



## HISTORIC PRESERVATION COMMISSION


Isiah Leggett  
County Executive

William Kirwan  
Chairman

Date: November 16, 2018

### MEMORANDUM

TO: Diane Schwartz Jones  
Department of Permitting Services

FROM: Michael Kyne   
Historic Preservation Section  
Maryland-National Capital Park & Planning Commission

SUBJECT: Historic Area Work Permit #850785: Siding alteration, roof replacement, and shutter replacement

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The Montgomery County Historic Preservation Commission (HPC) has reviewed the attached application for a Historic Area Work Permit (HAWP). This application was **Approved** at the October 10, 2018 Historic Preservation Commission meeting.

The HPC staff has reviewed and stamped the attached construction drawings.

**THE BUILDING PERMIT FOR THIS PROJECT SHALL BE ISSUED CONDITIONAL UPON ADHERENCE TO THE ABOVE APPROVED HAWP CONDITIONS AND MAY REQUIRE APPROVAL BY DPS OR ANOTHER LOCAL OFFICE BEFORE WORK CAN BEGIN.**

Applicant: Dan Morgan and Mary Elaine Shannon  
Address: 31 Oxford St., Chevy Chase

This HAWP approval is subject to the general condition that the applicant will obtain all other applicable Montgomery County or local government agency permits. After the issuance of these permits, the applicant must contact this Historic Preservation Office if any changes to the approved plan are made. Once work is complete the applicant will contact Michael Kyne at 301.563.3403 or [michael.kyne@montgomeryplanning.org](mailto:michael.kyne@montgomeryplanning.org) to schedule a follow-up site visit.



Tuesday, November 13, 2018



## Application for Historic Area Work Permit

To: Montgomery County Historic Preservation Commission  
8787 Georgia Ave, 2<sup>nd</sup> floor Silver Spring, Md.  
301-495-4610

From Dan Morgan and Mary Elaine Shannon  
31 Oxford Street  
Chevy Chase, Md. 20815

We intend to continue to repair, restoration and maintenance of 31 Oxford Street, which was built in 1906 and was one of the original houses in Chevy Chase Village. We contemplate no changes to the structure or appearance.

Our plans for 2018-2019:

- Clean and paint peeling and mildewed all exterior painted surfaces. This work will be done by Richard Winkler, a licensed contractor who specializes in historic structures.
- Remove non-historic aluminum siding applied by a previous owner.
- Caulk and repaint the original cedar siding, with repairs as needed.
- Replace non-historic aluminum shutters with louvered wooden shutters, as would have been used on the windows when the house was built in 1906. The shutters will be operable and of a size to cover the windows.
- Recaulk and preserve windows.
- Replace aging roof with missing shingles with new roof, with asphalt shingles, the same as before. We have engaged Roof Solutions to do this work.
- Replace the short porch columns and railings. These were replaced in 1998 but are displaying signs of rot and must be replaced. This work will be done by E.C. Services, which has experience restoring historic porches and verandas.
- Replace a section of ipe mahogany tongue-and-groove porch flooring installed in 2002. Porches of the period used tongue-in-groove flooring.
- Replace rotting porch foundation lumber.

A handwritten signature in black ink, appearing to be "Winkler", is written over a faint rectangular stamp. Below the signature, the date "11-14-18" is written in blue ink.

A note about the front porch. We replaced the porch railings and Tuscan-style porch columns in 1998. We replaced the porch flooring with ipe mahogany tongue-and-groove porch flooring in 2002. This summer, we contacted Steve Sweeney, whose company, Maryland Advanced Deck Design, installed the porch flooring in 2002. The company's name has changed to E.C. Services, but the principals are the same. Mr. Sweeney came to the house and found rot in several areas of flooring, short columns and railings exposed to weather. He advised us that his company can replace the dilapidated sections of porch flooring, railing and columns with nearly identical elements. He believes that some underlying structures supporting the porch are sagging and must be replaced or doubled up to maintain the structural integrity of the front of the house. The repairs will not change the appearance of the porch.

Once the repairs and repainting are accomplished, the house will be restored to its appearance when it was new.

# Richard T. Winkler, Inc.

## DECORATING

LICENSED & INSURED • QUALITY WORKMANSHIP • WORK GUARANTEED

600 BRAXTON PLACE  
ALEXANDRIA, VIRGINIA 22301  
(703) 836-4432

To: Elaine Shannon

Date: 5-22-18/9-21-18

Address

31 Oxford St.

City and State

Chevy Chase, MD 20815

Telephone Numbers

Cell (202) 664-9232

[eshannon0609@gmail.com](mailto:eshannon0609@gmail.com)

We hereby submit Specifications and Estimates for:

### Exterior Painting:

Exterior wood siding, wood shingle siding and trim including: Windows, dormers, shutters, doors, overhangs, fascia, rake boards, front porch and porch on left side: ceilings, soffits, columns, railings, risers, steps, lattice work. (Exclude aluminum siding and porch floor), brick chimney on left.

Preparation and Painting: Clean and power wash entire house to remove heavy mildew and soil. Heavy scrape, sand, spot strip as needed, reglaze window putty (40 % to 50 %), caulk, spot prime and paint two finish coats.

Conditions: Workmanship and materials to be of the highest quality. Benjamin Moore Paint to be used. Oil primer, Aura Satin on trim, Aura low luster or Moorgard on siding and brick.

Labor: 486 hours, 3 men 18 days, at 48.00.....23, 300.00

Estimate of Materials: .....2, 000.00

Estimate of Power Wash: Entire house, railings and porch floors= 1, 335.00

### Separate Estimate: Carpentry:

Option: Remove existing Aluminum siding: (Work to be done on time and material basis).

Estimate of Labor: Two men, three days: 54 hours.....2, 600.00

Estimate of Disposal: .....300.00

Cedar shingle siding: Scrape, sand, prime and paint two coats: (Work to be done on time and Materials basis).

Estimate of Labor: Three men, six days.....7,780.00

Estimate of Materials.....600.00

Note: Carpentry Repair if needed: If discover rotted wood when doing paint preparation, to point out to customer and repair as needed. (Time and Materials basis).

We hereby propose to paint and/or install the above in accordance with the above specifications for the sum of

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

payments to be made as follows: One third down payment of the total amount, progress payments, balance upon completion  
please make check payable to Richard T. Winkler

All material in this Contract is guaranteed to be as specified. The entire job is to be done in a neat and workmanlike manner. Additional work requested by owner to be done on time and materials basis.

Date 5-22-18/9-21-18 By Richard T. Winkler

ACCEPTANCE OF ESTIMATE

The foregoing terms, specifications and conditions are satisfactory and the same are hereby accepted and agreed to and I/we hereby authorize you to execute same.

Signed \_\_\_\_\_

Date \_\_\_\_\_

***Economy Craftsmen (EC-Services)  
7331 Blanchard Drive  
Derwood, Maryland 20855  
(301)905-2365***

**09/20/2018**

**Dan Morgan and Elaine Shannon  
31 Oxford Street  
Chevy Chase, Maryland 20815  
(202)664-9232  
[Eshannon0609@gmail.com](mailto:Eshannon0609@gmail.com)**

Dear Elaine,

Thank you for meeting with me on Tuesday to discuss your front porch. Please find below a description of work and pricing for your project. Please call or email me if you or Dan have any questions or if you would like to meet to schedule the work.

**EC Services Agrees to Install the Following:**

**Flooring**

- Remove approximately 12' x 8' of existing Ipe T&G porch flooring.
- Replace and or add additional 2" x 10" treated floor joists to correct dip in the floor.
- Install new Ipe T&G flooring in area removed.
- All hardware will be stainless steel.
- All workmanship will be warranted a full three years.
- E.C. Services has received an A rating from Angie's List for quality of service and value.

**Pressure Wash/ Seal Floor**

- Pressure wash existing porch floor.
- Install a hardwood seal to the floor.

**Columns/Railing**

- Remove three 10" rail columns (approximately 40" high) that are separating.
- Remove approximately twenty linear feet of rotted Madisonian wood railing.
- Install three new 10" Fiberglass rail columns (when painted they will look just like the wood columns).
- Install twenty linear feet of Madisonian wood railing matching the existing.
- Painting to be done by others.
- The price includes all labor, materials and taxes.



**Area of damaged floor.**



**One of three rail columns to be replaced (rail to right also needs replacing).**



**Replace step rail shown.**



**Two Rail Columns to be replaced.**



## Pricing

Floor Repair/Joists	\$3,155		
Pressure wash/seal	\$1,125	Yes	No
Rail Columns/Railing	\$2,080	Yes	No
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	<b>\$3,125-6,330</b>		

## Schedule

- Allow 3-5 weeks for scheduling and 6-8 days for full completion based on items chosen.

## Payments

- 1/3 deposit, 1/3 start, 1/3 completion. EC Services accepts Visa and MasterCard.

## Notes

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### NOTICE

E-C Services hereby proposes to furnish labor and material to complete this order for the amount specified in the schedule of payments on this contract and in accordance with and subject to the guarantee and terms and conditions, which are hereby made a part of this agreement. However, the contractor shall not be liable for the delays due to unforeseeable cause beyond the control of, and without the fault of negligence of the contractor, including acts of god, act of the homeowner, fire, strikes, freight embargo, adverse weather conditions, and manufacturer's delays.

### RIGHT TO RESCIND

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right. It is expressly understood and agreed that the corporation shall be entitled to liquidated damages in the amount of 25% of the total contract price, but in no case less than \$50.00 in the event this agreement is terminated without the consent of the corporation unless terminated within three business days as provided in the aforesaid Buyer's right to cancel.

### DELINQUENCY CHARGES

Accounts are considered delinquent fifteen (15) days after they become due, and the buyer hereby agrees to pay a service charge of 2 percent per month (24 Percent per annum), on the unpaid balance until paid. Buyer also agrees to pay reasonable attorney's fees in the event that any sums due under this agreement are not paid when due and the Seller employs the services of an attorney in collecting any such sums.

### WORKMANSHIP WARRANTY

Workmanship warranty is nontransferable after 5 years. E-C Services manufacturer's warranty will be presented to the Buyers-Owner when the job has been satisfactorily completed and paid in full, as stated on the schedule of payments on this contract. Warranty will be null and void until customer meets complete Schedule of Payments.

The contractor hereby expressly warrants that all home improvements work done pursuant to this contract shall be in accordance with all applicable building codes.

The contractor further warrants that all materials and equipment supplied shall be of merchantable quality and shall be fit for the particular use for which it was intended. All contractors must be licensed by the Maryland Home Improvement Commission. If you would like to contact the MHIC, please call them at 1-888-218-5925 and reference #122702.

**ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. This contract covers and supersedes all conversations, statements, and agreements, expressed or implied, between the parties, their agents, or representatives.**

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**Approved Shannon/Morgan Family**

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**Date**



800-766-ROOF (7663)

Sloped Roof Replacement

Scheduled Date:

Completion Date:

Name: Elaine Shannon

Date: 5/14/18

Representative: John

Address: 31 Oxford St Chevy Chase MD 20815

Phone: 202-664-9232

E-mail:

Scope of Work and Installation Specifications

Table with 2 columns: Item, Description. Includes Protection, Removal, Decking, Ventilation, Ice & Water Guard, Underlayment, Drip Edge, General Flashing, Pipe Flashing, Shingles, Clean Up, Guarantee, and Total Investment.

Options and Upgrades

Table with 4 columns: Item, Description, Price, Initial. Includes Extreme Storm and Algae Protection options.

Total Cost: \$17,250 Deposit: \$5,750 Balance Upon Completion: \$11,500 Payment Type: [ ] Check [ ] CC [ ] Bill Me

Cancellation: You may cancel this agreement within 3 business days by calling the office, stating that you do not want the services, and receiving a cancellation code. If you cancel, any deposits will be returned.

Please sign below to authorize the above service

Signature on file 5/1/18 signature date

Please initial below that you received, read and approve the:

Terms & Conditions EB Workmanship Guarantee EB initial initial

Thank You, We look forward working with you