

Woods at Muddy Branch HOA

GREEN TEAM ACTION PLAN 2023-2026

In 2022 the Woods at Muddy Branch 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 Woods at Muddy Branch 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

Darnestown Road and Alderwood Drive, Gaithersburg, MD

POPULATION

71 households
~300 residents

GREEN TEAM ESTABLISHED

2022

GREEN TEAM MEMBERS

Bill Snyder
Audrey Rutkove, Board Member
Chris Karlovich, Board Member
Abnan Hafeez, Board Member
Aparna Dave
Sampath Ramaswami

GREEN TEAM CONTACT

Carla Vincent, Board President
carlavincent01@gmail.com

PARTNERS

Sustainable Maryland
Environmental Finance Center
City of Gaithersburg
Chesapeake Bay Trust



ENVIRONMENTAL
FINANCE CENTER



Establish/Grow a Green Team

Action Leads:

Target Year: 2023

Estimated Cost and Resource Needs:

Potential Partners: Sustainable Maryland

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:

In process as of Fall 2022. Sustainable Maryland provided a Green Team resolution from the Diamond Farm HOA as a template should WAMB want to formalize their Green Team.

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 Fall 2022.

Establish a Sustainability Resources Center

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

Progress and Implementation Notes:

Residents can be informed via the [HOA's website](#).

Promote MD Green Schools

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- MD Green Schools Program | Maryland Association for Environmental and Outdoor Education | <https://bit.ly/35AMhLu>

Progress and Implementation Notes:

DuFief Elementary is a certified MD Green School.

Track Diversity & Equity on Boards

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Equity Workgroup | Choose Clean Water Coalition | <https://bit.ly/3ungsto>

Progress and Implementation Notes:

Partner with Nonprofits or Higher Education 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:

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:

Green Teams at Shady Grove 2, Shady Grove 3, Park Summit, Timberbrook, Kentlands and Vistas at Washingtonian Woods are all nearby and adjacent to the Muddy Branch. 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

Promote Stormwater Management Best Practices

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Stormwater 101 | Gaithersburg | <https://bit.ly/3gHCo14>
- Stormwater Pollution Prevention | Gaithersburg | <https://bit.ly/3Bft51z>
- Types of Stormwater Management Facilities | Montgomery County | <https://bit.ly/3JIHNqF>
- Rainscapes Reward Program | Gaithersburg | <https://bit.ly/3Hp6Okp>

Progress and Implementation Notes:

Residents can be informed via the [HOA's website](#) and email newsletter.

Schedule Regular Community Cleanup Days

Action Leads: Chris Karlovich

Target Year:

Estimated Cost and Resource Needs:

Potential Partners: Local schools

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:

Bill indicated that he will contact the City to procure materials needed. Audrey to assist. Annual cleanups, possibly around Earth Day, can be completed with local volunteers. Consider reaching out to local schools and recruiting students who can use this opportunity to receive Student Service Learning (SSL) volunteer hours.

Storm Drain Stenciling

Action Leads: Bill Snyder

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:

Green Team has audited and found 16 storm drains in the community. There are located at:

- Two (2) on Fox Trail Terrace (near 106 and 119 FTT)
- Eleven (11) on Alderwood Drive (near 105 (bottom of hill), 110 (3 at bottom and way up the hill), 116, 201, 301, 302, 311, 312 and 323 Alderwood Drive)
- Two (2) on Deer Trail Court (near 3 and 4 DTC); and
- One (1) on Fox Trail Court (near 6 FTC).

The Green Team wants to use the Montgomery County stickers (3rd link on page 5), which will be done in the Spring since it needs to be above 60 degrees.

Conduct Pet Waste Management Outreach



Action Leads: Abnan Hafeez

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:

Sustainable Maryland can provide pet waste yard signs in English and Spanish. Additional signage and electronic outreach materials can be provided as well based on community interest and needs.

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. The City of Gaithersburg uses brine. HOA is interested in working with their current contractor to determine if they can change materials/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 | [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/3qi85gX>

Progress and Implementation Notes:

Includes bioswales, rain gardens, pervious pavers, green streets, rain barrels, etc. Several opportunities exist for small-scale and larger-scale stormwater infrastructure, including cul-de-sac island and the main stormwater pond. Funding and technical assistance for projects can come from the City and nonprofit and/or local watershed organizations.

Conduct Stream Monitoring (Illicit Discharge Detection and Elimination Monitoring)

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- City Support | Gaithersburg | [Contact SM](#)
- Stream Monitoring | Izaak Walton League of America | <https://bit.ly/3rwOCjn>
- Outreach and Restoration grant | Chesapeake Bay Trust | <https://bit.ly/3HwaZek>
- Community Engagement Mini-grant (for the development of content such as a report card) | 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:

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:

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. May primarily consist of the sycamores in the common areas.

WILDLIFE HABITAT

Coordinate an Annual Bio Blitz

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- BioBlitz Program | National Geographic Society | <https://bit.ly/3HH9c5>
- Sponsorship Program | Chesapeake Bay Trust | <https://bit.ly/3sbCJy7>

Progress and Implementation Notes:

A fun and informative single day educational event, where residents survey the plants and animals in their community. Done with a phone app.

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 include the hillside area beside the front entrance sign.

Establish a Mosquito Control Program

Action Leads: Abnan Hafeez

Target Year:

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:

Conservation Easements

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Forest Conservation Easement | Montgomery County | <https://bit.ly/3omdsAp>

Progress and Implementation Notes:

The City of Gaithersburg agreed to re-deed and accept a parcel of wooded area at the back of the HOA (at the end of Alderwood Drive where it connects to Washingtonian Woods Park).

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. Residents can be informed via the [HOA's website](#) and email newsletter.

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/3vw4lBn>
- 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:

Residents can be informed via the [HOA's website](#) and email newsletter.

Host Community Walks or Runs

Action Leads: Abnan Hafeez

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Fun Run Planning Checklist | Safe Routes to School | <https://bit.ly/3sx95VB>
- How to Organize a 5K: A Guide to Planning Your First Race | Active | <https://bit.ly/3vvvJzu>
- How to Organize a Race | Race Entry | <https://bit.ly/3KeLBL3>
- HOA Social Committee Ideas For Your Community Interaction | HOA Management | <https://bit.ly/3AYEtyW>

Progress and Implementation Notes:

WASTE REDUCTION

Conduct Recycling Outreach and Education

Action Leads: Abnan Hafeez & Chris Karlovich

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Recycle Outreach | Gaithersburg | <https://bit.ly/3AZXllh>

- Recycle Coach App | Gaithersburg | <https://bit.ly/3AZXllh>
- Recycling & Bulk Pick Up | Gaithersburg | <https://bit.ly/33ec1wq>
- Recycling Service Summary | Gaithersburg | <https://bit.ly/3rL8AXH>
- Trash and Recycling Guide | Quince Orchard Park HOA | <https://bit.ly/3Bh4zgB>

Progress and Implementation Notes:

Residents can be informed via the [HOA's website](#) and email newsletter.

Eliminate the Use of Disposables at Community Events

Action Leads: Audrey Rutgrove

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Green Event Checklist | Meet Green | <https://bit.ly/3HeAlHa>
- Sustainable Event Planning Checklist | Lehigh University | <https://bit.ly/3llewwg>
- Green Event Checklist | U.S. Forest Service | <https://bit.ly/3BOBiKI>

Progress and Implementation Notes:

Start a Buy-Nothing Group

Action Leads: Carla Vincent

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Have you heard of the Buy Nothing Project? | Montgomery County | <https://bit.ly/3LbOOMu>
- Buy Nothing Project | <https://bit.ly/34vaX8e>
- 'Buy Nothing' Groups: A place to share goods and services | The Washington Post | <https://wapo.st/3Jl28fY>

Progress and Implementation Notes:

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/3uwnq64>

Progress and Implementation Notes:

Adopt a Green Purchasing Policy for Goods and Services

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Green Purchasing | Montgomery County | <https://bit.ly/3HBn5CF>

Progress and Implementation Notes:

SM can provide a template.

Include Sustainability Language in Waste Management Contracts

Action Leads: Carla Vincent

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- Supply Chain | WM ESG Resource Hub | <https://bit.ly/3B4n3B3>

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:

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:

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:

Street lights are owned by the City. The Green Team can advocate for conversion to LEDs, if not done already.

Install On-site Renewable Energy

Action Leads:

Target Year:

Estimated Cost and Resource Needs:

Potential Partners:

Potential Resources:

- HOA Solar Action Guide | Solar United Neighbors | <https://bit.ly/3sfW7tW>
- 2022 Maryland Solar Incentives, Tax Credits & Rebates | EnergySage | <https://bit.ly/3Jna6Fg>
- Residential Clean Energy Rebate Program | MD Energy Administration | <https://bit.ly/3LD9YDE>

Progress and Implementation Notes:

Solar is permitted, but on the rear portion of the roofs only.

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 the [HOA's website](#) and email newsletter.

Appendix A: HOA Green Teams in Gaithersburg Map

