# ADVISORY NEIGHBORHOOD COMMISSION 3E

**TENLEYTOWN AMERICAN UNIVERSITY PARK FRIENDSHIP HEIGHTS**

**c/o Lisner-Louise-Dickson-Hurt Home 5425 Western Avenue, NW Washington, DC 20015**

**www.anc3e.org**


August 14, 2012

Ms. Yolanda Branche
District of Columbia Auditor
Office of the District of Columbia Auditor
717 14th Street, NW, Suite 900
Washington, DC 20005

RE: ANC3E 3rd Quarter FY 2012 Financial Report

Dear Ms. Branche:

Enclosed please find ANC 3E's FY 2012 3rd Quarter Financial Report with the following attachments:

(1) The printouts from the Wells Fargo website of the statements for the relevant months for the account covered by the report

(2) Copies of the front and back of all cancelled checks for this quarter.

(3) Copies of and invoices for each of the checks cashed in the Quarter (and where available now the documentation showing how grants were spent)

(4) The Minutes for the meetings in the Quarter

(5) Resolutions pertaining to expenditures passed in the Quarter.

Please note that the $100 "other" deposit dated 4/19/12 was the remaining outstanding balance on our petty cash account.

Please contact me at 202-497-5097 or via email at tomquinn@rcn.com if you have any questions or concerns.

Thank you for your ongoing assistance to our ANC.

Sincerely,

Tom Quinn
Treasurer, ANC 3E

Enclosures

**Quarterly Financial Report Transmittal**

**Quarter Ending:** 6/30/12 **Advisory Neighborhood Commission** 3E

(Check all applicable boxes and use "Remarks" section for any items not submitted and provide explanation)

- ☑ Summary of Receipts and Disbursements: Checking Account
  (Approval and Certification signed and dated)
- ☑ Check Listing
  (Checks listed in sequential order based on date check written)
- ☑ Savings Account Form, Bank Statements for Savings Account, and copies of deposit or withdrawal slips (for the 3 months of the quarter)
- ☑ Bank Statements for Checking Account (for the 3 months of the quarter)
- ☑ Checking Account bank notifications, stop payment requests, and deposit slips for allotments or other checking account deposits ~~None~~
- ☑ Copies of the front and back of canceled checks
- ☐ Copies of any voided checks None
- ☑ Supporting Documentation
  (Cross-referenced by check number and submitted in check number order)
- ☑ Meeting Minutes for meetings held during the quarter
- ☐ Copy of the Commission's Budget None
  (Include with quarterly report if Budget approved during the quarter being reported)

RECEIVED
AUG 14 2012
OFFICE OF THE
DC AUDITOR

**Remarks and Other Documentation**

_____

_____

_____

_____

**Submitted by:** Thomas Quinn **Date Submitted:** 8/14/12

PERIOD COVERED: April-June 2012 ANC 3E

## SUMMARY OF RECEIPTS AND DISBURSEMENTS

| | | |
|---|---|---|
| BALANCE FORWARD (from "ending balance" of previous Quarterly Report): | | $43,386.58 |
| **RECEIPTS:** | | |
| District Allotment | $1,488.09 | |
| Interest | $0.00 | |
| Other (e.g. cancel stale checks) | $100.00 | |
| Transfer from Savings | $0.00 | |
| Total Receipts | | $1,588.09 |
| Total Funds Available | | $44,974.67 |
| **DISBURSEMENTS:** | | |
| 1. Net Salary and Wages | $0.00 | |
| 2. Workers Compensation | $0.00 | |
| 3. Insurance: | | |
| a. Health | $0.00 | |
| b. Casualty/Property | $0.00 | |
| 4. Total Federal Wages Taxes | $0.00 | |
| 5. State (DC, MD, VA) Wage Taxes Paid | $0.00 | |
| 6. Unemployment Insurance Contributions | $0.00 | |
| 7. Tax Penalties Paid | $0.00 | |
| 8. Local Transportation | $0.00 | |
| 9. Office Rent | $0.00 | |
| 10. Telecommunication Services | | |
| a. Landline Telephone | $0.00 | |
| b. Cellular Telephone | $0.00 | |
| c. Cable/Internet Services | $0.00 | |
| 11. Postage and Delivery | $0.00 | |
| 12. Utilities | $0.00 | |
| 13. Printing and Copying | $150.90 | |
| 14. Flyer Distribution | $0.00 | |
| 15. Purchase of Service | $2,746.12 | |
| 16. Office Supplies | $0.00 | |
| 17. Office Equipment: A. Rental | | |
| a. Rental | $0.00 | |
| b. Purchase | $0.00 | |
| 18. Grants | $5,415.00 | |
| 19. Training | $0.00 | |
| 20. Petty Cash Reimbursement | $0.00 | |
| 21. Transfer(s) to Savings Account | $0.00 | |
| 22. Bank Charges | $0.00 | |
| 23. Website/webhosting | $0.00 | |
| 24. Other (Attach a detailed fully-supportrd explanation) | $0.00 | |
| Total Disbursements | | $8,312.02 |
| ENDING BALANCE (Should agree with checkbook balance at end of period) | | $36,662.65 |

Certification:

I hereby certify that this quarterly financial report was approved by a majority of Commissioners (vote: 5-0-0) during a public meeting on 7/12/12 in which there existed a quorum.

Secretary Chairperson Treasurer

| CHECK # | DATE | PAYEE | AMOUNT | CATEGORY | PURPOSE | DATE APPROVED |
|---|---|---|---|---|---|---|
| 3007 | 4/13/2012 | Loren Stein | $740.00 | 15 | Invoice #4; 3/8/12-4/10/12 work | 4/12/2012 |
| 3008 | 5/8/2012 | Angela Bowman | $107.40 | 15 | Invoice #2208;website design worl | 4/12/2012 |
| 3009 | 5/8/2012 | Angela Bowman | $618.72 | 15 | Invoice #2122;website design worl | 4/12/2012 |
| 3012 | 5/11/2012 | Loren Stein | $740.00 | 15 | Invoice #5; 4/11/12-5/9/12 work | 5/10/2012 |
| 3010 | 5/14/2012 | Northwest Neighbors Village | $5,000.00 | 18 | Grant | 5/10/2012 |
| 3013 | 5/15/2012 | Friends of Friendship Park | $415.00 | 18 | Grant | 5/10/2012 |
| 3011 | 5/18/2012 | Fedex Office | $150.90 | 13 | Copying 3/8/12 & 4/12/12 | 5/10/2012 |
| 3015 | 6/21/2012 | Loren Stein | $540.00 | 15 | Invoice #6; 5/9/12-6/18/12 work | 6/19/2012 |

## SAVINGS ACCOUNT

| | | |
|---|---|---|
| **Balance Forward:** | | $0.00 |
| **Receipts:** | | |
| Transfer(s) From Checking Account | $0.00 | |
| Other (Interest Earnings, etc.) | $0.00 | |
| Total Receipts | | $0.00 |
| **Total Funds Available** | | $0.00 |
| **Disbursements:** | | |
| Transfer(s) to Checking | $0.00 | |
| Other | $0.00 | |
| Total Disbursements | | $0.00 |
| **Ending Balance:** | | $0.00 |

| CHECKING AND SAVINGS ACCOUNT DEPOSITS | | |
|---|---|---|
| Please list each bank deposit made this quarter into the ANC's checking and savings account | | |
| **Deposits to Checking Account** (Include transfers from savings account) | | |
| **Source** | **Amount** | **Date** |
| District Allotment | 1488.09 | 5/16/2012 |
| | | |
| | | |
| | | |
| Interest | | |
| | | |
| | | |
| | | |
| Other | $100.00 | 4/19/2012 |
| | | |
| | | |
| | | |
| Savings | | |
| | | |
| | | |
| **Deposits to Savings Account** (Include transfers from checking account) | | |
| **Source** | **Amount** | **Date** |
| Checking account | | |
| | | |
| | | |
| Other | | |
| | | |
| | | |

# Commercial Checking Acct Public Funds

Account number: **2000011021348** ■ April 1, 2012 - April 30, 2012 ■ Page 1 of 1

WELLS FARGO

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
C/O LISNER HOME
5425 WESTERN AVE NW #219
WASHINGTON DC 20015-2931

**Questions?**

Call your Customer Service Officer or Client Services
**1-800-AT WELLS** (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

*Online:* *wellsfargo.com*

*Write:* Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

## Account summary

### *Commercial Checking Acct Public Funds*

| *Account number* | *Beginning balance* | *Total credits* | *Total debits* | *Ending balance* |
|---|---|---|---|---|
| 2000011021348 | $43,386.58 | $100.00 | -$740.00 | $42,746.58 |

## Credits

**Deposits**

| *Effective date* | *Posted date* | *Amount* | *Transaction detail* |
|---|---|---|---|
| | 04/19 | 100.00 | Deposit |
| | | **$100.00** | **Total deposits** |
| | | **$100.00** | **Total credits** |

## Debits

**Checks paid**

| *Number* | *Amount* | *Date* | |
|---|---|---|---|
| 3007 | 740.00 | 04/13 | |
| | **$740.00** | | **Total checks paid** |
| | **$740.00** | | **Total debits** |

## Daily ledger balance summary

| *Date* | *Balance* | *Date* | *Balance* | *Date* | *Balance* |
|---|---|---|---|---|---|
| 03/31 | 43,386.58 | 04/13 | 42,646.58 | 04/19 | 42,746.58 |

**Average daily ledger balance** **$42,982.58**

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# Commercial Checking Acct Public Funds

Account number: **2000011021348** ■ May 1, 2012 - May 31, 2012 ■ Page 1 of 1

WELLS FARGO

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
C/O LISNER HOME
5425 WESTERN AVE NW #219
WASHINGTON DC 20015-2931

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**1-800-AT WELLS** (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

*Online:* *wellsfargo.com*

*Write:* Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

## Account summary

### *Commercial Checking Acct Public Funds*

| *Account number* | *Beginning balance* | *Total credits* | *Total debits* | *Ending balance* |
|---|---|---|---|---|
| 2000011021348 | $42,746.58 | $1,488.09 | -$7,032.02 | $37,202.65 |

## Credits

**Electronic deposits/bank credits**

| *Effective date* | *Posted date* | *Amount* | *Transaction detail* |
|---|---|---|---|
| | 05/16 | 1,488.09 | Over The Counter Deposit |
| | | **$1,488.09** | **Total electronic deposits/bank credits** |
| | | **$1,488.09** | **Total credits** |

## Debits

**Checks paid**

| *Number* | *Amount* | *Date* | *Number* | *Amount* | *Date* | *Number* | *Amount* | *Date* |
|---|---|---|---|---|---|---|---|---|
| 3008 | 107.40 | 05/08 | 3010 | 5,000.00 | 05/14 | 3012 | 740.00 | 05/11 |
| 3009 | 618.72 | 05/08 | 3011 | 150.90 | 05/18 | 3013 | 415.00 | 05/15 |
| | | **$7,032.02** | **Total checks paid** | | | | | |
| | | **$7,032.02** | **Total debits** | | | | | |

## Daily ledger balance summary

| *Date* | *Balance* | *Date* | *Balance* | *Date* | *Balance* |
|---|---|---|---|---|---|
| 04/30 | 42,746.58 | 05/14 | 36,280.46 | 05/16 | 37,353.55 |
| 05/08 | 42,020.46 | 05/15 | 35,865.46 | 05/18 | 37,202.65 |
| 05/11 | 41,280.46 | | | | |

**Average daily ledger balance** **$39,252.22**

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# Commercial Checking Acct Public Funds

Account number: **2000011021348** ■ June 1, 2012 - June 30, 2012 ■ Page 1 of 1

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DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
C/O LISNER HOME
5425 WESTERN AVE NW #219
WASHINGTON DC 20015-2931

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Call your Customer Service Officer or Client Services
**1-800-AT WELLS** (1-800-289-3557)
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

*Online:* *wellsfargo.com*

*Write:* Wells Fargo Bank, N.A. (182)
PO Box 63020
San Francisco, CA 94163

## Account summary

### *Commercial Checking Acct Public Funds*

| *Account number* | *Beginning balance* | *Total credits* | *Total debits* | *Ending balance* |
|---|---|---|---|---|
| 2000011021348 | $37,202.65 | $0.00 | -$540.00 | $36,662.65 |

## Debits

**Checks paid**

| *Number* | *Amount* | *Date* | |
|---|---|---|---|
| 3015 | 540.00 | 06/21 | |
| | | **$540.00** | **Total checks paid** |
| | | **$540.00** | **Total debits** |

## Daily ledger balance summary

| *Date* | *Balance* | *Date* | *Balance* |
|---|---|---|---|
| 05/31 | 37,202.65 | 06/21 | 36,662.65 |

**Average daily ledger balance** **$37,022.65**

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Wells Fargo Bank
Transaction Record

STORE # 0066010 04 Deposit

| | |
|---|---|
| Account Number | XXXXXXXXX1348 |
| 00182 | |
| Cash In | $0.00 |
| Number of checks | 1 |
| | $100.00 |
| Total Deposited | $100.00 |
| Less Cash | - $0.00 |
| Net Deposit Amount | **$100.00** |

Transaction # 046 0073
12:21PM 04/19/12 Credited: 04/19/12

Thank you, SENNAY

WELLS FARGO

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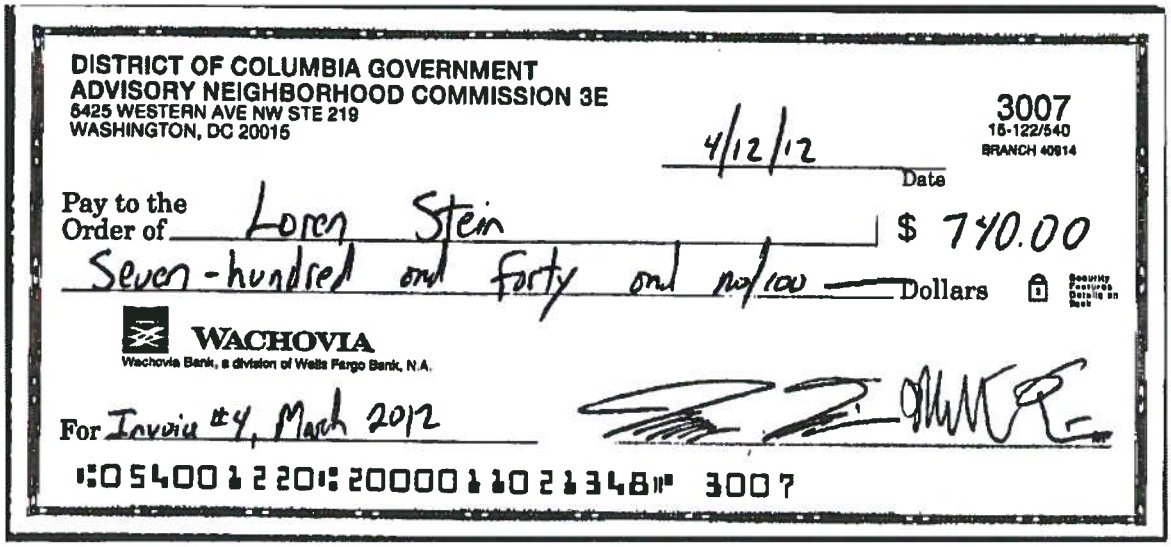
**Image Front:**



DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3007
15-122/540
BRANCH 40814

4/12/12
Date

Pay to the Order of Loren Stein $ 740.00

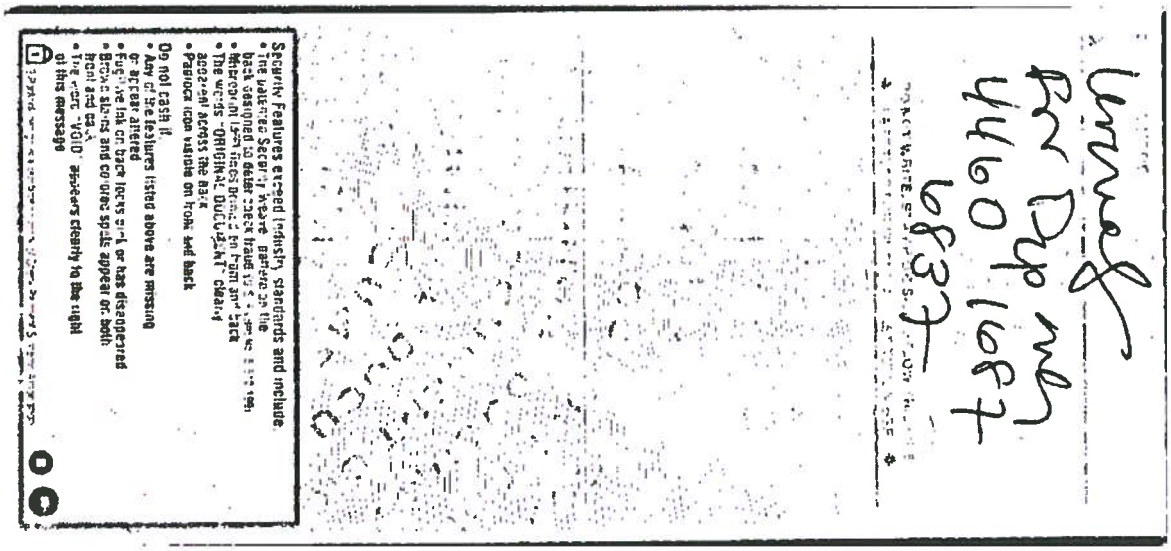
Seven-hundred and forty and no/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For Invoice #4, March 2012

⑆054001220⑆ 2000011021348⑈ 3007

**Image Back:**



**Item Details**
Amount: **740.00**
Check Number: **3007**
Posting Date: **04/13/2012**
As of Date: **04/13/2012**

Additional Item Details: **0000001 +000000004264658**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8728446080**

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5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3008
15-122/540
BRANCH 40814

4/12/12
Date

Pay to the Order of Angela Bowman $ 107.40

One-hundred and seven and 40/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For Invoice #2208

⑆054001220⑆ 2000011021348⑈ 3008

**Image Back:**

Angela Bowman

Elevations CU
>307074580<
5/5/2012 11:21 AM
Branch # 200
Teller # 2309
Deposit Acct: 254910
Dln: 2883129
ImageCenter Transaction # 60215557

**Item Details**
Amount: **107.40**
Check Number: **3008**
Posting Date: **05/08/2012**
As of Date: **05/08/2012**

Additional Item Details: **0000002 +000000004202046**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8529777179**

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ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3009
15-122/540
BRANCH 40914

4/12/12
Date

Pay to the Order of Angela Bowman $ 618.72

Six-hundred and eighteen and 72/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For Invoice #2122

⑆054001220⑆ 2000011021348⑈ 3009

**Image Back:**

Angela Bowman

Elevations CU
>307074580<
5/5/2012 11:21 AM
Branch # 200
Teller # 2309
Deposit Acct: 254910
Dn: 2883130
ImageCenter Transaction # 60215557

**Item Details**
Amount: **618.72**
Check Number: **3009**
Posting Date: **05/08/2012**
As of Date: **05/08/2012**

Additional Item Details: **0000001 +000000004212786**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8529777180**

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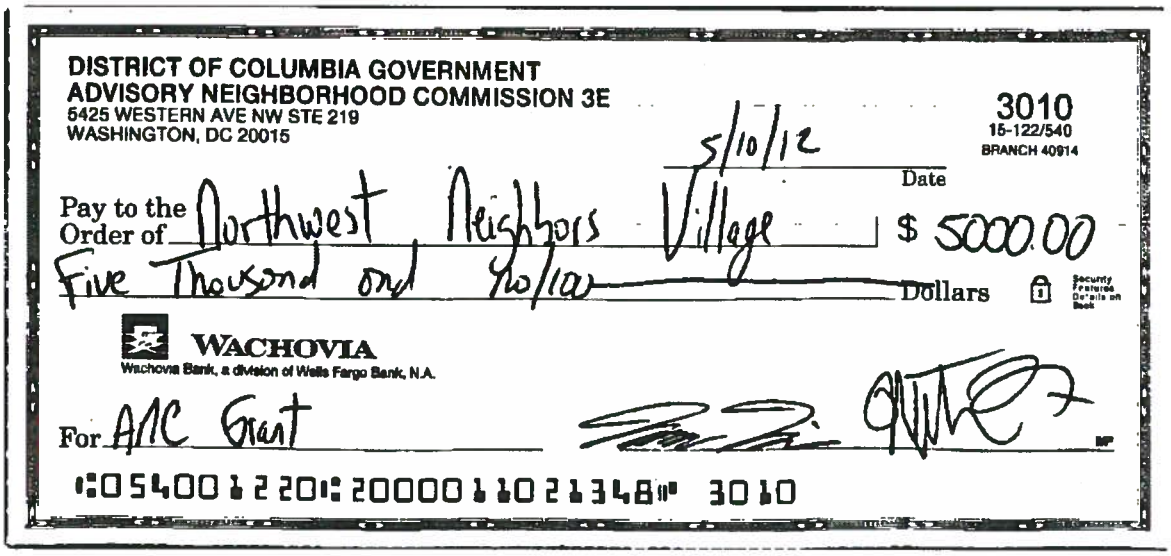

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3010
15-122/540
BRANCH 40914

5/10/12
Date

Pay to the Order of Northwest Neighbors Village $ 5000.00

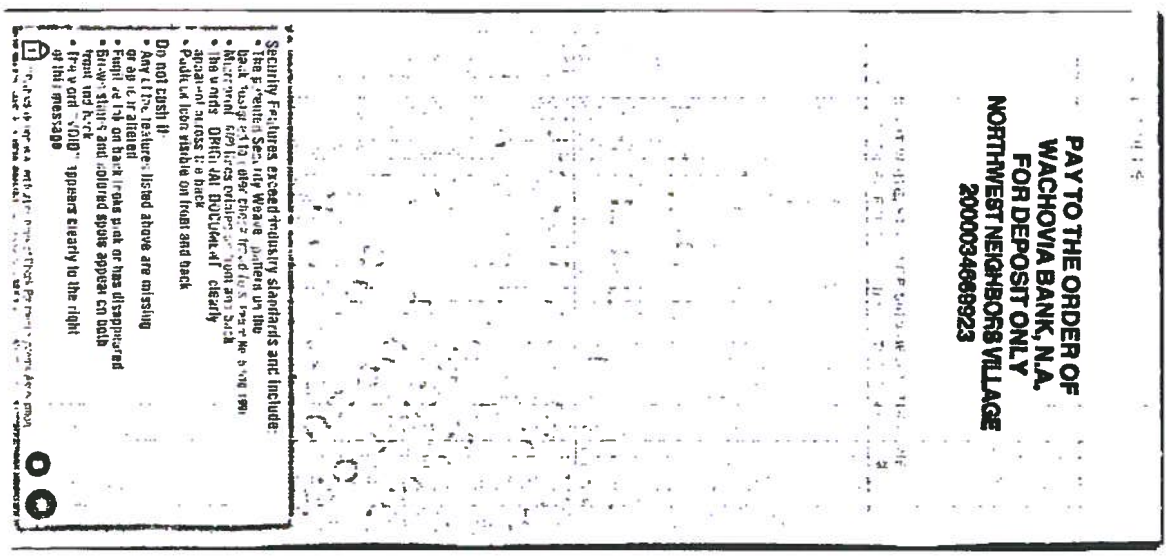
Five Thousand and 00/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For ANC Grant

⑆054001220⑆ 2000011021348⑈ 3010

**Image Back:**


PAY TO THE ORDER OF
WACHOVIA BANK, N.A.
FOR DEPOSIT ONLY
NORTHWEST NEIGHBORS VILLAGE
2000034669923

Security Features exceed industry standards and include:
- The patented Security Weave pattern on the back designed to deter check fraud by Wells Fargo Bank
- Microprint ORIGINAL DOCUMENT clearly appearing across the back
- Padlock icon visible on front and back

Do not cash if:
- Any of the features listed above are missing or appear altered
- Fugitive fibers on back looks pink or has disappeared
- Brown stains and colored spots appear on both front and back
- The word "VOID" appears clearly to the right of this message

**Item Details**

Amount: **5,000.00**
Check Number: **3010**
Posting Date: **05/14/2012**
As of Date: **05/14/2012**

Additional Item Details: **0000001 +000000003628046**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **3600101568**

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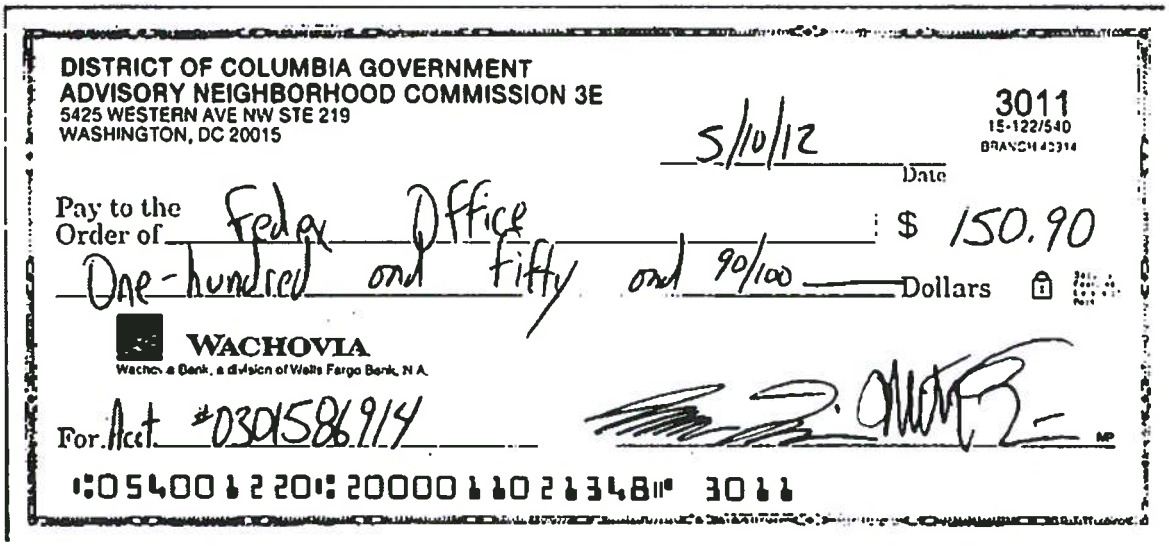

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3011
15-122/540
BRANCH 43314

5/10/12
Date

Pay to the Order of Fedex Office $ 150.90

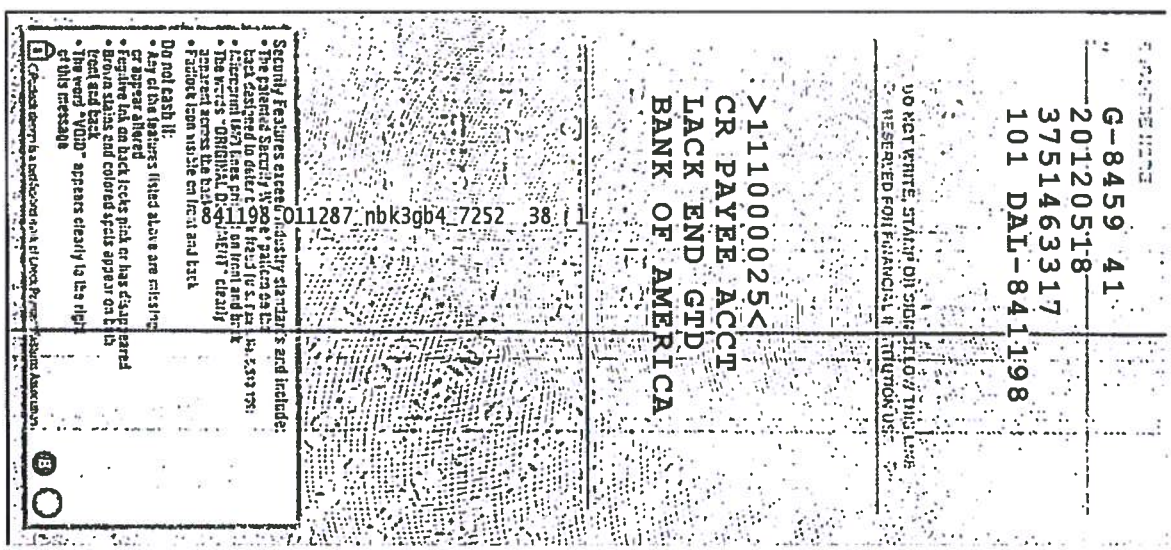
One-hundred and fifty and 90/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For Acct #0301586914

⑆054001220⑆ 2000011021348⑈ 3011

**Image Back:**


G-8459 41
20120518
3751463317
101 DAL-841198

>111000025<
CR PAYEE ACCT
LACK END GTD
BANK OF AMERICA

841198 011287 nbk3gb4 7252 38 1

**Item Details**

Amount: **150.90**
Check Number: **3011**
Posting Date: **05/18/2012**
As of Date: **05/18/2012**

Additional Item Details: **0000001 +000000003720265**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8622762813**

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ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3012
15-122/540
BRANCH 40914

5/10/12
Date

Pay to the Order of Loren Stein $ 740.00

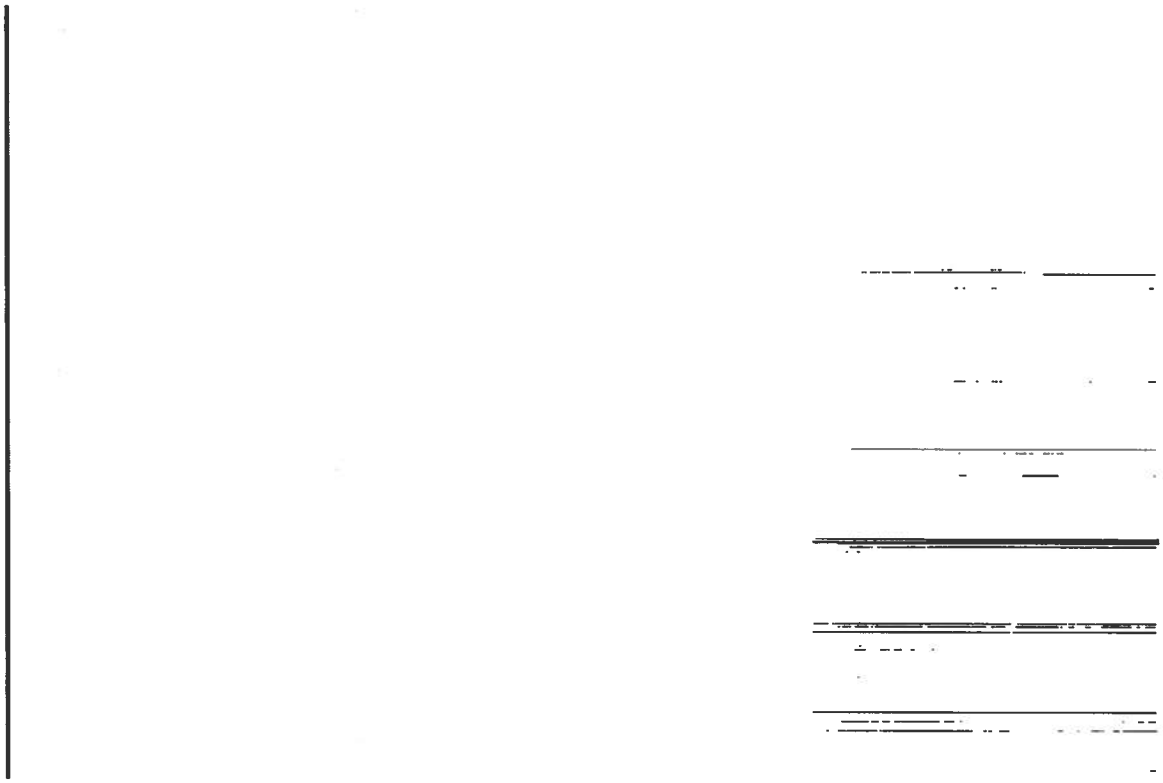
Seven-hundred and forty and no/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For 4/11/12 - 5/9/12 Work

⑆054001220⑆ 2000011021348⑈ 3012

**Image Back:**



**Item Details**
Amount: **740.00**
Check Number: **3012**
Posting Date: **05/11/2012**
As of Date: **05/11/2012**

Additional Item Details: **0000001 +000000004128046 CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8520446516**

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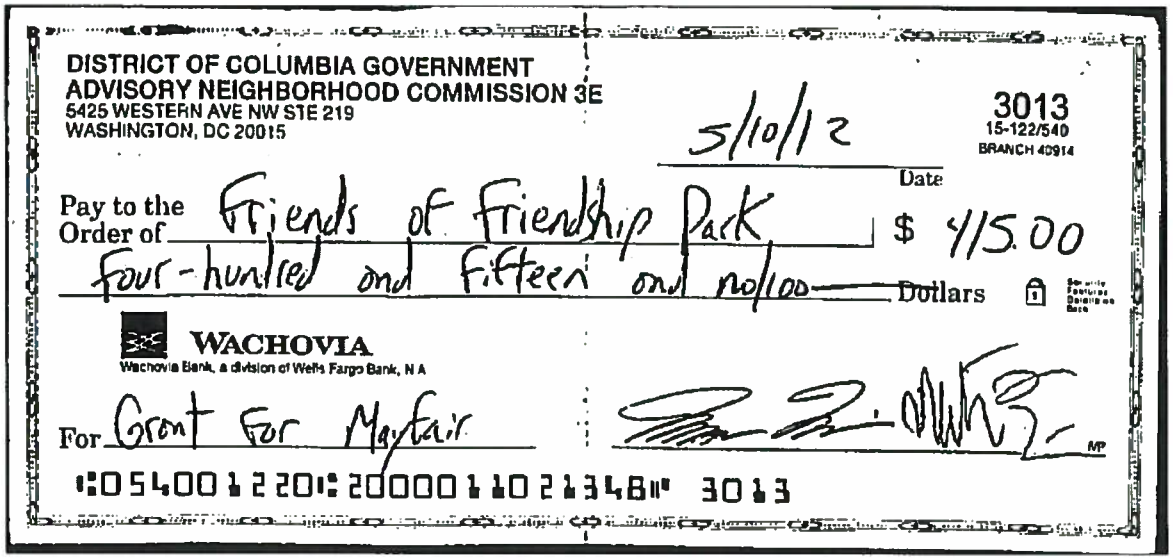

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3013
15-122/540
BRANCH 40914

5/10/12
Date

Pay to the Order of Friends of Friendship Park $ 415.00

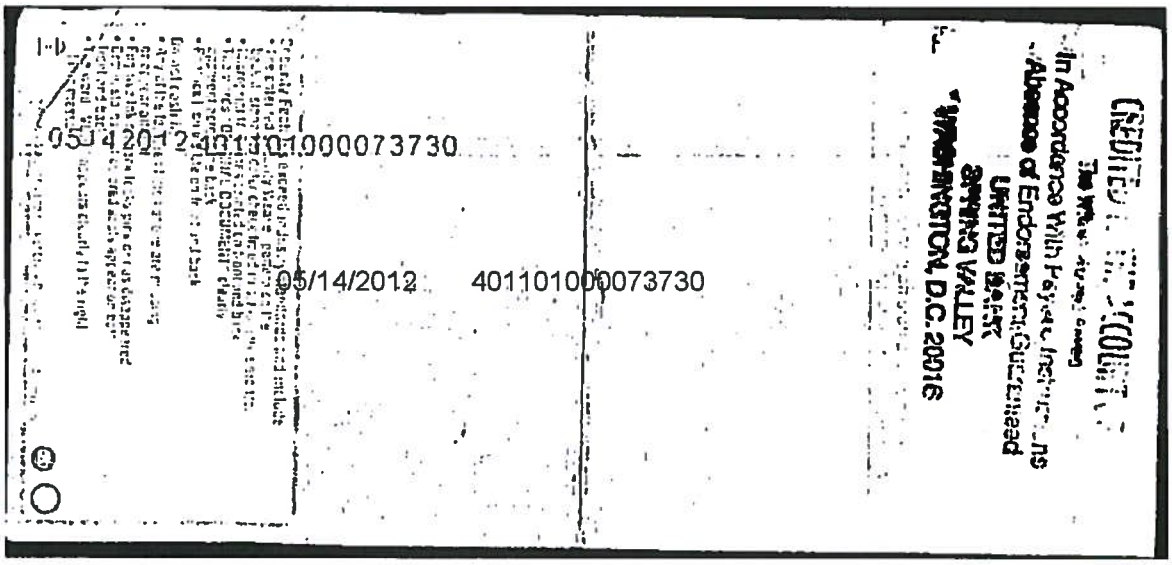
four-hundred and fifteen and no/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N A

For Grant For Mayfair

⑆054001220⑆ 2000011021348⑈ 3013

**Image Back:**


05142012 401101000073730

05/14/2012 401101000073730

CREDITED TO THE ACCOUNT OF
The Wells Fargo Group
In Accordance With Payee Instructions
Absence of Endorsement Guaranteed
UNITED BANK
SPRING VALLEY
WASHINGTON, D.C. 20016

**Item Details**
Amount: **415.00**
Check Number: **3013**
Posting Date: **05/15/2012**
As of Date: **05/15/2012**

Additional Item Details: **0000001 +000000003586546**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8120162431**

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WELLS FARGO

# Stops - Images - Search®

**Image Front:**

DISTRICT OF COLUMBIA GOVERNMENT
ADVISORY NEIGHBORHOOD COMMISSION 3E
5425 WESTERN AVE NW STE 219
WASHINGTON, DC 20015

3015
15-122/540
BRANCH 40914

6/19/12
Date

Pay to the Order of Loren Stein $ 540.00

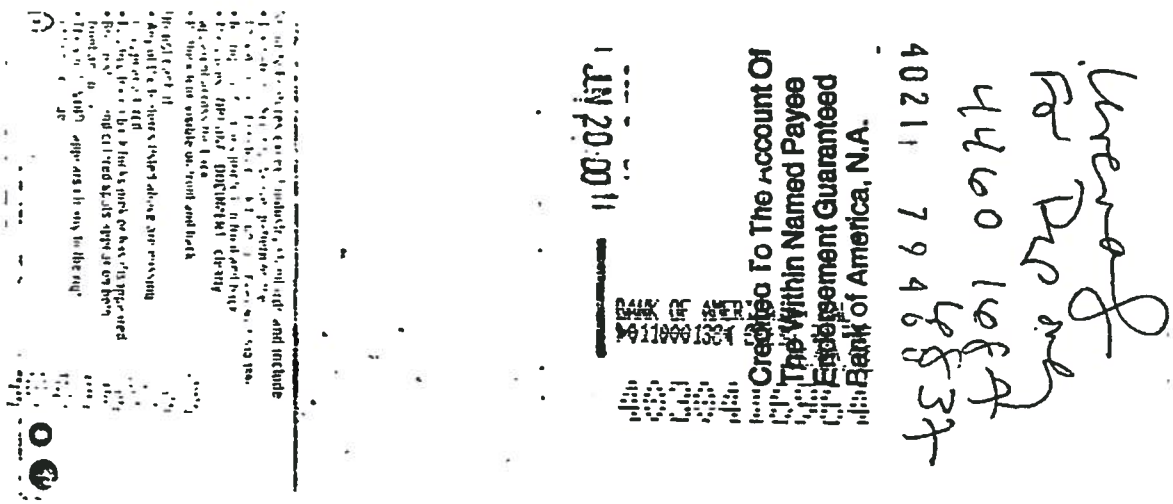
five-hundred and forty and no/100 Dollars

WACHOVIA
Wachovia Bank, a division of Wells Fargo Bank, N.A.

For Invoice #6 5/5-6/16/12 work

⑆054001220⑆ 2000011021348⑈ 3015 ⑈0000054000⑈

**Image Back:**




**Item Details**
Amount: **540.00**
Check Number: **3015**
Posting Date: **06/21/2012**
As of Date: **06/21/2012**

Additional Item Details: **0000001 +000000003666265**
**CHECK**

Account Name: **ADVISORY NEIGHB**
Account Number: **2000011021348**
Routing Number: **121000248**
Type Code/Description: **475/CHECK PAID**
Item Sequence Number: **8227836395**

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Check #3007

**Loren Stein**
Invoice #4
ANC 3E

April 11, 2012

| | |
|---|---|
| 3/8/12 Confirm meeting room. Notes to Matt, Tom. Sent agenda and resolution to Kinkos. Copies made while at Kinkos. Notes to Matt. Calls to church re: meeting room mix-up. Made signs. Set up meeting, took notes for minutes (6:45 to 12midnight). | 7.25 hours |
| 3/11/12 ANC training (12:45 to 5:45) | 5 hours |
| 3/12/12 Notes to Matt, Sam. Web site work. | 3.5 hours |
| 3/13/12 Notes to Jon, Sam, Tom. Web site work. | 3 hours |
| 3/14/12 Notes to Sam. Web site work. | 2.25 hours |
| 3/16/12 Wrote March minutes, edited and sent. | 4.5 hours |
| 3/17/12 Sent draft minutes to commissioners. Note to Tom. | .5 hours |
| 3/20/12 Note to Tom, Sam, Matt. Web site work. | 2. 5 hours |
| 3/21/12 Notes to Matt. | .25 hours |
| 3/22/12 Notes to Matt, Tom. Received reports (missing 2012). | .5 hours |
| 3/23/12 Web site work. Note to Tom. | 1.25 hours |
| 3/25/12 Notes to Matt, Jon. Web site work. | 1 hour |
| 3/26/12 Reformatted January minutes into PDF and sent. | .25 hour |
| 3/27/12 Call with Matt. Notes to Matt, Tom. Upload January 2012 minutes. Re-organized web site documents into chronological order. | 1.5 hours |
| 3/28/12 Notes to Jon, Matt, Tom. Picked up mail. | .5 hour |
| 3/29/12 Scanned Wells Fargo documents, sent to Tom. | .25 hour |
| 4/4/12 Post agenda to 4 listservs. Notes to Sam, Matt. Checked mail. | .75 hour |
| 4/6/12 Notes to Matt, Tom. | .25 hour |
| 4/10/12 Notes to Matt, Jon. Re-posted agenda to 4 list servs. Cleaned up December 2011 minutes. Re-organized web site documents into chronological order. | 2 hours |

Total hours: 37

Invoice total (at $20/hour): $740.00

Dec 07, 2011
Invoice # 2208

Check # 3008

ANC3E Website updates

**Angela Bowman**
1795 Balsam
Boulder CO 80304 United States
303 931-8191

Billed To
Sam Serebin

# Invoice

$107.40
due by Jan 06, 2012

| Date | Item | Hrs / Qty | Rate / Price | Subtotal |
|---|---|---|---|---|
| 10/13/11 | ANC3E - Web Hosting renewal<br>Oct 13, 2011 | 00:00 | $107.40 | $107.40 |

| | |
|---|---|
| Subtotal | $107.40 |
| Total due by Jan 06, 2012 | **$107.40** |

Feb 27, 2011
Invoice # 2122

check # 3009

ANC3E Website updates

**Angela Bowman**
1795 Balsam
Boulder CO 80304 United States
303 931-8191

Billed To
Sam Serebin

# Invoice

$ 618.72
due by Mar 29, 2011

| Date | Item | Hrs / Qty | Rate / Price | Subtotal |
|---|---|---|---|---|
| 1/10/11 | Update WordPress and Plugins<br>Updated WordPress to 3.0.4 for critical security update.<br>Updated the following plugins:<br><br>1 - Updated cforms contact form (this update prevents jquery conflicts with other plugins)<br><br>2 - Updated Google Calendar feedreader (http://james.cridland.net/code/google-calendar.html) - this is the PHP script used to show the calendar items in the tabbed area<br><br>3 - Recreated the bottom tabs because previous javascript was incompatible with latest jquery. New jquery tabs code comes from: http://jqueryui.com/demos/tabs/. It is more flexible for adding additional tabs and tab shape is created using pure CSS rather than images to make it easier to add more tabs.<br><br>4 - Removed NextGen Gallery plugin because of conflict with other javascript on site.<br><br>5 - Removed newsfeed, because the SSL on the newsfeed does not allow it to be embedded on a non-SSL site.<br><br>6 - Modified size of menu items to allow menu to fit in IE with it's font available. | 06:34 | $ 65.00 | $ 427.92 |

Check # [redacted] 3012

**Loren Stein**
Invoice #5
ANC 3E

May 9, 2012

| | |
|---|---|
| 4/11/12 Picked up mail, reviewed. Notes to Matt (outstanding documents for meeting). | .75 hour |
| 4/12/12 Made signs, copies of Treasurer's reports, invoice, sign-in sheet, sent documents to Kinkos. Picked up copies. Meeting set-up, took minutes (meeting 6:45-11:15pm). | 6 hours |
| 4/13/12 Note to Tom. | 5 min |
| 4/17/12 Draft minutes April meeting. | 2.5 hours |
| 4/18/12 Finish draft minutes. Web site work (uploaded documents). Notes to Matt. Review web site punch list. Review Matt's edits to minutes. Sent out minutes to commissioners. | 4.5 hours |
| 4/20/12 Notes to Matt (PDF's). Sent minutes to Tom. | .5 hour |
| 4/21/12 Found, sent PDF documents to Matt. Meeting at Matt's re: web site. 5pm - 7pm. | 2.5 hours |
| 4/25/12 Picked up mail. Note to Matt. | .5 hour |
| 4/26/12 Web site work. Notes to Jon, Tom, Matt. Sent Matt Jon's documents (signature issue). Meeting at Sam's with Matt re: web site (8:15 - 10:15pm). | 6.75 hours |
| 4/27/12 Notes to Matt, Sam. Confirmed meeting room. Web site work. | .5 hour |
| 4/29/12 Researched and downloaded Adobe Reader and got working. Worked on issues of publish dates and Jon's electronic signature. | 2 hours |
| 4/30/12 Notes to Matt. Web site work (update publish dates). Sent agenda to Current. | 1.25 hours |
| 5/1/12 Note to Matt. Web site work (update publish dates). | 1 hour |
| 5/2/12 Web site work (update publish dates). Notes to commissioners. Sent agenda to listservs. Help from Sam to open site. | 4.5 hours |
| 5/3/12 Notes to Jon, Matt. Web site work (uploaded documents). Picked up mail. | 1.25 hours |
| 5/4/12 Note to Matt. Web site work (uploaded documents). | .5 hour |
| 5/6/12 Sent revised agenda to listservs. Note to Matt. | .25 hour |
| 5/7/12 Notes to Beverly (signature May Fair). Notes to Matt, Tom. Sent revised agenda to Current. Updated agenda on web site. Note on stationary, print for Beverly to sign. Scan and email letter. | 1.25 hours |
| 5/8/12 Notes to Jon. Web site work (uploaded documents). | .25 hour |
| 5/9/12 Called (twice) re: meeting room. | 10 min |

Total hours: 37

Invoice total (at $20/hour): $740.00

Check 3010

# ANC 3E GRANT APPLICATION

(Please note: We have reproduced the grant application format here so we could type it easily on the computer.)

**Applicant Organization**

**Name:** Northwest Neighbors Village (NNV)

**Address:** 5425 Western Avenue NW
Washington, DC 20015

**Contact Person:** Marianna Blagburn, Executive Director
Telephone: 202-237-1895
e-mail: nnvccdc@aol.com
website: www.nwnv.org

1. **Project Information:**

**Name of Project:** Improvement of NNV website as a means of building capacity within our non-profit organization, including attracting prospective volunteers and members. Also, the printing of banners, brochures and other marketing materials to increase our presence in American University Park and Tenleytown.

**Description of Project:** Northwest Neighbors Village is a nonprofit membership organization dedicated to providing services and supports to senior and disabled residents of northwest DC neighborhoods to help them live comfortably and safely in their own homes and the communities they love. During our scant two years of existence as a fully licensed non-profit 501 (c) 3 in the area, we have grown to the point where we now serve 130 households with a dedicated corps of over 80 volunteers. These volunteers have provided over 6000 hours of service to our members -- service such as transportation to medical appointments, grocery stores, medical note taking, emergency support, organization of files and records, yard work, friendly visits/phone checks and referrals to low-cost medical screenings.

However, as with many non-profit organizations, our membership dues do not cover all our costs. A critical element of NNV's plan for growth and sustainability is an improved website. The website is one of the first places individuals go to learn more about our organization. To help prospective members appreciate the value of NNV, however, our current website needs to be revamped and enhanced. NNV plans to make the site more user friendly and interactive in order to provide members ready access to our partner organizations and local community businesses as well as links to useful safety and health information. An improved website would also enable us to process online membership dues payments as well as contributions from members, families, neighbors and businesses.

In addition to revamping our website, we would like to reach out to many more residents of ANC 3E. NNV started out serving only residents of Chevy Chase/DC, but a year ago (November 2010) we expanded into adjacent communities including Tenleytown and AU Park at the request of residents in those neighborhoods. We would like to make a much greater outreach effort in our new areas so that we can serve as many residents as possible. We cannot provide services if people do not know we exist. Therefore we would like to print new general and volunteer brochures, send out mailings, and create flyers and banners that would advertise our presence as widely as possible.

**Location of Project:** ANC 3E and adjacent neighborhoods

**Total Project Cost:** $5000 **Grant Request:** $5000

**Where will additional funds needed to complete the project come from?**
No additional funds needed.

**Describe the benefits to the residents of ANC 3E:** Aging in place is a concept whose time has come. The results of the 2010 census show an increase in the percentage of seniors in Ward 3, and research has shown us that many seniors in all neighborhoods want, need and appreciates services of this type so they do not have to move into expensive and discouraging assisted living facilities or become dependent on their children or other relatives. In addition to care-related services, NNV sponsors many events that provide mental and social stimulation for its members. Grant funding allows us to serve low income seniors as well as those in the middle income range. We believe that all seniors or disabled people in the ANC and immediate area can benefit from NNV's broad range of services. Our challenge is to communicate our message as broadly and effectively as possible in the local community.

Check 3010

# ANC3E Grant Application

NNV Website Project

Building capacity to increase our presence in American University Park and Tenleytown

# Northwest Neighbors Village

- Mission
  - Community network of support services empowering residents to remain independent at home
  - Volunteer services:
    - Transportation to medical appointments, medical notetaking, trips to grocery stores, handyman work, light yard work, friendly visitors, phone calls, buddy alert system, record keeping, plant and mail tending, bereavement support, computer repair
  - Access to vetted professional vendors
  - Access to discounted services offered by other providers of senior services
  - Educational programs, social events

- 135 members
- 87 volunteers

AU Park and Tenleytown

- November, 2010 Launch
  - Members: 78 » (+52)
  - Volunteers: 48 » (+26)

# www.nwnv.org

- Basic features w/photographs
  - Home
  - Membership benefits
  - Volunteer/Donation
  - Calendar of events
  - Health Resources
  - Additional Resources
  - FAQs
  - Contact Information/Officers

# Improvements Needed

- Develop pages that
  - work with any browser
  - useable by everyone regardless of preference settings
  - load faster
  - are printable
  - make navigation easier
  - Useable by handicapped visitors, especially those with macular degeneration

# Special Features

- Ability to enlarge print
- More visual images
- Links to senior websites
- Links to audio programs (ex:AARP radio)
- Donations button
- Paypal Feature

# Past funding

- 2009
  - ANC3-4G
    - $1200-computer /printer/software
    - $950 –outreach mailings
- 2010
  - ANC3-4G
    - $1500 –laptop,/printer/software
  - ANC3-E
    - $5000-Launch into AU Park & Tenleytown
    - Mailings
    - Printing of membership brochures
    - Event
    - Training of new volunteers
    - Executive Director's salary to temporarily increase her hours from part-time to full-time

# $5000 BUDGET

- $2000 Services for website content/features
- $2000 Printing: member & vol brochures
- $1500 Paper/Postage mailing-ANC3E
- $500 Poster Board and banner material

Northwest Neighbors Village

*A Community Network of Support*

Check 3010

**Northwest Neighbors Village**
**5425 Western Ave., NW**
**Washington, DC 20015**
**202-237-1895**
**nnvccdc@aol.com**
**www.nwnv.org**

July 30, 2012

ANC3 E Commission
5425 Western Avenue
Washington, DC 20015

Dear ANC3E Commissioners:

We are deeply appreciative of the $5000 grant given to Northwest Neighbors Village to increase our presence and outreach into the communities of American University Park and Tenleytown .

Our outreach mailing to residents in American University Park and Tenleytown was sent on May 16 and 17, 2012 to **3015 registered voters, over the age of 50, in Precincts 138, 29, 33 and 34.** The mailing included an outreach letter and membership brochure .

The NNV website, located at www.nwnv.org, has an increased number of visitors since we improved the design and structure of the templates and made it appealing to potential senior members, volunteers and other interested visitors. In April, prior to improvement of the website, we had 1365 visitors; in June, 3237 visitors.

The website can now accept donations and membership and volunteer inquiries. A calendar of events is maintained and the newsletters are archived due to increased storage space.

Our web designer, Danielle Feuillan followed the NIH Guidelines for Senior Friendly website design . She continues to maintain and improve the website and will complete the final phase of the website design on August 14.

The $5000 grant was allocated for and spent on the following line items:

- Northwest Neighbors Village Website development
- Design and Printing of membership brochure
- Postage
- Design and printing of lst printed Annual Report
- Design and printing of NNV exhibit materials for community events

Strategic Print Solutions
15320 Turning Leaf Place
Haymarket VA 20169

Phone: (703) 272-3440 Fax: (703) 272-3441

Check 3010

# QUOTATION

**871** Page: 1

**QUOTE DATE:** 4/10/2012

**EXPIRES:** 5/10/2012

**CLIENT NO:** 000229
**TEL:**
**FAX:**

**FOB:** DESTINATION

**TERMS:**

**CONSULTANT:**
1 TIM MCCLELLAN

**For:**
ATTN: Marianna Blagburn
Northwest Neighbors Village
5425 Western Avenue, NW
Washington DC 20015

| | ITEM | DESCRIPTION | | QUANTITY | UNIT PRICE | UNIT | EXT.AMOUNT |
|---|---|---|---|---|---|---|---|
| 1. | **SIGN** | **Banner for Outdoor Use** | A. | 1.000 | 96.00 | EA/1 | 96.00 |
| | | 13 oz. Vinyl Banner<br>prints 4 color process 1 side<br>hemmed with grommets in each corner<br><br>Client supplied print-ready files | | | | | |
| 2. | **SIGN** | **Table Top Sign w/Easel** | A. | 1.000 | 21.88 | EA/1 | 21.88 |
| | | 8 1/2 x 11 sign on gloss stock with easel back<br>prints 4 color process 1 side<br><br>Client supplied print-ready files | | | | | |
| 3. | **SIGN** | **Large Sign for<br>for Tripod Stand** | A. | 1.000 | 142.00 | EA/1 | 142.00 |
| | | | Freight: | | | | 35.00 |
| | | 24" x 36" sign<br>prints 4 color process 1 side<br>3mm PVC Sintra board<br><br>Client supplied print-ready files | | | | | |

THANK YOU
For this Opportunity
To Offer Our Services

Check 3010

AUPark_Tenleytown_2104Counts
78816 Strategic Print Solutions NNV Mailing #2 - After NCOA Counts

Tuesday 5/15/2012 03:21 PM
Distribution Report: After NCOA Counts

| List Source | \ |
|---|---|
| Precinct30voters50+culled2x.XLS..... | 739 |
| Precinct31voters50+culled2x.XLS..... | 1,305 |

| | | |
|---|---|---|
| Total Records Processed: | 2,044 | |
| Total Records Bypassed : | 60 | (2 NCOA Bad Codes & 58 Not In DC) |
| Total Records in List : | 2,104 | |

Check 3010

AUPark_Tenleytown_2104Counts
78816 Strategic Print Solutions NNV Mailing #2 - After NCOA Counts

Tuesday 5/15/2012 03:21 PM
Distribution Report: After NCOA Counts

| List Source | \ |
|---|---|
| Precinct30voters50+culled2x.XLS | 739 |
| Precinct31voters50+culled2x.XLS | 1,305 |

| | | |
|---|---|---|
| Total Records Processed: | 2,044 | |
| Total Records Bypassed : | 60 | (2 NCOA Bad Codes & 58 Not In DC) |
| Total Records in List : | 2,104 | |

Chcd( 3010

In each line item category, funds were/are being spent accordingly. Also, see attached documentation.

**Usage of Grant Funds**

| | |
|---|---|
| Website Development Consulting Agreement | **$1200.00 [$800 pd;$400 due 8/ 14]** |
| Fatcow Hosting Site | **$120.00** |
| Brochure Design | $ **250.00** |
| Printing of letter and brochures, postage | **$ 927.69** |
| Printing of additional brochures | **$ 437.65** |
| Design of Annual Report** | $ **800.00** [in progress] see attached quote |
| Printing of Annual Report** | $**1013.00** [in progress]see attached quote |
| Printing of Banner and Exhibit Poster Boards** | **$ 294.88** [in progress]see attached quote |
| **Total** | **$5043.22** |

**Please note that we have expenses that are ongoing. This is due to two reasons: website improvement takes place over a period that extends beyond the timeframe allotted by the grant reporting period; design and printing costs for the annual report and exhibit materials are in progress. The items are scheduled for completion prior to September 30, 2012. The annual report will be mailed to selected households of potential members, volunteers, and donors in the American University Park and Tenleytown communities. The NNV Banner and tabletop Exhibit Poster Boards will be used at community events; poster boards will display pictorial images of the Village's neighbor helping neighbor theme.

Final invoices for those items in progress as indicated above will be submitted to ANC3 no later than September 30, 2012. Any delay in our progress that exceeds the 60 day target was due to final negotiations with Strategic Print Solutions, our efforts to support a fundraising public event on June 2 at American University, and the design of an Annual Report to be mailed to members, volunteers, and current and potential donors in the American University Park and Tenleytown communities. Please advise.

Check 3010

We are deeply appreciative of the value of this community grant which has allowed us to increase our outreach efforts to the residents impacted by ANC 3E. Northwest Neighbors Village (NNV) would not have been able to make the American University and Tenleytown outreach efforts without your assistance. We look forward to continuing our support to senior residents living in this community and offering the caring connections and volunteer services provided by Northwest Neighbors Village. Last year, NNV provided well over 2000 hours of donated time to support residents who wish to remain in their homes; this year, by June 30, volunteers gave over 1200 hours. We expect that we will exceed 2500 hours of service by the end of 2012.

With kindest regards,

*Marianna Blagburn*

Marianna Blagburn
Executive Director
Northwest Neighbors Village
5425 Western Avenue
Washington, DC 20015
(202) 237-1895
www.nwnv.org
*Northwest Neighbors Village is a community-based non-profit volunteer organization that helps residents of northwest DC maintain an independent life at home as long as they can safely do so.*

---

See list below of attachments accompanying this report:

**Outreach Letter to AUPark and Tenleytown residents**

**NNV Membership Brochure**

**NNV Mailing Counts document from mailing house: Strategic Print Solutions**

**Consulting Agreement for website designer, Danielle Feuillan**

**Invoice for Brochure Design – Jennifer Lear**

**Invoice for printing of letter, brochures and postage**

**Quotation for Design of Annual Report**

**Quotation for Printing of Annual Report**

**Quotation for printing of banner and exhibit poster boards**

**Strategic Print Solutions**
15320 Turning Leaf Place
Haymarket VA 20169
Phone: (703) 272-3440 Fax: (703) 272-3441

Check 3010

# INVOICE

**2382** Page: 1

**INVOICE DATE:** 6/7/2012

**CLIENT NO:** 000229

**CONSULTANT** 1 TJM
TIM MCCLELLAN

**TO:**
ATTN: Marianna Blagburn
Northwest Neighbors Village
5425 Western Avenue, NW
Washington DC 20015

**SHIP TO:** MAIN
Northwest Neighbors Village
5425 Western Avenue, NW
Washington DC 20015

| SHIPPED | UNIT | ITEM | DESCRIPTION | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1.5 | M/1000 | BROCHURE | NNV Volunteer Brochure | 309.74308 | 464.61 |
| | | | **Dist. PO#** | 1485 | |
| **Shipped:** | 5/31/2012 | | | | |
| 2.104 | M/1000 | MAILING | Mailing Service for 2nd Letter | 188.93066 | 397.51 |
| | | | live postage stamps | | 65.57 |
| **Shipped:** | 5/31/2012 | | | | |

separate cost shown for cost of "live stamps" purchased at the USPS. Mailing date 5-16-12.

Our Terms are: due ON RECEIPT.

**********PLEASE PAY FROM THIS INVOICE**********

| | |
|---|---|
| Sub Total | 927.69 |
| Sales Tax | 0.00 |
| TOTAL | **927.69** |

Northwest Neighbors Village

*A Community Network of Support*

Check 3010

**Northwest Neighbors Village**
**5425 Western Ave., NW**
**Washington, DC 20015**
**202-237-1895**
**nnvccdc@aol.com**
**www.nwnv.org**

*******AUTO**5-DIGIT 20016
Hernan Abeledo
4419 42nd St NW
Washington, DC 20016-2103

Dear Hernan:

We have always hoped that we could really enjoy staying in our homes as we get older, in the beautiful community where we live! Northwest Neighbors Village (NNV), now in its third year of operation, *invites you to join our active senior village* and make that hope a reality. NNV has been proudly serving the American University Park area since the Fall of 2010 and hope we can count you among our membership in the near future.

As an NNV member, you can meet new friends, participate in social and recreational activities, and enjoy the services that the village provides its members. We are neighbors helping neighbors who have created a network of support. Because of NNV's dedicated corps of community volunteers, we have become the recognized nonprofit organization in Chevy Chase, Tenleytown, American University Park, North Cleveland Park, and Forest Hills, to help seniors maintain an independent life at home as long as they can safely do so.

NNV volunteers provide NNV members with a wide range of services, including transportation to medical and social appointments, grocery stores and pharmacies; computer and technology help; friendly visits; minor handyman assistance, and much more. When a professional is required, the NNV office provides members with referrals to professional providers recommended by other members. And we really enjoy our social and recreational activities—dining out at local restaurants, book clubs, picnics, trips to museums and art exhibits, potluck suppers, yoga classes, and less formal get-togethers.

For more information about our active, caring, and connected community, and about becoming a member or a volunteer, please give us a call or visit our website at www.nwnv.org Should you want to mix and mingle with our group, please join us on **Saturday, June 2,** for a lovely summer evening with jazz pianist and humorist, John Eaton. Your invitation is enclosed.

We look forward to hearing from you and meeting you soon!

Sincerely,

Janean Mann  Marianna Blagburn

Janean Mann
President

Marianna Blagburn
Executive Director

Part of the Senior Service Network supported by the D.C. Office on Aging

*Serving the neighborhoods of Chevy Chase, DC, Tenleytown, American University Park, North Cleveland Park, and Forest Hills.*
*NNV is a 501c3 organization. All donations are tax-deductible in accordance with federal law.*

Northwest Neighbors Village

*A Community Network of Support*

Ofcell 3010

**Northwest Neighbors Village**
**5425 Western Ave., NW**
**Washington, DC 20015**
**202-237-1895**
**nnvccdc@aol.com**
**www.nwnv.org**

*******AUTO**5-DIGIT 20016
Judith Abshire
4332 Verplanck Pl NW
Washington, DC 20016-2428

Dear Judith:

We have always hoped that we could really enjoy staying in our homes as we get older, in the beautiful community where we live! Northwest Neighbors Village (NNV), now in its third year of operation, *invites you to join our active senior village* and make that hope a reality. NNV has been proudly serving the American University Park area since the Fall of 2010 and hope we can count you among our membership in the near future.

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For more information about our active, caring, and connected community, and about becoming a member or a volunteer, please give us a call or visit our website at www.nwnv.org Should you want to mix and mingle with our group, please join us on **Saturday, June 2,** for a lovely summer evening with jazz pianist and humorist, John Eaton. Your invitation is enclosed.

We look forward to hearing from you and meeting you soon!

Sincerely,

Janean Mann

Janean Mann
President

Marianna Blagburn

Marianna Blagburn
Executive Director

Part of the Senior Service Network supported by the D.C. Office on Aging

*Serving the neighborhoods of Chevy Chase, DC, Tenleytown, American University Park, North Cleveland Park, and Forest Hills.*
*NNV is a 501c3 organization. All donations are tax-deductible in accordance with federal law.*

Check 3010

**Consulting Agreement for the**
**Design and Maintenance of Northwest Neighbors Village Website**

## Project Description

Consultant shall agree to provide website design and maintenance services on a consulting basis for Northwest Neighbors Village. The NNV website needs improvement as a means of building capacity within our non-profit organization to include attracting prospective volunteers and members, donors, and grantors.

## Scope

Consultant agrees to produce an attractive template design that can be read by those with limited vision to the extent possible utilizing the NIH Guidelines for Developing Websites for Seniors. Visitors to the website must be able to implement financial transactions such as acquiring membership or donating funds to the critical mission of Northwest Neighbors Village and access links to other senior resources websites identified by the Executive Director and Board of Directors of NNV.

Templates and forms must carry the identifiable logo attributed to the NNV organization and modified periodically in order to comply with NNV policies and procedures.

Photographs must be rotated programmatically and seasonally under the supervision of the Executive Director. Calendars must be regulated and modified weekly to reflect the activities of the members of Northwest Neighbors Village. Newsletters must be archived, along with other relevant documents. The Annual Report will be uploaded and photographs will document the activities of the village community on a continuous basis.

## Schedule and Fees

For the execution of website design project, there will be 3 phases and payment will be given at the end of each phase upon approval by the Executive Director of a submitted invoice:

| | |
|---|---|
| Phase 1 – May 14-June 14, 2012 | Fee: $400.00 |
| Phase 2 – June 14-July 14, 2012 | Fee: $400.00 |
| Phase 3- July 14 –August 14, 2012 | Fee: $400.00 |

Total fees to be paid, not to exceed: $1200.00

Check 3010

**Deliverables:**

You have agreed to provide the following deliverables on the following dates:

**06/14/12**
Initial design of all templates and forms with readable text and visual symbols and photographs for visitors with limited vision; uploading of all NNV documents, newsletters, calendars, photographs, fundraising event announcements, and the implementation of financial transaction mechanism. Ongoing maintenance to reflect the integration of recommendations and edits by NNV leadership. Provide figures on numbers of visitors, contact form inquiries, and numbers of financial transactions.

**07/14/12**
Ongoing improvement of web design to include uploading of reports, announcements, articles, uploading of current photographs and development of links to affinity organizations and stakeholders in the NNV community. Provide strategy for improving visitor audiences, by category.

**08/14/12**
Final presentation to NNV leadership on NNV website; provide ongoing updates and improvements to reflect the dynamic nature of the village; provide visitor figures and recommendations for ongoing maintenance.

**Confidentiality and non-disclosure**

You agree not to disclose any of our proprietary or confidential information obtained during the assignment, and to return at the end of the assignment any material that we have provided.

**Payment**

All fees will be paid, upon receipt of an approved invoice within 5 business days of the deliverables for each phase. You may submit an invoice to NNV, 5425 Western Avenue, NW, Washington, DC, 20015, Attn: Marianna Blagburn, Executive Director

Sincerely,

_____ _____
Marianna Blagburn Date
Executive Director

_____ _____
Danielle Feuillan Date
Web Designer

Check 3010

# meredithscott.co

# Quote

July 30, 2012

Northwest Neighbors Village 8 Page Brochure Design (Annual Report)
Custom 4 Color - $800

11 by 17 inch flat size

Folded to 8 1/2 by 11 inch
4 Color CMYK Colors

You provide:
Logo (.eps or other vector format) - I have already
Final Copy in (.txt, .rtf, .doc)
Photos (Hi-Res in .jpg, .tiff, eps)

I provide:
Color correction of images
Custom design of Annual Report based on your sample, layout of your text, logo and images
Final output in InDesign and PDF, ready for press and for the web

Two rounds of revisions are included in the price. Afterwards, edits will be billed at an hourly rate of $65.

I look forward to working on this project with you!

Susan Scott Meredith (Susie)

13021 Silent Wood Place • Richmond, Virginia 23233 USA
703-835-4498 • susan@meredithscott.co • www.meredithscott.co

Check 3010

United States Postal Service
**Postage Statement — Nonprofit Standard Mail**

Comments:
List: 78816 Strategic Print Solutions NNV Mailing #2

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

**MAILER**

Permit Holder's Name and Address and Email Address, If Any

Fulfillment Solutions Inc.
Suite 140
22713 Commerce Center Court
Dulles VA 20166

nam@go-fsi.com
USPS Nonprofit Auth No. _____
CAPS Cust. Ref. No. _____
CRID 2597364

Telephone
(703)-996-1700
Extension 203

Name and Address of Mailing Agent *(If other than permit holder)*

CRID _____

Telephone
( )- -
Extension

Name and Address of Individual or Organization for Which Mailing is Prepared *(If other than permit holder)*
Northwest Neighbors Village
2425 Western Ave NW
Washington DC 20015

USPS Nonprofit Auth No. 85666

CRID _____

**MAILING**

| Post Office of Mailing | Processing Category | Mailer's Mailing Date | Federal Agency Cost Code | Statement Seq. No. | No. of Containers |
|---|---|---|---|---|---|
| Dulles, VA 20101 | [X] Letters [ ] Catalogs [ ] Flats [ ] Marketing Parcels [ ] Parcels - Machinable [ ] Parcels - Irregular [ ] CMM | 5/15/2012 | | 78816 | 1' MM Trays 3; 2' MM Trays 3; 2' EMM Trays; Total Trays 6; Flat Trays; Sacks; Pallets; Other |

Type of Postage: [ ] Permit Imprint [X] Precanceled Stamps [ ] Metered

Weight of a Single Piece: 0.0625 pounds

Combined Mailing: [ ] Mixed Class [ ] Single Class

Total # of Pieces in Mailing: 2,044

Total Weight: 127.7500

Permit # 20

For Mail Enclosed Within Another Class: [ ] Periodicals [ ] Bound Printed Matter [ ] Library Mail [ ] Media Mail [ ] Parcel Post

For Automation Price Pieces, Enter Date of Address Matching and Coding: 5/15/2012

For Carrier Route Price Pieces, Enter Date of Address Matching and Coding: 5/15/2012

For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing: 5/15/2012

For pieces bearing a simplified address enter date of delivery statistics file or alternative method

Move Update method: [ ] Ancillary Service Endorsement | | *FASTforward* |X| NCOALink | | ACS [ ] Alternate Method [ ] Multiple | | OneCode ACS [ ] n/a Alt Address Format

**POSTAGE**

Parts Completed *(Select all that apply)* [X]A [X]B [ ]C [ ]D [ ]E [ ]F [ ]G [ ]H [ ]I [ ]J [ ]L [ ]M [ ]S [ ]NSA

[ ] Mailpiece is a product sample.
[ ] Letter-size or flat mailpiece contains DVD/CD or other disk.

| | | |
|---|---|---|
| 1 | **Subtotal Postage** *(Add Parts Totals)* | 179.25 |
| 2 | Price at Which Postage Affixed *(Check one)* Complete if the mailing includes pieces bearing metered or precanceled stamps. [ ] Correct [ ] Lowest [X] Neither 2,044 pcs. x $ 0.05 = **Postage Affixed** | 102.200 |
| 3 | Incentive/Discount Flat Dollar Amount | |
| 4 | Fee Flat Dollar Amount | |
| 5 | **Permit #** _____ **Net Postage Due** *(Line 1 +/- Lines 2, 3, 4)* | 77.05 |

**USPS USE**

| | |
|---|---|
| **Additional Postage Payment** *(State reason)* | |
| *For postage affixed add additional payment to net postage due; for permit imprint add additional payment to total postage.* **Total Adjusted Postage Affixed** | |
| Postmaster: Report Total Postage in *AIC 125* *(Permit Imprint Only)* **Total Adjusted Postage Permit Imprint** | |

**CERTIFICATION**

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies that: (1) the mailing complies with DMM 703; (2) the income derived from the sale of any products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) and any products and services advertised are substantially related to the nonprofit organization's authorized purpose within the meaning of 39 U.S.C. § 3626(j)(1)(d)(ii)(I) and 26 U.S.C. § 513(A); (3) the mailing if made by a voting registration official is required or authorized by the National Voter Registration Act of 1993, and (4) it will agree to pay, subject to appeal, any revenue deficiencies assessed on this mailing. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer, and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false and misleading information on this form or who omits information requested on this form may be subject to to criminal and/or civil penalties, including fines and imprisonment. *Privacy Notice.* For information regarding our Privacy Policy visit www.usps.com.

| Signature of Mailer or Agent | Printed Name of Mailer or Agent Signing Form | Telephone |
|---|---|---|
| | Fulfillment Solutions Inc.<br>Nam Nguyen | (703)-996-1700<br>Extension 203 |

**USPS USE ONLY** (NONPROFITS ONLY)

Weight of a Single Piece: ___ ___ . ___ ___ ___ ___ pound

Total Pieces

Total Weight

Total Postage

Presort Verification Performed? (If required) [ ] Yes [ ] No

I CERTIFY that this mailing has been inspected for each item below if required:
(1) eligibility for postage prices claimed;
(2) proper preparation (and presort where required);
(3) proper completion of postage statement;
(4) payment of annual fee, and
(5) sufficient funds on deposit (if required).

Are postage figures at left adjusted from mailer's entries? If yes, reason: [ ] Yes [ ] No

Date Mailer Notified

Contact

By (Initials)

Time AM PM

Round Stamp (Required)
Payment Date

USPS Employee's Signature

Print USPS Employee's Name

Chcell 5010



# Part A — Nonprofit Standard Mail — Automation Letters

**Letters** *3.3 oz (0.2063 lbs.) or less*

| | Entry | Price Category | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|
| A1 | None | 5-Digit | 0.130 | | | | | |
| A2 | None | 3-Digit | 0.148 | | | | | |
| A3 | None | AADC | 0.150 | | | | | |
| A4 | None | Mixed AADC | 0.166 | 1 | 0.166 | | | 0.166 |
| A5 | DNDC | 5-Digit | 0.097 | | | | | |
| A6 | DNDC | 3-Digit | 0.115 | | | | | |
| A7 | DNDC | AADC | 0.117 | | | | | |
| A8 | DNDC | Mixed AADC | 0.133 | | | | | |
| A9 | DSCF | 5-Digit | 0.087 | 1,977 | 171.999 | | | 171.999 |
| A10 | DSCF | 3-Digit | 0.105 | | | | | |
| A11 | DSCF | AADC | 0.107 | 63 | 6.741 | | | 6.741 |

**Letters** *Over 3.3 oz up to 3.5 oz*

| | Entry | Price Category | Piece Price | No. of Pieces | Pieces Subtotal | Pound Price | Pounds | Pounds Subtotal | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A12 | None | 5-Digit | 0.038 | | | | | | | | | |
| A13 | None | 3-Digit | 0.056 | | | | | | | | | |
| A14 | None | AADC | 0.058 | | | | | | | | | |
| A15 | None | Mixed AADC | 0.074 | | | | | | | | | |
| A16 | DNDC | 5-Digit | 0.028 | | | | | | | | | |
| A17 | DNDC | 3-Digit | 0.046 | | | | | | | | | |
| A18 | DNDC | AADC | 0.048 | | | | | | | | | |
| A19 | DNDC | Mixed AADC | 0.064 | | | | | | | | | |
| A20 | DSCF | 5-Digit | 0.025 | | | | | | | | | |
| A21 | DSCF | 3-Digit | 0.043 | | | | | | | | | |
| A22 | DSCF | AADC | 0.045 | | | | | | | | | |

A23 **Standard Mail Automation Letters Subtotal** *(Lines A1-A22)* $ **178.906**

**Full Service Intelligent Mail Option**

A24 Letters - Number of pieces that comply x 0.001 = $

**Part A Total** *(Line A23 minus A24)* $ **178.906**

Check 5010



# Part B — Nonprofit Standard Mail — Nonautomation Letters

## Machinable Letters *3.3 oz (0.2063 lbs.) or less*

| | Entry | Price Category | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|
| B1 | None | AADC | 0.156 | | | | | |
| B2 | None | Mixed AADC | 0.172 | | | | | |
| B3 | DNDC | AADC | 0.123 | | | | | |
| B4 | DNDC | Mixed AADC | 0.139 | | | | | |
| B5 | DSCF | AADC | 0.113 | 3 | 0.339 | | | 0.339 |

## Nonmachinable Letters *3.3 oz (.2063 lbs.) or less*

| | Entry | Price Category | Price | No. of Pieces | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|
| B6 | None | 5-Digit | 0.280 | | | | | |
| B7 | None | 3-Digit | 0.373 | | | | | |
| B8 | None | ADC | 0.412 | | | | | |
| B9 | None | Mixed ADC | 0.509 | | | | | |
| B10 | DNDC | 5-Digit | 0.247 | | | | | |
| B11 | DNDC | 3-Digit | 0.340 | | | | | |
| B12 | DNDC | ADC | 0.379 | | | | | |
| B13 | DNDC | Mixed ADC | 0.476 | | | | | |
| B14 | DSCF | 5-Digit | 0.237 | | | | | |
| B15 | DSCF | 3-Digit | 0.330 | | | | | |
| B16 | DSCF | ADC | 0.369 | | | | | |

## Nonmachinable Letters *Over 3.3 oz. but less than 16 oz.*

| | Entry | Price Category | Piece Price | Or Amount Affixed | No. of Pieces | Pieces Subtotal | Pound Price | Pounds | Pounds Subtotal | Subtotal Postage | Discount Total | Fee Total | Total Postage |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B17 | None | 5-Digit | 0.159 | | | | | | | | | | |
| B18 | None | 3-Digit | 0.240 | | | | | | | | | | |
| B19 | None | ADC | 0.288 | | | | | | | | | | |
| B20 | None | Mixed ADC | 0.321 | | | | | | | | | | |
| B21 | DNDC | 5-Digit | 0.149 | | | | | | | | | | |
| B22 | DNDC | 3-Digit | 0.230 | | | | | | | | | | |
| B23 | DNDC | ADC | 0.278 | | | | | | | | | | |
| B24 | DNDC | Mixed ADC | 0.311 | | | | | | | | | | |
| B25 | DSCF | 5-Digit | 0.146 | | | | | | | | | | |
| B26 | DSCF | 3-Digit | 0.227 | | | | | | | | | | |
| B27 | DSCF | ADC | 0.275 | | | | | | | | | | |

**Part B Total** *(Add lines B1-B27)* $ 0.339

Check 3010

**Jennifer Lear**
Creative Design & Development

**Invoice #111**
March 22, 2012

**Client:**
Northwest Neighbors Village
5425 Western Avenue NW
Washington, DC 20015

**Project:**
Volunteer and Member Brochure

| **Project Breakdown** | **Hours** | **Rate** | **Total** |
|---|---|---|---|
| Volunteer Brochure | n/a | %50 of agreed amount | $125 |
| Member Brochure | n/a | %50 of agreed amount | $125 |
| Photographic Services | n/a | 100% of agreed amount | $200 |

**Subtotal Due:** $450

Plese submit payment via check to Jennifer Lear at:
3904 S. 12th St. | Arlington, VA 22204
Contact: 571.239.4687; jenlear04@gmail.com

Strategic Print Solutions
15320 Turning Leaf Place
Haymarket VA 20169

Phone: (703) 272-3440 Fax: (703) 272-3441

Check # 3014

# QUOTATION

**918** Page: 1

**QUOTE DATE:** 7/30/2012

**EXPIRES:** 8/29/2012

**CLIENT NO:** 000229
**TEL:**
**FAX:**

**FOB:** DESTINATION

**TERMS:**

**CONSULTANT:**
1 TIM MCCLELLAN

**For:**
ATTN: Marianna Blagburn
Northwest Neighbors Village
5425 Western Avenue, NW
Washington DC 20015

| ITEM | DESCRIPTION | | QUANTITY | UNIT PRICE | UNIT | EXT.AMOUNT |
|---|---|---|---|---|---|---|
| 1. **BOOKLET** | **NNV Annual report booklet** | | | | | |
| | | A. | 800.000 | 1.125 | EA/1 | 900.00 |
| | | Freight: | | | | 30.00 |
| | | B. | 1000.000 | 0.96833 | EA/1 | 968.33 |
| | | Freight: | | | | 45.00 |

**SIZE**
Flat Size: 11 x 17
Finished (page) Size: 8.5 x 11

**#OF PAGES**
# OF PAGES: 8

**PAPER SPECS**
Paper Details: 100 lb. dull coated text

**INK SPECS**
Ink Specs: 4 color process throughout, bleeds

**BINDING**
Binding: Saddle stitch

**MISC.**
miscellaneous: includes a pdf proof + delivery to Washington, DC 20015

THANK YOU
For this Opportunity
To Offer Our Services

## What People Are Saying About NNV

***"I am really enjoying my relationships in the Village. I have met new friends and stayed active. The help and support from the volunteers has been great. The Village connections have changed my life. Thank you."***

– Edith Couturier, NNV Member

***"NNV provides a variety of services, classes, outings, transportation and ways to meet people, all for $500 per year! A dozen cab rides and you've covered that amount."***

– Julia Rubin, daughter of NNV Member Lillian Rubin

***"Support from NNV staff, members, and volunteers is both practical and helpful. Anxiety just slips away when you have informed and connected people to depend upon for guidance."***

– Bernice Degler, NNV Member

## Become a Volunteer

NNV volunteers are neighbors helping neighbors. We welcome individuals of all backgrounds, ages, and abilities to serve our members. NNV volunteers give as much time as they wish, according to a schedule that suits them.

## Make a Donation

As with all non-profit organizations, NNV cannot sustain itself on membership fees alone. We rely on the generous financial gifts of our donors and welcome all donations, small and large.

**Please visit our website at www.nwnv.org to make your donation. Or, you can mail your donation to NNV at 5425 Western Avenue, NW, Washington, DC 20015.**

With special thanks to the Lisner-Louise-Dickson-Hurt Home, Iona Senior Services, AARP, ANC 3/4 G, ANC 3E, ANC 3F, DC Office on Aging, City Council Members Mary Cheh and Muriel Bowser, TD Bank, Wells Fargo, Houseworks, T.W. Perry, Evers and Company, Donovan Seaton Realtors, Taylor-Agostino Group, Rotary Club, St. Albans, and the Hewlett Packard Corporation for their in-kind donations and financial support.

Northwest Neighbors Village is a 501(c)(3) organization. Donations are tax-exempt.

# Northwest Neighbors Village

**A community network of support services, empowering residents of northwest DC to remain independent at home.**

**Part of the Senior Service Network supported by the D.C. Office on Aging**

**Northwest Neighbors Village**
5425 Western Avenue NW
Washington, DC 20015
202-237-1895 | www.nwnv.org

## About Us

Northwest Neighbors Village is a community-based nonprofit volunteer organization that helps residents of northwest DC remain independent at home as long as they can safely do so. By offering members services, educational programs, social events and professional referrals, NNV creates a neighbor-to-neighbor network of support.

## Our Services

With one phone call, members have access to all the resources NNV can offer. Because NNV volunteers are neighbors and live in the community, our response is rapid and helpful, with a friendly smile.

### Volunteer Services

The capacity of NNV volunteers is unmatched! Our carefully screened and trained volunteers deliver services in a variety of areas:

- Transportation to medical appointments
- Grocery shopping
- Chores and errands
- Minor home repairs and handyman jobs
- Computer and electronics assistance
- Plant/mail tending
- Yard work
- Record keeping
- Friendly visits and phone calls
- And much more!

### Information and Professional Services

NNV is connected to professional organizations such as IONA Senior Services, AARP, the DC Office on Aging, and other senior services providers. We offer members referrals to local professionals who have been used and recommended by our members. We monitor customer service and seek out providers that offer members a quick response, professional work ethic, competent service, discounts, and a friendly attitude.

### Social and Community Connections

NNV members enjoy an array of gatherings and events, such as gentle yoga, the NNV book club, potluck suppers, picnics, luncheons, holiday parties and seminars. We are eager to welcome new neighbors to our circle of friends.

## Join NNV Today!

### Annual Full Membership:

$500 for individuals and $750 for households of two or more. Includes volunteer services, referrals to member-recommended professional services, and invitations to social events and programs.

### Annual Associate Membership:

$250 for individuals and households of two or more. $200 of the rate is tax-deductible. Includes all full membership benefits except volunteer services.

### Membership Plus:

Reduced annual membership rate of $100 for neighbors with modest means. Includes all full membership benefits.

### Communities We Serve

Our volunteers serve the following neighborhoods:

- Chevy Chase, DC
- N. Cleveland Park (Van Ness area)
- Forest Hills
- Tenleytown
- American University Park

To apply for membership, to learn more about NNV volunteer opportunities, or to make a donation, visit our website at www.nwnv.org or contact NNV Executive Director Marianna Blagburn at 202-237-1895 or nnvccdc@aol.com.

**We look forward to hearing from you!**

Check # 3013

# ADVISORY NEIGHBORHOOD COMMISSION 3E

**TENLEYTOWN • AMERICAN UNIVERSITY PARK • FRIENDSHIP HEIGHTS**

*ANC 3E*
*5425 Western Avenue NW*
*Washington DC 20015*

## GRANT APPLICATION

Grants are available only to non-profit organizations; individuals may not apply. Applicant organizations must provide services residents of ANC 3E. Within 60 days of the issuance of any grant, the grantee must provide to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts which support the expenditures. Grants may be submitted by e-mail to dianawinthrop@gmail.com or mailed to ANC 3E c/o: The Lisner-Louise-Dickson-Hurt Home at the address above..

Please complete all items. Incomplete applications will be returned and not considered. Attach additional pages if needed.

1. Applicant Organization Name Friends of Friendship Park

Address PO Box 9921

Washington, DC 20016

Contact Person Kim Lehn Telephone 202-302-5378

Fax

e-mail KIMLEHN@GMAIL.COM

2. Project Information

Name of Project Mad Science Show at May Fair

Description of Project

See Attachment I

Location of Project Turtle Park located between 45th + Van Ness Streets

Total Project Cost $415.00 Grant Request $415.00

Attachment 2 for Grant Application Check #3013

WANT TO MAKE A

LASTING IMPRESSION

WITH YOUR

SCHOOL ASSEMBLIES?

Mad SCIENCE

Sparking Imaginative Learning

AMAZING!
HIGHLY INTERACTIVE!
EDUCATIONAL!
AGE APPROPRIATE!
FUN!

Hands-On Mind-On!

**Maybe you've seen us...**

@ the CAPs Showcase!
@ Celebrate Fairfax!
@ the Dulles Town Centre!
@ the Tysons Corner Center!
@ the hundreds of of shows we did last year!

***Bring Mad Science to your school!***

**Call 301-593-4777**

Check #3013

# Mad Science Assemblies

## Spectacular Science
- Indoor fireworks
- Bubbling Potions
- Scientific Process
- Amazing chemical reactions

## Things That Go Boom!
- Cool Sound Effects
- Amazing Vibrations
- Colorful Chemistry
- Radical Reactions

## Up, Up, and Away!
- Air pressure
- Vacuums
- Tornadoes
- Mad Science Hovercraft

## Spin, Pop, Boom
- Defying gravity
- Foam bursts into the sky
- Genies in bottles
- Boom box in a tube

## Marvels of Motion
- The science of sports
- Newton's laws... in motion!
- Mad Science Olympics
- Rocket pack blast off!

## Also Playing
- Hands on workshops
- In-school field trips
- Party-style events
- Amazing booths

## Holiday & Specialty Shows
- Halloween Spook-tackular!
- Holiday Science!
- Scouting Blue & Golds!
- Shalom Science!

## Rates:
**$415 - single show**
**$605 – Back to Back**
*Travel, Holiday and/or Evening charges may apply*
***Pre-school shows are also available!***

**Our standard shows are 45 minutes long.**

**Please call 301-593-4777**

**www.madscience.org/dc**
**info@madscienceofdc.com**

Check # 3013

# Invoice

Mad Science of Washington
12065 Tech Road
Silver Spring, MD 20904

| Bill To |
|---|
| Friends of the Park/Turtle Park<br>4500 Van Ness Street NW<br>Washington DC 20016 |

| Terms |
|---|
| Due on Program Date |

| Date | P.O. No. | Invoice # |
|---|---|---|
| 5/12/2012 | | 34846 |

| Quantity | Description | Rate | Amount |
|---|---|---|---|
| 1 | Spectacular Science Shows | 415.00 | 415.00 |

PAYMENT DETAILS:

Method of Payment - Please Circle

Check # _____
MasterCard/Visa on file
New MasterCard/Visa - No not write #, we will call
Person:_____
Phone:_____
Will Mail Check

Customer Signature:_____

| | |
|---|---|
| **Total** | $415.00 |
| **Payments/Credits** | $-415.00 |
| **Balance Due** | $0.00 |

FedEx Office
Print & Ship Services

Check # 3011

# Your Commercial Account Statement

**Account Number: 0301586914**

ADVISORY NEIGHBORHOOD COMMISSI
5425 WESTERN AVE NW
WASHINGTON, DC 20015-2931

**Statement Date: May 01, 2012**

| | |
|---|---|
| Customer Service: | 800.488.3705 |
| | cas.webmaster@fedex.com |
| Account Representative: | Customer Administrative Svcs |
| Send Billing Inquiries to: | FedEx Office |
| | P.O. Box 262682 |
| | Plano, TX 75026-2682 |
| Federal ID Number: | 77-0433330 |

Important Message

***Welcome to your new monthly statement.*** *You asked us to cut the clutter and we are delivering. The* ***clear and simple design*** *makes your statement* ***easy to read*** *and understand.* ***Information at your fingertips*** *includes how and where to pay your bill, contact information and frequently asked questions. View statements, download invoice copies and pay your bill at* ***fedex.com/officebillingonline.***

## Account Summary

| | |
|---|---|
| Previous Balance | $17.60 |
| Payments Received | $0.00 |
| Past Due Balance | $17.60 |
| Current Charges | $133.30 |
| Total Due | $150.90 |

| Date | Item Number | Reference/P.O. No. | Signee Name | Current | Past Due |
|---|---|---|---|---|---|
| 03/08/12 | 038800002638 | MEETING FOR 3\8\12 | LOREN STEIN | | $17.60 |
| 04/12/12 | 038800002670 | 0 | Laura Stein | $133.30 | |
| | | | SUBTOTAL: | $133.30 | $17.60 |
| | | | **TOTAL DUE:** | | **$150.90** |

**Please note that if the balance is not paid in full by 05/31/2012 your account may be assessed a late fee charge of $25.00.**

Lower the cost of printing, processing and mailing your payments to FedEx Office – send and receive electronically. For more details about online statements, invoicing and payment options, please go to **fedex.com/officebillingonline.**

FedEx Office
Print & Ship Services

P.O. Box 262682 Plano TX 75026-2682

ADVISORY NEIGHBORHOOD COMMISSI
5425 WESTERN AVE NW
WASHINGTON, DC 20015-2931

Detach here and return coupon with your payment

**Account Number: 0301586914**
**Total Due: $150.90**
**Payment Due Date: Upon Receipt**
**Amount Enclosed**

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**Loren Stein**
Invoice #6
ANC 3E

June 18, 2012

| | |
|---|---|
| 5/9/12 Documents from Matt for meeting. | 1 hour |
| 5/10/12 Notes to Matt, Sam. Organized, sent documents for meeting to Kinkos. Picked up documents at Kinko's. Printed out documents, stapling packets, etc. Set up meeting, took notes for minutes (6:50- 10:50). | 7.5 hours |
| 5/11/12 Sent documents to Matt for signature. Notes Matt and Tom. Uploaded three documents, made PDF's. | 1.25 hours |
| 5/14/12 Called church (twice) to reserve room. Uploaded resolution and four Treasurer's reports; converted to PDF. Picked up mail. Notes to Matt, Tom, the Current. | 1.5 hours |
| 5/16/12 Begin draft minutes May meeting. | .5 hours |
| 5/17/21 Draft minutes. Notes to Sam and Matt. Made post for next meeting date. | .75 hours |
| 5/18/12 Notes to Matt, Mr. Price (Sibley). Finished draft minutes. | 4 hours |
| 5/19/12 Reviewed edits of minutes. Sent new copy to commissioners for review. | .25 hours |
| 5/21/12 Call from AU student re: web site. Note to Sam. Picked up mail. Note to Matt. | .5 hours |
| 5/24/12 Reviewed uploaded minutes dating back to Jan. 2010 to check if resolutions, documents are on site. Re-uploaded January 2010 minutes. Uploaded two more missing minutes; moved minutes to new date. Finished reviewing minutes. Checked all resolutions on site for signatures, made list. Sent note to Matt with list. | 4.5 hours |
| 5/25/12 Note to Matt. Talked with Sam (how to change calendar, make text files from PDFs and post to site). Checked minutes for signatures and made list. | .75 hours |
| 5/29/12 Notes to Matt. Edited calendar date. Talked with resident over phone. Note to Jon (missing signatures on minutes, resolutions). | .5 hours |
| 5/31/12 Notes to Matt. Picked up mail. | .5 hours |
| 6/1/12 Sent Jon five resolutions for signature. | .5 hours |
| 6/4/12 Notes to Matt. Dropped off mail at Matt's house. | .25 hours |
| 6/5/12 Sent agenda to Current. | .25 hours |
| 6/6/12 Uploaded agenda to site. | .25 hours |
| 6/11/12 Sent revised agenda to Current. Sent agenda to four listservs. | .5 hours |
| 6/12/12 Picked up mail. Reviewed May minutes, edited, sent out. Reviewed mail. Notes to Matt, Jon. Call to attorney re: hearing date for National Presbyterian Church. Put out mail for Matt to pick up. | 1 hour |
| 6/15/12 Set up ANC staff email account. Notes to Matt, Gottlieb. | .25 hours |
| 6/18/12 Re-sent agenda to listservs. Picked up mail. Note to Matt. | .5 hours |

Total hours: 27

Invoice total (at $20/hour): $540.00

**ADVISORY NEIGHBORHOOD COMMISSION 3E**
**TENLEYTOWN AMERICAN UNIVERSITY PARK**
**FRIENDSHIP HEIGHTS**
**c/o Lisner Home 5425 Western Avenue, NW Washington, DC 20015**

# Minutes of ANC 3E April 12, 2012 Meeting

The meeting convened at 7:37pm. Commissioners Bender, Frumin, Quinn, Serebin and Sklover were present.

## Announcements and Open Forum

John Wheeler announced a citizen's petition initiative for the November ballot that would prohibit corporate contributions in DC and invited signatures.

A representative for Rome Pizza inquired as to how to proceed to install a sidewalk café at the restaurant. A Commissioner advised that they would need to request permission from DDOT's Public Space Committee.

## Presentation by the Second District Police

PSA 202 Lieutenant Alan Hill presented an update about the recent spike of robberies in northwest DC neighborhoods and the police response. Lt. Hill reported that within the last 30 days crime is down compared to the previous month in every category in northwest DC except stolen autos; three cars have been reported stolen within this period. He also reported a recent armed robbery during which a wallet was taken. One attendee asked about a possible series of assaults perpetrated by the same individuals and Lt. Hill responded by encouraging residents to forward any information about possible crimes or suspects to the police, check the listserv as well as DC crime maps. In response to a question from a Commissioner, Lt. Hill noted that subsequent to the recent arrests of certain juveniles, there has been a sharp decline in robberies in northwest DC neighborhoods as — apparently — word has spread among possible perpetrators.

## Vote on Friends of Friendship Park (FOFP) Grant Proposal to Support Educational Activity at the Annual May Fair Celebration

The commissioners voted unanimously to approve a grant of $415.00 to pay to have Mad Science provide an educational performance at the fair, as they did the previous year.

**Discussion and Possible Vote on Resolution Regarding the Wesley Seminary Campus Plan**

Commission chair Frumin briefly summarized the resolution for attendees and noted that Wesley Seminary had accepted the Commissioners' condition that the back gate and stairs used by students to access AU and the neighborhood not be removed or closed. Commissioner Frumin offered a resolution in support and the Commissioners voted unanimously to approve the resolution.

**Consideration of Application for ABRA License Renewal by Wagshal's**

After hearing no objections concerning Wagshal's liquor sales from attendees, the commissioners voted unanimously to take no action.

**Discussion and Possible Vote on Resolutions Relating to Parking on the 4200 to 4800 blocks of Yuma Street, NW and Traffic Management at the Intersection of 46th and Yuma Streets, NW**

DDOT has issued a Notice of Intent (NOI) indicating they plan to add parking on the south side of Yuma Street NW. The NOI provided a 30-day public comment period which passed in March; however, DDOT agreed to extend that period and hold off on implementation until after ANC 3E's April 2012 meeting.

Commissioners Frumin, Sklover and Serebin each drafted and presented resolutions as to whether parking should be allowed on the south side of Yuma Street between the 4200 and 4800 blocks (it is currently permitted only on the north side). Commissioner Sklover's resolution would preclude parking on the south side of the street; Commissioner Frumin's would allow parking on the south side of the street on the 4300, 4400, 4500 and 4600 blocks; and Commissioner Serebin's resolution argued that parking should remain as is until further study of the impact of such a change is completed.

A lengthy discussion followed including comments from attendees and Commissioners that explored safety issues on Yuma Street; Commissioners' differing analysis and conclusions as evidenced in their resolutions; and whether a compromise could be reached and agreed upon by the Commissioners.

A resident of the 4200 block of Yuma Street stated that all of the residents on the 4200 block oppose parking on the south side of the street and asked that the block not be included. It was noted that the 4200 block was not included in the one resolution calling for allowing parking on the south side of the street on a trial basis.

Suggestions included: Postpone a decision until DDOT completes its review of the intersection of 46th and Yuma Street; commission a traffic study to gather data on speed and volume on Yuma Street before proceeding further; gather speed and traffic data,

proceed with a 6 month trial, measure traffic speed and volume again and make a final recommendation; allow parking on a trial basis on the 4400 and 4500 blocks; petition individual blocks and proceed on a trial basis for only those blocks where there is consensus; allow for south side parking on all of the blocks proposed in the NOI; table a decision until the time DDOT more fully implements the findings of the Rock Creek West Livability study.

The Commissioners agreed that they could not reach a consensus at this time and would not act on the subject at the April meeting. DDOT had previously indicated that it would not go forward with parking changes absent support from the ANC.

**Presentation by Friendship Animal Hospital of Plans for Their Property**

Peter S. Glassman, director of Friendship Animal Hospital, gave a presentation detailing their plans to expand the hospital by constructing a second floor on the existing site and moving specialty services, including oncology and surgery, to the second floor to relieve pressure on the first floor, where the main hospital operates. They plan to hire two new veterinarians and add 10 more support staff. He explained that the current building was built in 1960 and that the facility is extremely cramped as hospital staff and services have expanded over the years. The hospital provides 24-hour emergency and urgent care services and is the only veterinary hospital in the northwest DC.

Mr. Glassman said that they want to stay in the neighborhood and as they have maxed out on their commercial lot size they can only build up. Were the project residential, Friendship could build the project without zoning relief. Because it is commercial, however, Friendship needs to obtain a use variance to proceed. They will require additional zoning relief to permit the expansion without adding additional on-site parking. They will also seek variances for the loading dock and setback, he said. He noted the neighbors have not yet been notified. He expects the BZA review process to take five to seven months.

Commissioners discussed parking options for the hospital and made recommendations, including exploring the idea of sharing parking facilities with neighboring businesses and using a valet service. Commissioners asked if it would be possible to build a green or white roof and if the new building could be designed to capture and re-use heat to promote energy efficiency.

Commissioners also encouraged Dr. Glassman to work cooperatively with the hospital's residential neighbor, Bruce Lowrey, to address some of his concerns, most notably repairing a noisy grate. They asked that Mr. Lowrey send Mr. Glassman a list of his most pressing concerns and copy the Commissioners.

**ANC Business**

Commissioners unanimously approved December 2011 and March 2012 minutes.

Commissioners unanimously approved January, February and March 2012 Treasurer's reports and the 2012 2nd Quarter report.

Commissioners voted unanimously to approve expenditures: $740 to Loren Stein; $17.60 to Federal Express; replacement check of $5,000 to Northwest Neighbors Village; $107.40 and $618.72 to Angela Bowman.

Commissioners briefly discussed plans for the new ANC 3E web site.

The commission meeting adjourned at 10:57pm.

Respectfully submitted,

Matthew Frumin, Chair

# ADVISORY NEIGHBORHOOD COMMISSION 3E

**TENLEYTOWN AMERICAN UNIVERSITY PARK**
**FRIENDSHIP HEIGHTS**
**c/o Lisner Home 5425 Western Avenue, NW Washington, DC 20015**

## ADVISORY NEIGHBORHOOD COMMISSION 3E
## TENLEYTOWN • AMERICAN UNIVERSITY PARK • FRIENDSHIP HEIGHTS

The meeting convened at 7:35pm. Commissioners Bender, Frumin, Quinn, and Sklover were present. Commissioner Serebin joined the meeting at 7:40pm.

**Announcements and Open Forum**

John Wheeler solicited signatures for the citizen's petition initiative for the November ballot that would prohibit corporate contributions in DC.

Commissioner Sklover invited attendees to the first fundraiser for Northwest Neighbors Village, which provides community support services to older citizens of Chevy Chase, D.C. The fundraiser will be held June 2, 4pm, at the Katzen Center. Admission is $45 per person.

**Presentation by the Second District Police**

Sgt. John Loveday presented a crime update for Northwest DC neighborhoods. Sgt. Loveday reported that there have been two robberies without guns within the last 30 days, both of which were closed with arrests on the nights they occurred. No robberies with guns have occurred within the same time period. One assault with a dangerous weapon (other than a gun) was reported; the suspect is a juvenile. Thefts in the area in this period have increased to 25 this year from 18 in same area and period in 2011. Thefts from autos have increased to 13 from 4 in the same area and 30 day period in 2011 and 2012.

Sgt. Loveday described some of the recent crimes. The robberies and assaults included a disgruntled employee punching another employee and

stealing money from Domino's Pizza on Wisconsin Avenue; a snatch and grab of a cell phone at Starbuck's on Wisconsin Avenue; and a fight between juveniles at McDonald's on Van Ness Avenue.

**Presentation by Douglas Development of application for PUD for the Babe's Billiards site at Brandywine Street and Wisconsin Avenue, NW**

Commissioner Bender observed that the redevelopment at the Babe's Billiards site has, given economic uncertainy, been in process for three years. He reported that a PUD application has now been filed.

Patrick Burkhart reviewed the plans for the mixed-use redevelopment of Babe's Billiard's site at 4600 Wisconsin Avenue NW. The plans remain consistent with the presentation made at the January 12, 2012 ANC 3E meeting. The redevelopment site has been renamed "The Bond" and residents can now track the progress of the development at http://thebondattenley.com/

Osborne George presented a traffic study that amplified the preliminary data presented at the January meeting. (See http://thebondattenley.com for more details on the transportation plan.) No on-site parking spaces will be provided to residents and the leases for the apartments will prohibit residents from applying for RPP rights. The use of public transportation will be encouraged through transit subsidies, and providing memberships with the first installment paid for bicycle and car sharing programs.

Tom Smith from the Mayor's office asked if the building would be marketed to seniors. Mr. Paul Millstein of Douglas Development said they welcome seniors who use public transportation but that the building is not suited for residents who own cars.

Some attendees expressed excitement for the project, thanking Douglas Development for their persistence, and stating that they welcomed the revitalization that the development would bring to the neighborhood. An attendee asked what steps could be taken to facilitate and expedite the project.

In response to a question, Mr. Millstein said that building would only offer rental leases.

At some point Mr. Millstein stated that they would be undergrounding the utilities around the entire property and in response to a question from a Commissioner stated that they would like to see the utility pole on the southwestern corner of Brandywine and Wisconsin removed and would work with various stakeholders to try to achieve that.

A Commissioner asked if it would be possible to restrict the type of businesses offered leases to help discourage patrons' use of cars, such as banks and stores that sell heavy merchandise.

In response to Commissioner's questions, Mr. Millstein said they plan to hold the property long-term and offered a brief update about retail tenants interested in the site. He told the Commissioners that the building would be pet-friendly.

Mr. Millstein explained that if Zoning Commission hearings and permit process continue as expected, groundbreaking could begin as early as the summer of 2013. He asserted that if the project secured strong approval from the ANC that could enable them to invest in developing construction and permit documents before final Zoning Commission approval and expedite eventual construction.

A Commissioner urged the design of the façade be reconsidered to make a more dramatic signature and that an effort be made to create a dramatic lobby describing how such features have been used to good effect on Bond Street in New York City, and noting that this building is to be called the Bond at Tenley.

A Commissioner congratulated the team for their progress and responsiveness to community needs but added that before he could approve the project there needed to be a more reliable way to prevent residents of the building from obtaining RPP access.

The Commissioners all expressed enthusiasm for the project but agreed that open issues needed to be resolved and a voluntary agreement reflecting such resolution concluded in principle before a vote could be taken on the proposal. The Commissioners expressed an interest in moving that process along promptly and indicated that they hope to work closely with project leaders to help expedite the process.

**Discussion and possible resolution regarding DDOT Notice of Intent relating to the intersection of 42nd Street and Military Road, NW**

Commissioner Quinn offered a resolution that endorses a temporary channelized barrier to force cars northbound on 42nd Street to make a right turn only onto eastbound Military Road NW with certain conditions, including a change in the timing of the stoplight at the intersection of 41st and Military. The resolution asks that no restrictions be placed on southbound traffic at this time. The resolution also requests that the DDOT study the impact of traffic barriers at the intersection and adjacent streets and present a full written report and presentation of its findings to the ANC 3E six months after the temporary barrier is erected.

Commissioner Quinn noted that neighbors have pressed DDOT for a year to provide a solution to help prevent the frequent traffic accidents at the intersection of 42nd Street and Military Road NW. DDOT has issued a notice of intent (NOI) that they plan to erect a channelized barrier for right turns only onto Military Road for both north *and* southbound vehicles on 42nd Street. Residents of 41St Street are concerned that such a barrier will increase traffic volume and accidents on 41st Street.

At its February 9, 2102 meeting, the Commission unanimously passed a resolution asking DDOT to consider the impacts of any changes at 42nd and Military on 41St Street NW before proceeding with any permanent changes.

A discussion of the proposed resolution followed, including comments from attendees and Commissioners. Suggestions included: reducing the timing of the stoplight; installing speed bumps; installing a 4-way stop sign; foregoing any action before studying the impact of proposed measures on the surrounding streets and neighborhood; not endorsing a temporary measure as DDOT could then view the temporary measure as the long-term solution.

Commissioners agreed that they prefer a reversible measure at this time and that they supported the resolution with amendments calling on DDOT to examine specific additional blocks in the evaluation of the traffic impacts of the proposed changes. The Commissioners voted unanimously to approve the amended resolution.

**Consideration of application for ABRA license by Tanad Thai at 4912 Wisconsin Avenue, NW**

The owner of Tanad Thai made a brief presentation requesting that the Commissioners support his application for a 45-day temporary liquor license while the fulltime liquor license is being processed. He explained that he re-opened Tanad Thai after his father retired from running the restaurant and as such they need to apply for a new liquor license. The Commissioners voted unanimously to send a letter offering support for a 45-day stipulated license for Tanad Thai.

**Consideration of a resolution in support of increased use of speed cameras and other automated traffic enforcement mechanisms**

Commissioner Bender offered a resolution in support of the Mayor's proposed expansion of traffic photo enforcement, noting the safety benefits such enforcement confers. The resolution encourages the City Council to approve the Mayor's proposal and approve such contracts and take other such steps as needed. The Commissioners voted unanimously to approve the resolution.

**Consideration of a resolution in support of allowing liquor sales on Sunday**

Commissioner Serebin offered a resolution that encourages the City Council to consider abolishing the (blue) law that prohibits the sale of liquor by authorized stores on Sunday. The Commissioners voted unanimously to approve the resolution.

**ANC Business**

Commissioners unanimously approved the April 2012 minutes.

Commissioners unanimously approved the April Treasurer's Report.

Commissioners voted unanimously to approve expenditures: $740 to Loren Stein; $150.90 to Federal Express; $5,000 to Northwest Neighbors Village; $415 to Friends of Friendship Park for the Mad Science education performance at the May Fair. On the latter two checks, the grants had been

approved at earlier meetings, but issuance of the checks was approved at this meeting.

The commission meeting adjourned at 10:33pm.

Respectfully submitted,

Matthew Frumin, Chair

# ADVISORY NEIGHBORHOOD COMMISSION 3E

**TENLEYTOWN AMERICAN UNIVERSITY PARK**
**FRIENDSHIP HEIGHTS**
**c/o Lisner Home 5425 Western Avenue, NW Washington, DC 20015**

## Minutes of ANC 3E June 19, 2012 Meeting

The meeting convened at 7:40pm. Commissioners Bender, Frumin, Quinn, and Sklover were present. Commissioner Sklover left the meeting at 9:30pm.

### Announcements and Open Forum

A resident voiced his concern that cars have been speeding through the Belt Road and Fessenden Street NW intersection, endangering young children and pedestrians, and offered suggestions including trimming overgrown trees and bushes that obscure traffic signals and stop signs as well as repainting crosswalks to make them more visible.

A commissioner responded that the commission is continuing to press DDOT to improve intersection signage and increase pedestrian safety for many intersections in the neighborhood but has had limited success to date. He urged residents to call 311 and inform commissioners when they see obscured signs. Attendees also suggested installing speed bumps and brick walkways on Fessenden between Wisconsin and Belt Road.

### Presentation by 2nd District Police

PSA 202 Lieutenant Alan Hill reported that crime in PSA 202 was lower in all categories in the previous 30 days compared to the same period in 2011 with the exceptions of robberies without guns and thefts.

The two robberies reported in the last 30 days both involved juveniles, one incident taking place at Wilson High School and the other at 40th and Albemarle Streets, NW, where a purse was snatched.

Lt. Hill noted that 90% of thefts in the area occur in retail outlets and those crimes have a 40% closure rate. He explained that many thefts are impossible to close, such as those involving cell phones stolen after being left at Starbucks.

He noted that portable speed cameras, with license plate readers, are included in the new budget and starting October 2012 will be installed throughout the city. An attendee asked whether a red light camera would be installed at the Wisconsin and Fessenden Street intersection. Lt. Hill responded that concerned residents could request the change.

**Presentation by DDOT regarding traffic management options at the intersection of 46th and Yuma Streets, NW**

DDOT representatives A. Wasim Raja, Signals/ITS Manager, and transportation engineer Rahul Jain presented the findings of the traffic signal vs. four-way stop sign control study, which analyzed over a 90-day period the effectiveness of a four-way stop to discourage speeding cars and increase pedestrian safety at the intersection of 46th and Yuma Streets, NW.

Responding to resident's concerns and ANC 3E inquiry, DDOT issued a Notice of Intent in December 2011 and installed a flashing all red signal on February 9, 2012. DDOT installed video cameras for monitoring auto compliance at the intersection and after complaints of autos running the flashing all red signal also installed static all way stop control signs on March 23rd, 2012 to help increase compliance.

Mr. Raja explained that there are no clear guidelines for de-activating traffic signals as it's not a common practice, and as such DDOT conducted research on how other jurisdictions went about the process.

In summary, the DDOT analysis, which studied traffic flow and safety impacts at the intersection, showed that by most measures conditions were similar or slightly improved with a four-way stop over a traffic signal. However, they noted that one accident was reported (on March 12) after the

intersection changed over to flashing red lights; a high percentage of cars did not come to a complete stop; and that many cars travel over the speed limit when arriving and leaving the intersection. (Previous to the installation of the four way flashing stop, no accidents were reported at the intersection from 2008 - 2012.)

Under current conditions, Mr. Raja and Mr. Jain said, a traffic signal is not warranted. While there was not a marked improvement with a four-way stop, they would potentially recommend supplemental stop signs for both west and eastbound traffic and to proceed with de-activating the traffic signal, called partial de-activation (removing the "heads" but leaving the poles in place), in case the traffic signal is required at a future date, with further study. (Since it costs approximately $250,000 to construct a signal, the department prefers partial de-activation so the signal can be re-started inexpensively if needed.) DDOT will ask Second District police to step up enforcement at 46th and Yuma Streets, and will continue monitoring the intersection. The signal could be partially de-activated by the end of the summer. DDOT will review the data and make the decision.

Attendees living near the intersection said that the flashing red lights has been very irritating and asked that they be stopped. One attendee asked if the expectations for compliance on the question of cars coming to a full stop at the intersection were realistic. Another attendee commented that the most important issue is that cars are reducing their speed. The fact that some cars are making rolling stops is secondary; what matters most, she said, is that cars are slowing down and making the intersection safer.

Commissioners noted that while DDOT did a thorough analysis they only studied traffic patterns after the traffic signal was de-activated and as such any previous evidence of speeding is anecdotal. With no data on speeding at the intersection during the previous period with the traffic signal, when the perception was lack of safety, the current data on speeding is difficult to assess. A commissioner suggested that DDOT re-activate the traffic signal for one month to study speeding patterns and compare that data with data from the four-way stop scenario. Commissioners also suggested that DDOT compare accident records for the last 5 years at other four-way stop intersections on 46th Street, and that DDOT compare speed on the approaches and departures from the intersection of 46th Street and Van Ness Avenue on Van Ness Avenue.

The commissioners asked that DDOT review the study data and report back to the commission, as soon as practicable so a resolution with recommendations on the subject could be drafted. DDOT meanwhile will do its own analysis of any new data and formulate a position on next steps.

**Consideration and possible resolution in response to Notice of Intent to make the intersection of Belt Road and Fessenden Street NW a four-way stop by adding stop signs on Fessenden at the intersection**

Commissioner Quinn noted that last week DDOT issued a Notice of Intent that they intend to erect stop signs for eastbound and westbound traffic at the intersection of Belt Road and Fessenden Street, NW. Commissioner Quinn's resolution supports adding the stop sign but urges DDOT to immediately consider and implement additional street calming measures on Fessenden Street.

Attendees voiced concerns and offered suggestions. They included: installing speed bumps to slow car speeds at the intersection of Belt Road and 41st Street NW, where cars can slide or spin-out on the downhill grade during icy or snowy conditions, forcing residents to move their cars out of the way; before adding more safety measures to the intersections DDOT should make current pedestrian safety signs more visible by re-painting walkways and trimming or removing trees and bushes obscuring safety signs; making Belt Road a one-way street towards Wisconsin Avenue to help prevent accidents; installing a raised walkway across Fessenden Street at Belt Road.

It was noted that Commissioner Quinn's resolution urged DDOT to examine options like the ones suggested. In addition, Commissioner Quinn amended the resolution to urge DDOT to consider other options raised by residents at the meeting. The commissioners voted unanimously (3-0) to pass the resolution as amended.

**Presentation by City officials regarding the Sustainable DC Initiative**

Christophe A.G. Tulou, Director of DC Department of the Environment and Brendan Shane discussed the Mayor's Sustainable DC Initiative. Mr. Tulou presented an overview of the initiative and its goals.

Mr. Tulou reported that Mayor Gray is leading a large-scale effort to envision, set goals and devise an implementation plan to create long-term urban sustainability in DC by 2032. The Mayor's overarching goal is for the district to become even more competitive with other first-class U.S. cities by investing in innovative environmental, social and economic policies and practices over the next 20 years to improve quality of life and economic opportunity. The Mayor wants to position the District as the country's most environmentally sensitive major city, Tulou said. For example, some 800 buildings are currently on track for Leadership in Energy and Environmental Design certification (LEED), roughly the same number as in New York.

Mayor Gray announced the initiative in July 2011. A draft implementation plan will be released for public review this summer and a final plan is expected in fall 2012. The planning committee is reaching out to a broad range of communities over the summer to get feedback.

In response to an attendee's question, Mr. Tulou said trees would likely be planted in parklands to meet the goal of covering 40% of the district with a tree canopy (up from 35% currently).

Mr. Talou and Mr. Shane discussed a number of issues with the commissioners. These included a recommendation that the initiative include undergrounding of utility lines; questions relating to LEED certification; the need for more heavy rail to connect commuters with the greater region; including education and training in the initiative; improvement of waste management; and the DC Water proposal for low impact development to address storm management requirements under an EPA consent decree.

For more information on the Sustainable DC Initiative visit www.sustainable.dc.gov.

**Consideration of a resolution in support of legislation encouraging increased use and production of solar energy in the District**

Commissioners voted unanimously (3-0) to table consideration of the resolution.

**Consideration of a resolution in support of initiatives to promote bicycle and pedestrian safety**

Commissioners voted unanimously (3-0) to table consideration of the resolution.

**ANC Business**

Commissioners unanimously (3-0) approved the May 2012 minutes.

Commissioners unanimously (3-0) approved the May Treasurer's reports.

Commissioners unanimously (3-0) to approve expenditures: $540 to Loren Stein; $191.38 to Federal Express.

The commission adjourned at 10:48pm.

Respectfully submitted,

Matthew Frumin, Chair