# Guilford Association Board-December Meeting Minutes

December 1, 2011

7:00 PM

Westcott Room, Second Presbyterian Church

Board Members Present: Margaret Alton, Bruce Barnett, Cathy Boyne, Elizabeth Comer, Heather Fones, Howard Friedel, Ann Giroux, Tom Hobbs, Jeremy Hoffman, Geoff Lord, Larry La Motte, Lynda Riley, Bernie Shutty, Dee Smith, and Sharon Smith

Board Members Absent: Tim Chriss, Felix Dawson, Peter Smith, and Ann Tyler

Presiding: Tom Hobbs, Guilford Association President, welcomed attendees and called the meeting to order.

*Introduction of new Board Members*: Elizabeth Comer, Geoff Lord, Dee Smith and Sharon Smith

*Election of Board of Manager officers for 2012*. Howard Friedel presented the following slate:

Tom Hobbs, President; Lynda Riley, Vice President; Dee Smith, Secretary; Heather Fones, Treasurer. The slate was unanimously approved.

*President’s Report***:**

\*Change the Board of Managers Meeting to March 14, 2012.

*Guilford Reservoir*: New Configuration for pumping station disclosed just two months ago. The Architectural Committee met with a representative of the Bureau of Water to review the proposal. The existing pumping station will be retained but the City wants to tear down 2 adjacent buildings and have one large building to consolidate services. The building would be within 70 feet of residences and the site surrounded by a black metal picket-style fence. The design is 60% complete and ready to go to bids. The Association/Architectural Committee objected to the size, location of the proposed building (proximity to residences on Underwood Rd. and to the existing architecturally significant pumping station), the fence design and positioning and the building service locations. The Bureau of Water in a letter response rejected the Association’s suggestions for design modification but acknowledged the need for the Commission on Historic and Architectural Preservation (CHAP) review because of its location in the historic district. The City has indicated that it will not be using any Federal or State money for the project and therefore will not subject the project to a 106 review. The CHAP hearing on the pumping station proposal is scheduled for December 13th at 1:30pm – Planning Department .

After 2 years of negotiations with Bureau of Water to cover/landscape reservoir there was a meeting of Association and near community residents with the Bureau of Water and its consultants to review grading and landscape options. A budget has not been disclosed to the community. Three design options were presented and the Association and community provided review comments.

*Concerns have been expressed about two (2) properties*:

Over-decorated for Halloween and Christmas on Greenway. Tom, Lynda and Tim will meet with the homeowners. Structures are not permanent but the decorations are over the top and not in character with the community.

Mitchell’s house. Tom Hobbs has sent two letters to the Mitchells expressing concern about the August storm damage and offering to discuss the required repairs with their insurance provider. There is a hole in roof and severe cornice damage. Indications from the Mitchell’s representative is that the insurance will pay less than required repair cost.

*Finances* – Heather gave review of the financial statements for the Association and Stratford Green. Questions were raised about Stratford Green expenses – the electric line required for the Christmas tree, the large water bill and adopt-a-plot. The water bill has been appealed to the City but the City would not re-read the meter for 90 days. (Tom suggested help from Mary Pat Clarke)

Association annual bills are mailed out – Access used as database. No return envelopes were included.

*Loyola University*: Report by Howard Friedel that landscaping at the intersection of Charles Street and Coldspring Lane is complete. Tom Hobbs complemented the University for making the improvement of both the east and west sides of Charles St.

*The new Notre Dame entrance* drive has created problems because of cars turning south from the drive on to Charles Street. This is an illegal movement and the drive was supposed to be designed to prevent this. The university has posted sign – No Left Turn – and stationed security at entrance. Consensus – Association is pleased with landscaping.

*Centennial Celebration*: Ann Giroux is coordinating Centennial plans for May 2013 – 2014 dates.

Ann Giroux suggested it was an opportunity for the larger region to know more about us and to raise funds for Stratford Green.

Ann’s General Outline: Have a meeting to come up with ideas. Spring 2013 – Summer 2014 – dates for celebration.

Concerning Sherwood Gardens, we need to create money as a reserve. We need to assure donor names or recognition. We need to reach interests beyond Guilford area. One possibility is a gala event.

For a gala or fund raiser, we would need marketing outside of our borders, which will require spending money by the Association to do a market piece. For Gala $15,000-$20,000 in order to generate new revenue to showcase donor money. Tickets - $200, for major ticketed, seated dinning. It would have to appeal to approximately 800, many from outside Guilford.

It was suggested that the Association needs a volunteer to talk to longtime residents to better determine if there is interest in contributing to a Gala Event/Centennial Celebration.

Concern was that the event price of $200 was too high and that targeting the raising of money for Stratford Green might be resented. Elizabeth Comer concerned about Guilford being maxed out. Geoff Lord questioned whether we could solve the Stratford Green endowment need within the Centennial.

However, we need a strategy in place for funding Centennial Celebration and Stratford Green future needs.

Elizabeth Comer – Maybe we could use the Marketing Departments at Loyola or Maryland – would a professor or class take on a project like “adopt a tulip?” “name a tulip”. Maybe we need to pay a professional grant writer.

Consensus: A Gala is not the way to raise money.

Adam Bordon suggested to Ann: A $20.00 bottle of wine with a commemorative label. Minimum requirement of cases would need to be purchased – 25 cases. A bottle would cost the Association $9.99.

Sharon Smith suggested a Mt. Vernon artist who agreed to draw Guilford homes for $500 each. He would give Guilford permission to reproduce the artwork for sale. Guilford could purchase the originals and auction them and sell the prints. It was suggested that it might be better to have him draw garden images and not individual houses. (Spring 2013 is the Garden Tour).

*Newsletter ads*: Tom Hobbs: Association has a request from a company to place advertisements in the Guilford newsletter. Board looked at the ads placed in Roland Park, Homeland Newsletters and the revenue they generated. Board Members were provided mocked up issues of the newsletter with the breakdown of the number of advertisers and the ad percentage of the total publication and potential revenue.

Tom Hobbs asked the Board whether they were in favor of a test period for accepting limited ads for the newsletter. Bernie Shutty – voiced concern about placement of ads, what mechanism would be in place to manage acceptable ads and the possible negative effects on the newsletter.

Action: Margaret Alton made a motion to allow a limited number of advertisements to be placed in the Guilford Association newsletter. Ann Giroux seconded the motion. Motion carried/approved.

*Final Comments*: Tom Hobbs

Do we need a follow up to the Annual Meeting Security Report? – It was agreed that we should have Felix do a follow up to the Security Report with similar data on the activities of GSP and information from the police.

Margaret Alton – The Board should respond to the concerned Guilford Residents, who were upset at the Annual Meeting.

There being no further business, the meeting was adjourned at 9:00PM. Committee reports will be attached to the minutes.

Respectfully submitted,

Dee Smith

Secretary

**Sherwood Gardens Report: Dec. 1, 2011**

The Gardens have been put to sleep for the winter. The new tulip bulbs are planted and the irrigation systems are disconnected.

The Collins family is making about a $5000 donation to SG that is being utilized for new plantings in the Southwest corner of the Gardens. Other than this no new trees or bushes have been planted.

For many years the large evergreen tree near the center of SG was decorated with lights for the holiday season. Last year it was decided that this tree was too tall for such decorating so the smaller tree near the Northwest corner of SG was lit instead. It did not have an electric line to it so an extension cord was strung from the Collins house to the tree. This was deemed as unsafe for a long lighting so the tree was lit only for about 2 hours and the extension cord was removed. To allow longer lighting of the tree for this and future holidays an electric line has been installed underground to this tree.

Submitted respectfully,

Bruce Barnett

**December 1, 2011 Board of Managers Meeting**

**Architectural Review Committee:** Tom Hobbs

11 applications were received in October and November. Two applications were for major home additions Applications fell into the following categories:

* Major addition/alteration to house – 3
* Window replacement – 1
* Storm windows and doors - 2
* Fence installation – 2
* Patio construction – 1
* Swimming pool – 1
* Pumping Station addition - 1

The house additions and the building being added to the reservoir pumping station have required resubmissions to address committee comments.

Properties are being reviewed when listed for sale and during this period two had covenant violations that required disclosure to potential buyers.

**Report of the Traffic, Streets and Parking Committee**

**for October – December 2011**

* Bernie Shutty assumed responsibilities for the Traffic, Streets and Parking Committee, vice Jay Lippincott, beginning October 2011.
* Effort continued to get commitment from Baltimore City to repave all streets listed in the Guilford priority list submitted to DOT in 2006, specifically:

4300 block of Rugby Road,

Unit block of Millbrook Road,

4400 block of Underwood Road,

100 block of Saint Martin’s Road.

* Attempts to coordinate the repair of sidewalks throughout Guilford, particularly the sidewalks around Gateway Park, and the 4400 block of Underwood Road, continued with the Alleys and Sidewalks Section, DOT. Representatives of DOT have not responded to committee requests to discuss the status of contracts or to verify requirements. Pictures of the decaying sidewalks around Gateway Park were provided to Mary Pat Clarke after the November 16, 2011 Annual Meeting with a verbal request for assistance to energize DOT to respond to the needed repairs. Ms. Clarke has positively responded to our requests.
* Received communication from Mr. Kohl Fallin that he is the new Northwest Community Liaison for the Baltimore City Department of Transportation. He will be the main point of contact for neighborhoods west of Charles Street and north of North Avenue for DOT initiatives and services. He can be reached at (443) 984-4095. He encourages citizens to contact 3-1-1 to report problems and also to note the service request number given by the call center for future reference.

**Guilford Centennial Committee Report – Ann Giroux**

As members of the Board must by now be aware, 2013, Guilford’s Centennial is fast approaching. We continue to prepare for this milestone event. For the benefit of our newest Board Members, Guilford Centennial activities fall into four main categories: Publications, Events and PR, Fundraising and Other.

Centennial Publications

We are continuing to gather together historic archival material including photographs, drawings, artwork, newspaper articles and other items of interest. We expect some of this material to prove useful to the book planned on documenting Guilford’s first one hundred years. Hardly a week goes by without some new discovery or item of interest. Within the last several months we have discovered and/or obtained:

* Many drawings of great significance and interest from the Olmsted archives in Brookline
* Watercolor illustrations of many Guilford homes by the architectural firm Wrenn, Jencks and Lewis
* Photographs documenting the construction of Guilford from the Maryland State Archives
* Photographs documenting the old Abell estate from the Maryland Historical Society
* Photographs documenting Sherwood Gardens “back in the day” from the Smithsonian (where they have a file on Sherwood Gardens)
* Photographs documenting Sherwood Gardens and a poem about the gardens in *My Maryland*
* Large quantities of historic articles from The Baltimore Sun on Guilford and Sherwood Gardens
* A copy of the original score of “The Earth Sings,” a symphonic fantasy inspired by Sherwood Gardens composed by the Peabody-trained Franz Bornschein circa 1941. This piece was performed several times at The Baltimore Symphony Orchestra. The debut performance was recorded by the Office of War Information, a short-lived federal agency, and then played to American troops all over the world.

We have started the following inquiries:

* Forest Hills Gardens, another historic garden community with historic connections to Guilford, has been approached regarding their own centennial year calendar.
* We are looking for a recording of “The Earth Sings.”
* We are trying to locate a copy of “Maytime in Sherwood Gardens,” a film about Sherwood Gardens we know to exit from articles as early as 1942.
* We are trying to locate an image of the architect Edward L. Palmer, Jr. who appears to have been somewhat camera shy!

We hope to accomplish before the next meeting of the Board:

* Collect remaining materials from the Maryland Historical Society
* Collect materials from the Fowler Collection
* Collect quite a bit of material from the Roland Park Company Collection
* Approach potential authors for the publication and see if we can nail down some commitments.
* Come up with 100 significant dates for the Guilford Centennial Calendar and develop the idea of the calendar more fully both visually and as regards economics.
* Consider the idea of creating a poster for Guilford’s Centennial year as other communities have done.

Centennial Events

Several months ago, we presented a list of tentative Centennial Year events. These events were as follows:

*Spring 2013*

Guilford Kick-Off Gala (Benefit for Stratford Green)

Maryland Home and Garden Pilgrimage (Benefit for Stratford Green)

Family-Friendly Ice Cream Social in Gateway Park

*Summer 2013*

Family Fun Run/Dinner at Dusk (Benefit for Stratford Green)

Community Wide Estate Sale (Benefit for Stratford Green)

*Fall 2013*

History Walking Tour with Baltimore Heritage

*Spring 2014*

Thank You Luncheon for Centennial Year Major Donors to Stratford Green

The Maryland Home and Garden Pilgrimage, the History Walking Tour and the Thank You Luncheon appear to be in good shape.

We are still waiting to hear back from the volunteer chairs for the Family-Friendly Ice Cream Social and the Family Fun Run with details. If we are not able to meet with chairs within the next month or two, the events will be stricken from the Centennial calendar.

The Guilford Kick-Off Gala – the major event of the year and the main sponsorship opportunity – must be discussed at this meeting in more detail as we have three options and the Board must decide the course of action.

Goals for Centennial Events over the next month or two include:

* Confirm Centennial Year events calendar.
* Develop a PR strategy
* Contact various magazines, newspapers regarding Centennial-related articles

Centennial Fundraising

It is hoped that the Guilford Association will be able to use Centennial as a way to publicize and promote Sherwood Gardens, the historic garden designed by John W. Sherwood, Jr. now managed by the nonprofit entity Stratford Green. Sherwood Gardens, while not a public garden, is open to the public at no cost. Baltimore City, once a major donor to Stratford Green, no longer contributes any funds to support Sherwood Gardens.

To date we have done the following:

* Identified the amount of endowment money required to fully relieve the Guilford Association of annual contributions ($2 million)
* A resident with development background has provided helpful materials
* Three different potential grants have been identified
* At least one resident has indicated a strong interest in making a major gift to Stratford Gift and has expressed a “naming opportunity” as part of that gift

Over the next couple of months we hope to:

* Prepare grant application materials (which will then be submitted to Tom Hobbs and others for review)
* Identify potential Centennial events sponsors
* Identify people in the larger community who may have an interest in supporting Stratford Green at a high level
* Develop a development piece for Stratford Green (Annual Fund, Endowment, Planned Giving)
* Consider developing donor giving levels and weigh ideas for recognizing major contributions (signage, donor wall?)
* Consider trying a large direct mail campaign for individuals living outside Guilford – something we have never done

Other

The other category is a sort of catch-all for miscellaneous fun stuff some. Some of these things will happen and others will fall by the wayside.

We do have a wonderful coloring book by the illustrator Tom Chalkey in the works. I did bring a sample page with me some months ago for feedback, but due to time restraints, was not able to present it to the Board that evening. I did show it to Tom Hobbs after the meeting for comments. I will pass the sample around now along with a completed coloring book for Greater Homewood showing what a final book would look like. We will have a bit of text on each page and the back will have space for Centennial sponsors.

Here are a few of the idea ideas which have been brought up by residents:

* Special Centennial year Sherwood Gardens plantings – tulips favored by John Sherwood or a bed planted as he used to plant them or perhaps arranging a special “American Debut” for a tulip as was done in the past
* A private label Guilford Centennial Wine
* Notecards with artwork related to Guilford and/or Sherwood Gardens
* A CD with springtime birdsong in Guilford
* A polo match dedicated to Guilford’s Centennial Year
* A concert dedicated to Guilford’s Centennial year