

Montgomery County Public Schools (MCPS) is about to conduct a Feasibility Study process for the modernization of Brown Station Elementary School, located at 851 Quince Orchard Boulevard, Gaithersburg, Maryland 20878. The Study is being conducted by a Facility Advisory Committee (FAC) chaired by the school's Principal, Dr. Carl Baskerville.

As shown below, the FAC meetings/work sessions are scheduled in the afternoons and evenings to allow maximum community involvement:

FAC, Work Session Meeting #1 School Media Center	Thursday, March 24, 2011	3:15 pm
FAC, Work Session Meeting #2 School Media Center	Thursday, April 14, 2011	7:00 pm
FAC, Work Session Meeting #3 School Media Center	Tuesday, May 3, 2011	7:00 pm
FAC, Work Session Meeting #4 School Media Center	Wednesday, May 18, 2011	3:15 pm
Final Public Presentation Meeting #5 School Media Center	Tuesday, June 7, 2011	7:00 pm

The FAC will include representatives of the school, PTA, neighbors, government agencies, the design architects, The Lukmire Partnership, Inc. and staff from MCPS Department of Facilities Management. To ensure that we have maximum community participation, MCPS sends letters or postcards to adjoining property owners and owners of properties directly across the street from the school providing them with the schedule of meetings and inviting them to participate in the feasibility study process.

We would sincerely appreciate your assistance in our efforts to notify our neighbors in the Diamond Farms-Potomac Oaks Condominiums. I have attached a map of the properties that are listed on the County tax maps as being part of Diamond Farms Condo. I have labeled the properties #1 through #4 (See below) for which we need owner/address information. If any of the three properties are not part of your development, please let me know right away. I can be reached at 301-674-6434. We are in need of an electronic database of all condominium owners on these properties that can be easily be imported into Microsoft Word 2007 and merged to create standard mailing labels. MCPS staff will, of course, prepare all labels, affix them to letters or postcards, provide proper postage and mail them. We need only the database so that our staff does not have to type 539 labels. As the first meeting is to be held on March 24, 2011, we would like to receive the database by Wednesday March 16, 2011. Ms. Comfort Baiyeshea of our office will contact you to coordinate getting the information to us. We can have someone come and pick up a disk if that is the easiest method.

Thanks,
Craig

TABULATION OF PROPERTIES FOR WHICH ADDRESSES AND OWNER
CONTACT INFORMATION IS REQUIRED

- 1 - Diamond Farms Condominium Phase II-A, Plats 3172 - 3180, Pt. 1
- 2 - Diamond Farms Condominium Phase I, Plats 2624 - 2636, Pt. 1
- 3 - Diamond Farms Condominium Phase II, Plats 5367 - 5369
- 4 - Diamond Farms Condominium Phase I, Plats 4912

