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RICHARD W. LUCHS
JUDITH R. GOLDMAN
JACQUES B. DePUY
JEFFREY H. GELMAN
ALAN S. WEITZ
WILLIAM C. CASANO
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ALFRED M. GOLDBERG
JOSHUA M. GREENBERG
JARED S. GREENSTEIN
MONIC Y. HALSEY
DAVID J. WALKER
MACKENZIE H. YATES**

*ADMITTED IN FL ONLY
**ADMITTED IN VA ONLY

December 3, 2007

BY HAND DELIVERY

Mr. Anthony Hood
Chair, Zoning Commission
441 4th Street, NW, Suite 200S
Washington, D.C. 20001

Re: Z.C. Case No. 07-16; 2300 Pennsylvania Avenue, SE

Dear Mr. Hood and Members of the Zoning Commission:

Enclosed please find one (1) original and fifteen (15) copies (of which 6 copies are in color) of the plans and documents requested by the Zoning Commission at the public hearing held on November 29, 2007. Specifically, the following plans and documents are enclosed:

1. Revised Architectural Plans;
2. Revised Landscape Plan;
3. Water Pressure: In response to concerns raised in the memorandum from DC Water and Sewer Authority to the Office of Planning dated November 9, 2007, concerning proposed developments located within a Low Service Area water pressure zone, the Applicant submits the enclosed response prepared by John Heinrichs, P.E.;
4. Transportation Demand Strategies: In response to concerns expressed by the Zoning Commission concerning transportation demand strategies, the Applicant commits to the enclosed strategies contained in the memorandum from Christopher Kabatt, P.E.;
5. Construction Management Goals and Plan. In response to concerns expressed by the Zoning Commission concerning the precautionary measures the Applicant will take with regard to the protection of the 100-year-old homes located in

ZONING COMMISSION
District of Columbia

ZONING COMMISSION
District of Columbia
CASE NO. 07-16
EXHIBIT NO. 60

Square 5560, the Applicant submits the enclosed Construction Management Goals and Plan;

6. Memorandum of Understanding between Chapman Development and the Earth Conservation Corp.; and
7. Letter of Agreement from the Ward 8 Business Council.

As well, please note, the following with regard to the Revised Architectural Plans:

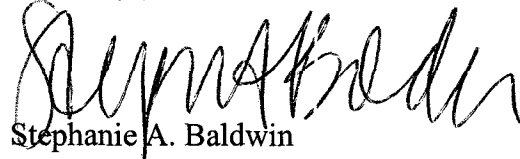
- a) Revisions. The architectural plans have been revised as follows: (i) to include the height of the architectural embellishment located near the intersection of Pennsylvania Avenue and Prout Street, S.E.; (ii) to clarify the relationship between the entryway lobby to the apartment building and the community center/leasing office area; (iii) to illustrate the access points to the courtyard and to coordinate the courtyard plans with the landscape plan; (iv) and to raise the ceiling of the residential units located on the first floor of the building; and (v) to add a light well along the east side of the building.
- b) FAR. As a result of the adjustment of the ceiling of the ground floor residential units, the FAR of the proposed building has increased from 3.005 to 3.135 FAR. Pursuant to Section 2405.3 of the Zoning Regulations, the Zoning Commission may authorize an increase of not more than five percent (5%) of the maximum FAR so long as the increase is essential to the successful functioning of the project and consistent with the purpose and evaluation standards of Chapter 24 of the Zoning Regulations. Under the terms of that provision, the project would be allowed an increase of up to 3.15 FAR. Thus, the proposed increase to 3.128 FAR is not more than five percent (5%) of the maximum floor area ratio allowed for the project pursuant to Section 2405.3 of the Zoning Regulations. Accordingly, because the proposed revised FAR is less than 3.15, and because the proposed increase is essential to the functioning of the project by improving the access to light and air for those ground floor residential units, the Zoning Commission may authorize the requested 3.128 FAR.
- c) Lobby. The Lobby and Community Center area has been significantly revised. The wall between the entry hallway and the Community Center will be partially glazed, in order to bring light from the Community Center windows into the entry hallway. The doors into the Community Room and the Leasing Office will also be glazed. A doorway has been added from the Lobby to the Courtyard.
- d) Courtyard. The Courtyard has been revised to include a pathway from the Lobby exit to the rear gate to the East-West Alleyway. The pathway includes a sloped ramp. A planter has been added to that part of the Courtyard along

the ground floor residential units. Access to the Courtyard is also achievable via the stairway adjacent to the residential units.

- e) Reduction in Retail Space. Due to modifications made to the Lobby area, the retail space has been reduced from 8,466 square feet to 8,290 square feet. Pursuant to Chapter 21 of the Zoning Regulations, retail space of 8,290 square feet in the C-2-A zone district requires eighteen (18) parking spaces, the same number of parking spaces previously required. The Applicant continues to provide the requisite number of parking spaces.
- f) Architectural Embellishment. The architectural embellishment located near the corner of Pennsylvania Avenue and Prout Street, S.E. is 8 feet 6 inches (8 ft. 6 in.) in height when measured from the roof top or 5 feet 6 inches (5 ft. 6 in.) in height from the top of the measuring point of the building at 59 feet.

Thank you for your consideration of the enclosed supplemental materials.

Sincerely yours,



Stephanie A. Baldwin

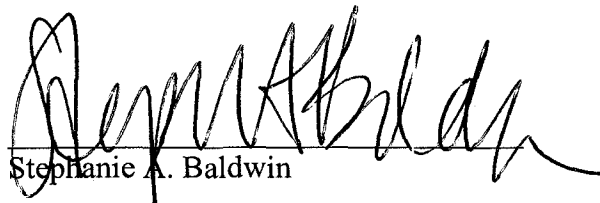
326730v1
Enclosures

cc: Mr. Tim Chapman
Mr. Anthony Muhammad, Chair, ANC 8A
Ms. Karen Thomas, Office of Planning
Jacques B. DePuy, Esquire

I HEREBY CERTIFY that a copy of the foregoing Post-Hearing Submission of the Applicant was mailed, first-class, postage prepaid, personally delivered, this 3rd day of December, 2007, to:

Advisory Neighborhood Commission 8A
Mr. Anthony Muhammad, Chair
PO Box 73878
Washington, D.C. 20056-3878

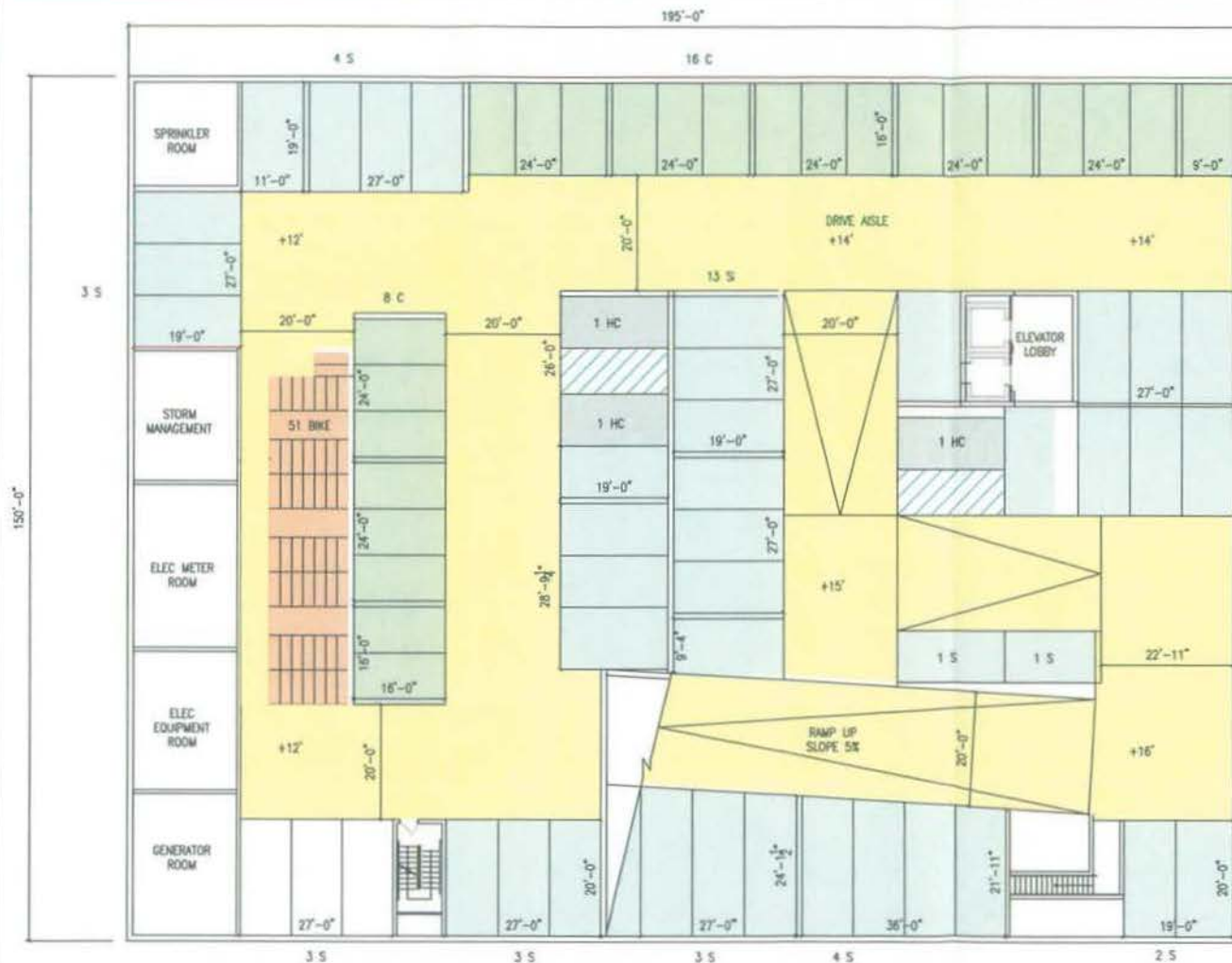
Ms. Karen Thomas
Office of Planning
801 North Capitol Street, N.E., Fourth Floor
Washington, D.C. 20002



Stephanie A. Baldwin

Enclosure 1

Revised Architectural Plans



GARAGE AREA 29,250 SF +1,448 = 30,698 SF
 24 COMPACT SPACES (31.5X)
 46 STD SPACES AT G1 LEVEL
 7 STD SPACES AT FIRST LEVEL
 77 TOTAL PARKING SPACE PROVIDED

PARKING REQUIREMENTS

RESIDENTIAL PARKING REQUIREMENTS
 1 PARKING PER 2 UNITS. 118/2=59 SPACES REQ'D

RETAIL PARKING REQUIREMENTS
 (8,290 SF - 3,000 SF) /300 SF = 18 PARKING REQ'D

TOTAL PARKING REQUIREMENTS
 59 + 18 = 77

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 PETERSON ENGINEERING, INC.
 1401-A ZION AVENUE
 BALTIMORE, MD 21227
 (410) 547-8822 TEL
 (410) 547-5257 FAX

LANDSCAPE ARCHITECT
 STUDIO 36
 LANDSCAPE ARCHITECTURE, P.C.
 8414 BRIDLE DR. SUITE 700-A
 ALEXANDRIA, VA 22316
 (703) 718-8000 TEL
 (703) 718-6553 FAX

KEY PLAN

PENNSYLVANIA AVE SE



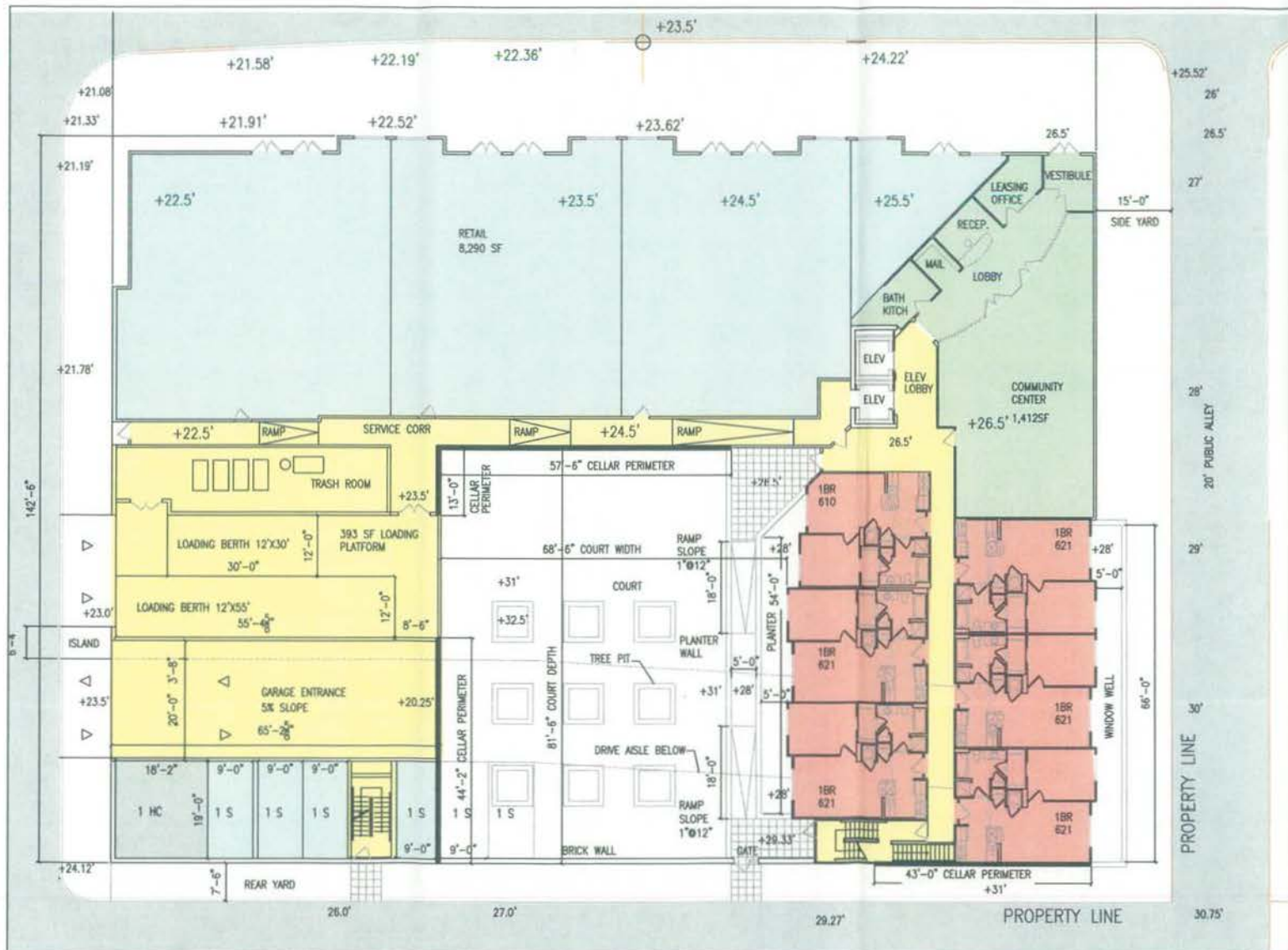
PROJECT NAME

2300
 PENNSYLVANIA
 AVENUE SE
 WASHINGTON, D.C.

DRAWING TITLE

GARAGE PLAN

Drawn	Approved	Job No.
Project Manager	Project Architect	
Scale	Drawing No.	
1/8"=1'-0"	A201	
12/10/97		



1ST FLOOR

6 X 1 BEDROOM APARTMENTS
1ST FLOOR AREA = 21,520 SF

CELLAR AREA
BUILDING PERIMETER = 870'
CELLAR PERIMETER
43' + 69' + 55' = 167'
CELLAR/BLDG PERIMETER RATIO
157.5/870 = 18%
21,520 SF X 18% = 3,873 SF

GARAGE ENTRANCE AREA
65.2' X 23.6' = 1,538 SF

1ST FLOOR GROSS AREA
21,520 - 3,873 - 1,538 = 16,108 SF

LOT AREA 31,500 SF
ALLOWED FAR = 3
ALLOWED GROSS AREA
31,500 X 3 = 94,500 SF

TOTAL GROSS AREA
320 + 82,336 + 16,108 = 98,764 SF

PROVIDED FAR
98,764 / 31,500 = 3.135

ALLOWED LOT COVERAGE = 60%

PROVIDED LOT COVERAGE
21,520/31,500 = 68.3%

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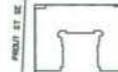
8255 DISCOVERY BLVD.
ROCKVILLE, MD 20850
(301) 770-8888 TEL
(301) 770-8888 FAX

CIVIL ENGINEER
PROFESSIONAL ENGINEER, INC.
1400 N. JON AVENUE
BALTIMORE, MD 21227
(410) 557-8553 TEL
(410) 547-5267 FAX

LANDSCAPE ARCHITECT
STUDIO 38
LANDSCAPE ARCHITECTURE, P.C.
8914 GORDALE DR., SUITE 150-A
ALEXANDRIA, VA 22315
(703) 719-8000 TEL
(703) 719-8003 FAX

KEY PLAN

PENNSYLVANIA AVE SE



PROJECT NAME

2300
PENNSYLVANIA
AVENUE SE

WASHINGTON, D.C.

DRAWING TITLE

1ST FLOOR PLAN

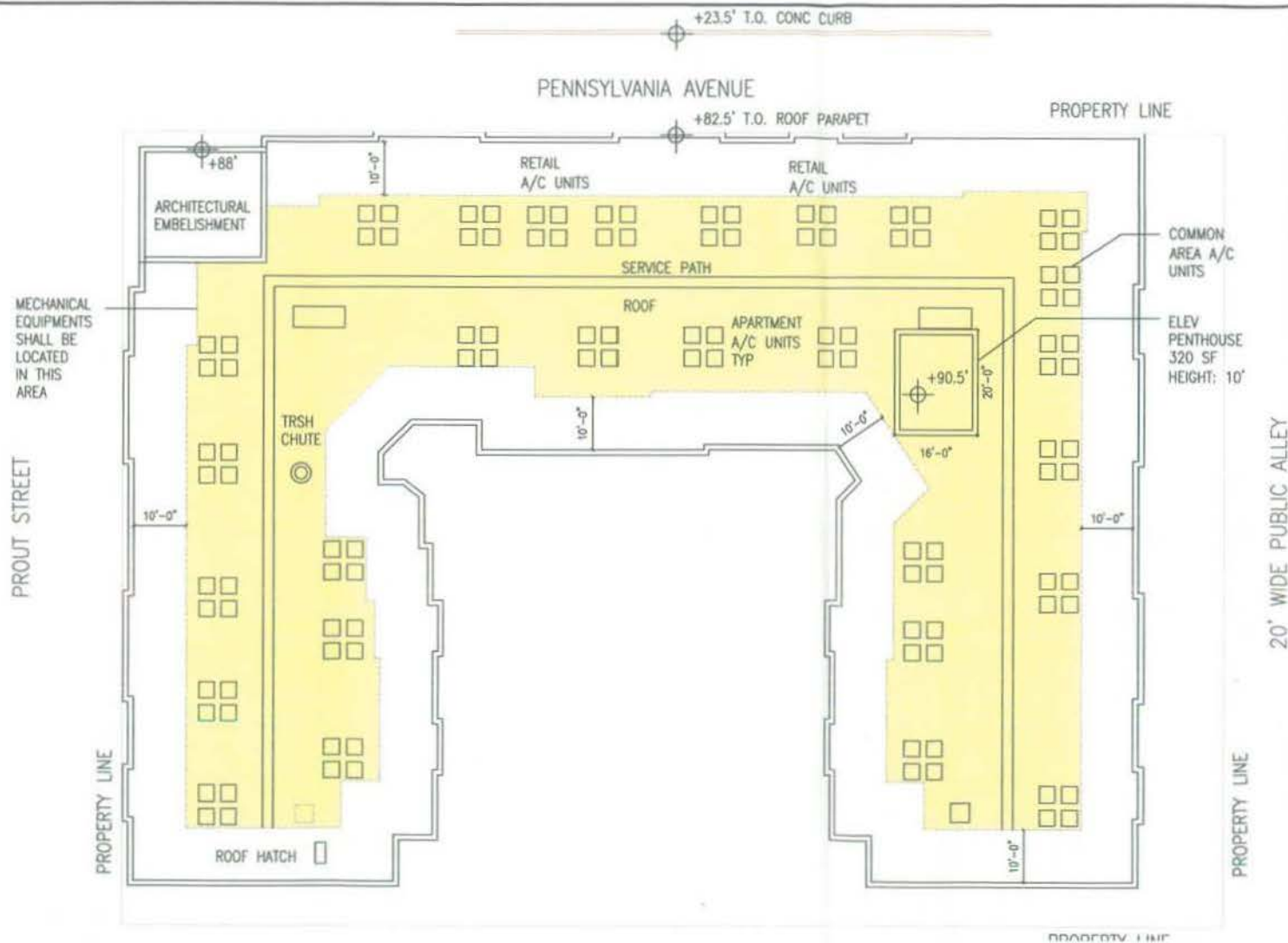
Drawn: Approved: Job No.

Project Manager: Project Architect:

Scale: 1/8" = 1'-0" Drawing No.

Date: A202

12/10/07



ROOF GROSS AREA = 320 SF

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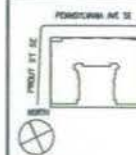
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AND SOFTWARE
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(301) 770-8888 FAX

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1400 N. JENKINS AVE.
BETHESDA, MD 20817
(410) 347-8833 TEL
(410) 347-8337 FAX

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STUDIO 36
LANDSCAPE ARCHITECTURE, P.C.
3414 BRIDLE DR. SUITE 100-A
ALEXANDRIA, VA 22304
(703) 718-8000 TEL
(703) 718-8000 FAX

KEY PLAN



PROJECT NAME

2300
PENNSYLVANIA
AVENUE SE
WASHINGTON, D.C.

DRAWING TITLE

ROOF PLAN

Drawn	Approved	Job No.
Project Manager	Project Architect	
Scale	Drawing No.	
Control of Data		

10004



8837 EXECUTIVE BLVD.
ROCKVILLE, MD 20852
(301) 770-8585 TEL
(301) 770-8588 FAX

CIVIL ENGINEER
PHOENIX ENGINEERING, INC.
1400-A JEN AVENUE
BALTIMORE, MD 21207
(410) 247-8822 TEL
(410) 247-8367 FAX

LANDSCAPE ARCHITECT
STUDIO 38
LANDSCAPE ARCHITECTURE, P.C.
8414 GREGG AVE., SUITE 100-A
ALEXANDRIA, VA 22310
(703) 719-8000 TEL
(703) 719-8553 FAX

KEY PLAN



PROJECT NAME:

2300
PENNSYLVANIA
AVENUE SE
WASHINGTON, D.C.

DRAWING TITLE

NORTH ELEVATION

Score	Normal	Abn
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Project	Project
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2000	100
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A501

1/10/01



PENNSYLVANIA AVENUE ELEVATION



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8007 EXETER BLVD.
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(301) 770-8888 FAX

CIVIL ENGINEER
MICHAEL J. JONES, INC.
1400-A 2ND AVENUE
BALTIMORE, MD 21207
(410) 247-8888 TEL
(410) 247-8887 FAX

LANDSCAPE ARCHITECT
VICTOR B.
LANDSCAPE ARCHITECTURE, P.C.
1414 GROVE DRIVE, SUITE 100-4
ALEXANDRIA, VA 22319
(703) 718-8888 TEL
(703) 718-8883 FAX

KEY PLAN



PROJECT NAME

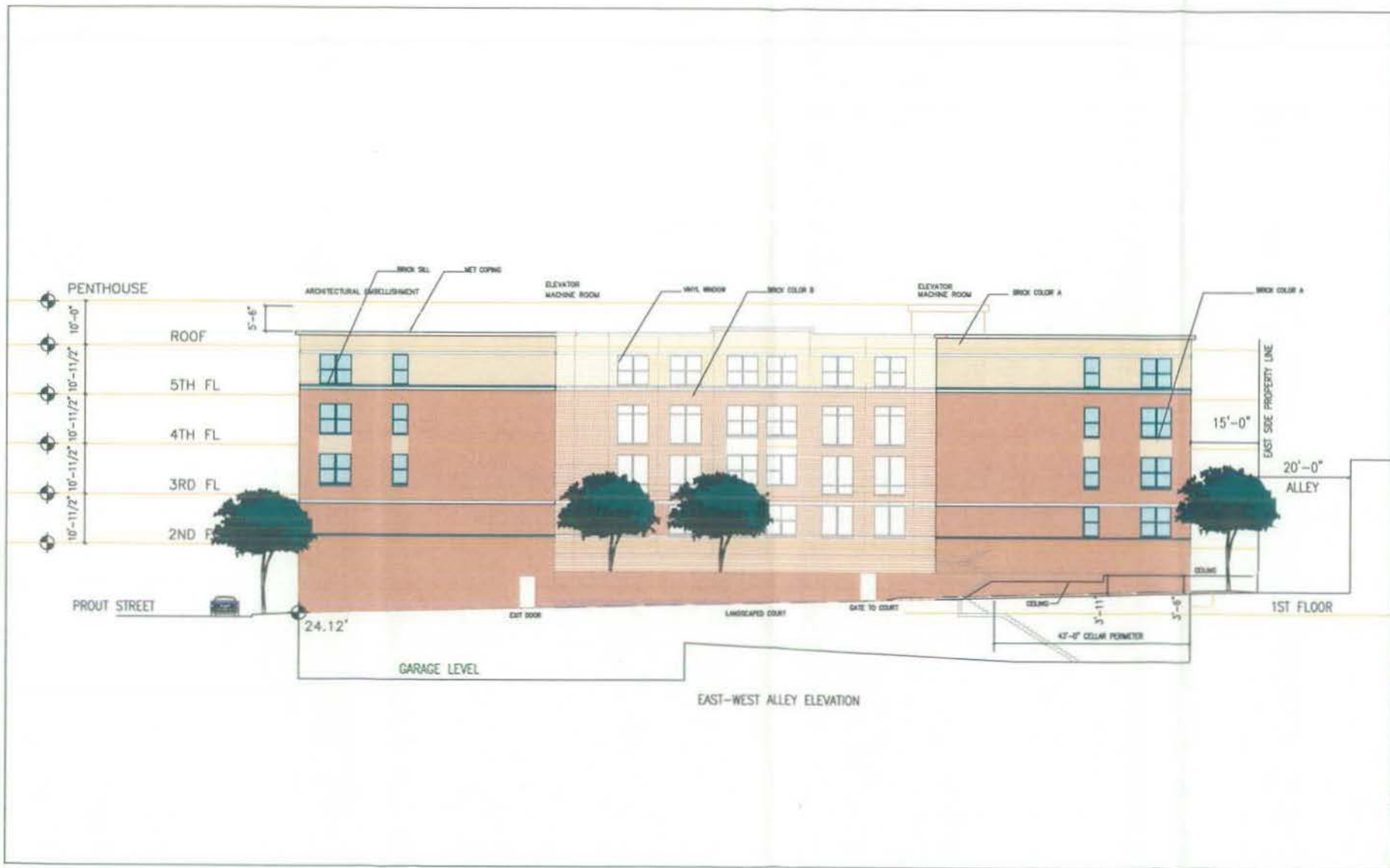
2300
PENNSYLVANIA
AVENUE SE

WASHINGTON, D.C.

DRAWING TITLE

WEST ELEVATION

Drawn	Approved	Job No.
Project Manager	Project Architect	
Scale	Drawing No.	
12/18/97	A502	



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CIVIL ENGINEER
 PROCEAN ENGINEERING, INC.
 1420-A JAY AVENUE
 WASHINGTON, MD 20007
 (410) 243-8833 TEL
 (410) 243-8837 FAX
 LANDSCAPE ARCHITECT
 STUDIO 36
 LANDSCAPE ARCHITECTURE, P.C.
 6114 GRODALE DR. SUITE 100-A
 ALEXANDRIA, VA 22310
 (703) 718-8000 TEL
 (703) 718-8003 FAX

KEY PLAN



PROJECT NAME

2300
 PENNSYLVANIA
 AVENUE SE
 WASHINGTON, D.C.

DRAWING TITLE

SOUTH ELEVATION

Drawn	Approved	Job No.
Project Manager	Project Architect	
Date	Drawing No.	
11/02/97	A503	



NORTH-SOUTH ALLEY ELEVATION

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(813) 775-8845 TEL
(813) 775-8846 FAX

CIVIL ENGINEER
PETER ENGINEERING, INC.
1403-A 20TH AVENUE
BIRMINGHAM, AL 35207
(415) 247-8853 TEL
(415) 247-8857 FAX

LANDSCAPE ARCHITECT
STUDIO 30
LANDSCAPE ARCHITECTURE, P.C.
8114 SPRINGDALE DR. SUITE 100-A
ALEXANDRIA, VA 22310
(703) 718-6800 TEL
(703) 718-6803 FAX

KEY PLAN

PENNSYLVANIA AVE SE



PROJECT NAME

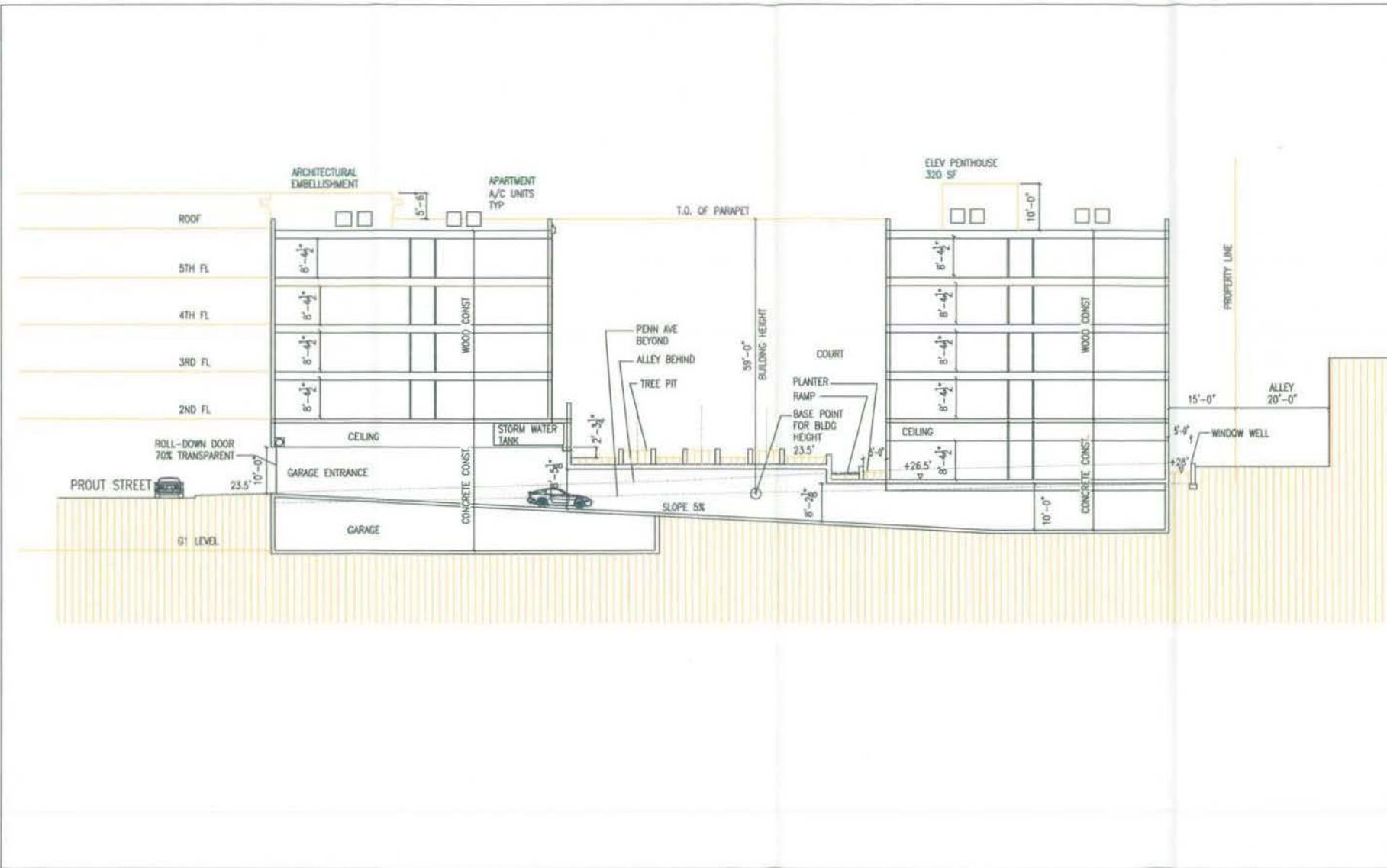
2300
PENNSYLVANIA
AVENUE SE

WASHINGTON, D.C.

DRAWING TITLE

EAST ELEVATION

Drawn	Approved	Job No.
Project Manager	Project Architect	
Scale 1/8" = 1'-0"	Drawing No.	
	A504	
12/16/97		



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INCORPORATED

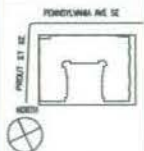
ARCHITECTURE
AND SOFTWARE
DEVELOPMENT

6227 EXECUTIVE BLVD.
BETHESDA, MD 20814
(301) 770-8885 TEL
(301) 770-8888 FAX

CIVIL ENGINEER
PETER ENGINEERING, INC.
1430-B 2ND AVENUE
BETHESDA, MD 20814
(301) 347-8833 TEL
(301) 347-8387 FAX

LANDSCAPE ARCHITECT
STUDIO 36
LANDSCAPE ARCHITECTURE, P.C.
6414 GREENLEAF DRIVE, SUITE 102-A
ALEXANDRIA, VA 22310
(703) 719-8808 TEL
(703) 719-8803 FAX

KEY PLAN



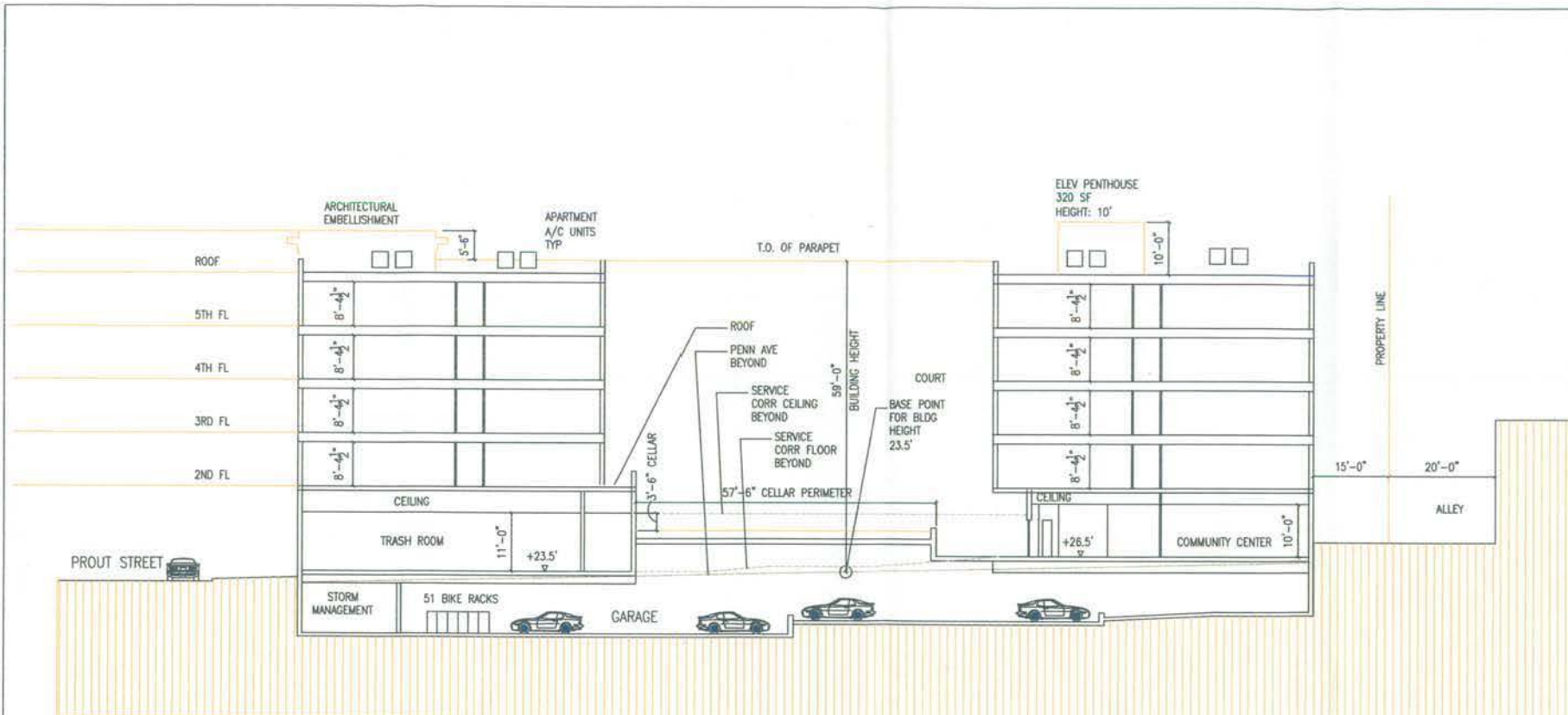
PROJECT NAME

2300
PENNSYLVANIA
AVENUE SE
WASHINGTON, D.C.

DRAWING TITLE

SECTION AT
GARAGE ENTRANCE

Drawn	Approved	Job No.
Project Manager	Project Architect	
Scale	Drawing No.	
1/8" = 1'-0"	A401	
11/01/07		



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AND SOFTWARE
DEVELOPMENT

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(301) 770-8648 FAX

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PHOENIX ENGINEERING, INC.
1425-A 20TH AVENUE
BALTIMORE, MD 21227
(410) 347-7453 TEL
(410) 347-8397 FAX

LANDSCAPE ARCHITECT
STUDIO 36
LANDSCAPE ARCHITECTURE, P.C.
6414 GRODZKE DR. SUITE 100-A
ALEXANDRIA, VA 22310
(703) 718-6000 TEL
(703) 718-6553 FAX

KEY PLAN

PENNSYLVANIA AVE SE



PROJECT NAME

2300
PENNSYLVANIA
AVENUE SE

WASHINGTON, D.C.

DRAWING TITLE

SECTION AT
RETAIL

Drawn Approved Job No.

Project Manager Project Architect

Scale Drawing No.

Date

A403

12/10/07

Enclosure 2

Revised Landscape Plan

Enclosure 3

Water Pressure

Response prepared by:
John Heinrichs, P.E.
PHOENIX ENGINEERING, INC.

Concern was raised at the Zoning Commission Hearing on November 29, 2007 because the existing 3" water line in the 2300 block of Pennsylvania Avenue is in a Low Service Area water pressure zone. As was explained at the hearing, and in the attached e-mail from WASA (see below); the existing 8" line in Pennsylvania Ave is connected to a 30" water transmission line in Prout Street adjacent to the site which will easily provide adequate volume even if the pressure is low. If the fire hydrant flow test indicates that the pressure is indeed too low, devices will be added inside the mechanical room to increase the pressure inside the building to satisfactory levels.

From: Brian T. McDermott
To: David R. Blankenship
Sent: Friday, November 09, 2007 5:19 PM
Subject: RE: 2300 Pennsylvania Ave

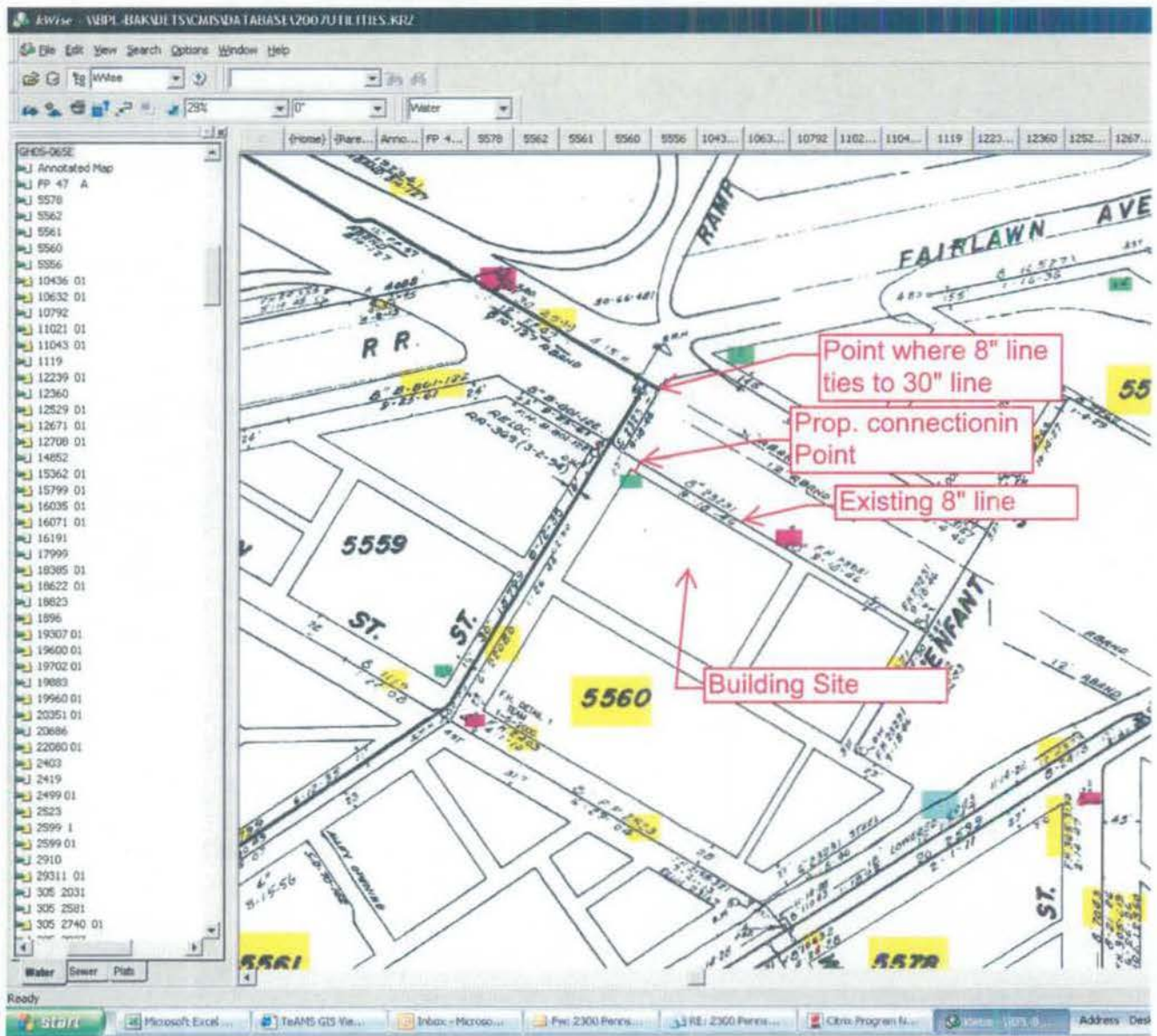
David:

*I believe that [the attached plans] show the location of your building (South East intersection of Prout and Pennsylvania). **It appears that you have selected the best location to tie the water lines in; however, have you obtained a fire hydrant flow test yet that validates the pressure in the area and the flow available? Since there is a connection to the 30" across Pennsylvania Avenue I would suspect that flow is available even if pressure is low.***

You are proposing a fairly large building, WASA expects the domestic water meter to be in a vault in public space, the fire service to have a detector check back flow preventer inside the building, that water, sanitary, and storm connections would be perpendicular to the building and connecting in Pennsylvania Avenue. Straight lines into the building, not under walls, planters, pepco vaults etc. and NOT in driveways/drive aisle. It is anticipated that you will have to perform storm water quality management and will likely have a sand filter.

The plans you have sent me look reasonable. You may need to do some storm sewer extension and some water line replacement however I didn't see anything that would drastically affect your plans unless there are underground projections or pepco vaults that will interfere with the utility connections.

Brian McDermott
Supervisor Water and Sewer design



This is the valve card (it is out of date the 30" in Penn. Ave has been abandoned)

Enclosure 4

Transportation Demand Strategies



WELLS + ASSOCIATES

MEMORANDUM

TO: Members of the Zoning Commission

CC: Timothy Chapman
Jacques B. DePuy, Esquire

FROM: Christopher L. Kabatt, P.E.

SUBJECT: Transportation Demand Management Strategies
ZC 07-16
2300 Pennsylvania Avenue, SE

DATE: November 30, 2007

This memorandum documents the Transportation Demand Management strategies related to the 2300 Pennsylvania Avenue Se Planned Unit Development application.

Transportation Demand Management strategies are measures that influence travel behavior by mode, frequency, time, route, or trip length, in order to achieve efficient use of transportation facilities. In this case, measure to encourage use of Metrobus and rail service, bicycling, telecommuting, and ride sharing were developed and are listed below:

- **Bicycle Parking:** For residents of the building, storage for bicycles will be provided within the garage. Also U racks will be provided outside for visitors and the retail.
- **On-site Business Center:** A business center that will be provided for residents including access to a copier, fax, and Internet service.

- Transit Information: Information regarding alternative transportation choices will be posted on the property management's website including hotlinks to CommuterConnections.com and goDCgo.com. Transit information will be provided to new residents upon move-in and a information will displayed in a kiosk in the lobby.
- Transit Subsidy: To encourage use of transit, SmartTrip cards with a value of \$20 will be provided to tenants that sign a one-year lease.
- Car-sharing: The applicant will work with DDOT and a car-sharing company to locate an appropriate space on or around the property for car-sharing.
- TDM Coordinator: The property's management company will provide a transportation demand management coordinator to implement the strategies.

Please contact Wells + Associates with any questions regarding the Transportation Demand Management strategies for 2300 Pennsylvania Avenue.

Enclosure 5

Construction Management Goals and Plan

2300 Pennsylvania Avenue, LLC
2300 Pennsylvania Avenue, SE
Construction Management Goals and Plan

1. Conduct soil and water table analysis to assess the stability of the development in relation to the residential properties also located in Square 5560.
2. Appoint a liaison to receive and address concerns from the community regarding construction. Clearly post name and contact information of liaison at construction site.
3. Agree to construction contracts that require that all those involved in the project strictly follow the applicable D.C. ordinances for construction noise and hours of operations.
4. Provide traffic and pedestrian control measures as required by D.C. law and regulations.
5. Erect a temporary construction chain link fence around all construction materials and construction equipment on the property.
6. Locate all construction storage and trailers entirely within property or adjacent public space for which appropriate permits have been issued unless otherwise authorized by applicable landowners.

Enclosure 6

Memorandum of Understanding between
Chapman Development and the Earth Conservation Corp.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CHAPMAN DEVELOPMENT
AND
THE EARTH CONSERVATION CORPS**

The Memorandum of Understanding (MOU) is made effective this 30th day of November, 2007 (commencement date) by and between the Earth Conservation Corps, a nonprofit youth development organization founded in the District of Columbia and Chapman Development, a developer for 2300 Pennsylvania Avenue SE hereafter referred to in this MOU as "the parties".

ORGANIZATION OVERVIEWS

Earth Conservation Corps is a nonprofit youth development and environmental service organization located on the heavily polluted Anacostia River and in one of our nation's most disadvantaged communities, Southeast Washington, D.C. Since 1992, Earth Conservation Corps has provided hundreds of disadvantaged young people with hands-on life skill, education and career training, while motivating their completion of environmental service restoring the Anacostia River and its surrounding communities. The mission of the Earth Conservation Corps is to empower our endangered youth to reclaim the Anacostia River, their communities and their lives.

Chapman Development, a developer with 10 years of experience in building workforce housing, and other award winning projects.

RECITALS

WHEREAS, the Earth Conservation Corps and Chapman Development desire to work in partnership to:

- Engage 25 Corps members on the 2300 Pennsylvania Avenue Project and other upcoming projects.
- Engage a Corps member as an intern to provide an educational experience in the area of financial management within a development company.
- Help identify other resources that may help provide opportunities to the Corps members.

GENERAL PROVISIONS

Right of Exclusivity. Both parties agree to partner together exclusively for purposes of identifying and incorporating a human benefit focused on young people as it relates to the 2300 Pennsylvania Avenue development. This provision relates to incorporating an understanding of financial confidentiality.

Description of Program. The program shall be described as "River of Hope" an Earth Conservation Corps and Chapman Development joint program.

Term. The term of this MOU shall begin on the Commencement Date and continue indefinitely through completion of desired goals and outcomes, unless sooner terminated by either party upon 30 days notice to the other party.

Services. The Earth Conservation Corps shall include model programs in the River of Hope initiative to include the continuation of youth development and reclamation through employment opportunities.

Access. Chapman Development is at liberty to use the two Earth Conservation Corps facilities for meetings, conferences, etc. with proper notification.

Indemnification. Each party to this MOU shall indemnify the other party and its officers, directors, employees, members and agents against all liability or loss sustained in connection with, and against all claims or actions based upon or arising out of, any negligent acts or omissions of the indemnifying party or its officers, directors, employees or agents, or based upon the performance or non-performance of this MOU, or based upon any violation of any statute or ordinance, and the defense of any such claims or actions.

Notice. Any notices, demands or other communications that may be necessary or proper hereunder shall be deemed duly given if personally delivered upon delivery (or at such time as delivery is not accepted by the intended recipient), when deposited with Federal Express or other reputable overnight delivery service, when depositing in the United States mail, postage pre-paid, first class, registered or certified, return receipt requested, or when sent by facsimile with a confirmation of receipt, addressed respectively as follows:

Washington, D.C. 20003
Attn: Glen O'Gilvie, President & CEO
Fax Number: (202) 554-2060

Chapman Development

1001 Pennsylvania Avenue, N.W.
Suite 600 South
Washington, D.C. 20004
Attn: Tim Chapman, Principle
Fax Number: (202) 742-6553

Assignment. This MOU may not be assigned by either party without the express written consent of the other party.

Governing Law. This MOU shall be governed by and construed under the laws of the District of Columbia.

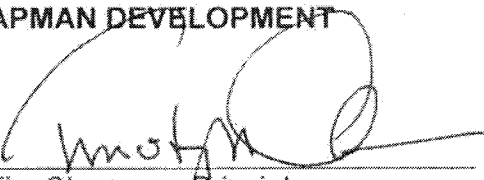
Amendment or Extension. This MOU shall be amended indefinitely only by an express written amendment or extension executed by both parties.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed and delivered as of the day and year first written above.

EARTH CONSERVATION CORPS

By: 
Glen O'Gilvie, President & CEO

CHAPMAN DEVELOPMENT

By: 
Tim Chapman, Principle

Enclosure 7

Letter of Agreement from the Ward 8 Business Council



Ward 8 Business Council

November 30, 2007

Mr. Tim Chapman, Principle
Chapman Development
1001 Pennsylvania Avenue, N.W.
Suite 600
Washington, D.C. 20001

RE: 2300 Pennsylvania Avenue Project

Dear Mr. Chapman:

The Ward 8 Business Council does hereby agree to work in conjunction with Chapman Development and your community outreach consultant to provide coordination services to on-site businesses on 2300 Pennsylvania Avenue. The mission of the Council is to assist businesses in the *new* Ward 8 by helping them to broker services to include: 1) familiarizing businesses with opportunities; 2) helping businesses to be results oriented; 3) encourage new businesses to locate east of the river and 4) to bolster community ties. Our goal is to ensure that certified business enterprises (CBEs) grow and prosper. If there is anything else we can do to be helpful in this matter, please do not hesitate to contact me or (240) 417-6320.

Thank you.

Sincerely,

A handwritten signature in cursive script, reading "James Bunn".

James Bunn, Executive Director