in Maryland & Virginia: Opportunities, Challenges, and Strategies in 2020 | MD Energy Administration | <https://bit.ly/3siexKA>
- LED Street Light Conversion | Gaithersburg | <https://bit.ly/3gspjs8>
- County's Streetlight Conversion Yields Financial Savings and Reduces GHG Emissions | Montgomery County | <https://bit.ly/3oqMxTO>

Progress and Implementation Notes:

Lighting costs the HOA \$1,200/month. LED upgrades have been done, continue as needed. Also: need to re-set timers on porch lights to save energy/money.

TRANSPORTATION

Conduct a Walking Audit

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Walk Audit Toolkit | Montgomery County | <https://bit.ly/3Jpk0pJ>
- Walk Audit Toolkit and Leader Guide | AARP | <https://bit.ly/3szwvZb>
- Get to Know Your Neighborhood with a Walk Audit | Safe Routes to School National Partnership | <https://bit.ly/3sxTN1y>

Progress and Implementation Notes:

Traffic conditions at the entrance to the community and nearby are of concern.
Resources available for conducting an audit.

Install Traffic Calming Measures

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Residential Traffic Calming | Montgomery County | <https://bit.ly/3ogyhNG>
- Traffic Calming Measures | Montgomery County | <https://bit.ly/3HnTUDf>
- Traffic Calming Measures for HOAs | Radarsign | <https://bit.ly/3L4FFW3>

Progress and Implementation Notes:

Traffic calming measures have already been installed, continue as needed. Reevaluate periodically.

Promote the benefits of electric and hybrid vehicles

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Electric Vehicle Benefits and Considerations | US Department of Energy | <https://bit.ly/3okJ9tQ>

- EV Information | Electric Vehicle Association of Greater Washington DC | <https://bit.ly/3Hnp4L1>
- Zero Emission Vehicles | MD Department of the Environment | <https://bit.ly/3sdoxok>
- Mobile Sources Funding | MD Department of the Environment | <https://bit.ly/3gfmQB9>
- EV Tax Credit | Internal Revenue Service | <https://bit.ly/3oib5i5>
- Electric Vehicle Incentives | Maryland EV | <https://bit.ly/3pN0RGX>

Progress and Implementation Notes:

This can be done via Front Steps.

Install Electric Vehicle Charging Stations

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Electric Vehicle Supply Equipment Rebate Program | MD Energy Administration | <https://bit.ly/3IUoQLB>
- EV Smart Program | Pepco | <https://bit.ly/3rIAVUj>

Progress and Implementation Notes:

Explore available incentives.

Conduct a Parking Assessment

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- How To Do a Parking Study | Metropolitan Area Planning Council | <https://bit.ly/3GmZvbA>

Progress and Implementation Notes: