

**From:** Shannon Flanagan-Watson <Sflanagan-watson@arlingtonva.us>  
**Sent:** Thursday, February 28, 2019 2:52 PM EST  
**To:** Tracy Gabriel <gabriel@crystalcity.org>; Mark Schwartz <mschwartz@arlingtonva.us>  
**CC:** Natalie Monkou <nmonkou@arlingtonva.us>; Robert Mandle <rmandle@crystalcity.org>; Glenda MacMullin <GMacMullin@cta.tech>; Andrew Vanhorn <avanhorn@jbgsmith.com>; Nora Dweck-McMullen <nora@dweckproperties.com>  
**Subject:** RE: UPDATED: Potomac Yard Memo/Assessment

Hi Tracy,

We wanted to provide an update on the status regarding our review of the CCBID's assessment to undertake certain obligations pertaining to physical work of the Potomac Yard Property Owner's Association.

It is under active review at our end. Although I don't have a specific date to share with you at this time, we are working to complete it as soon as possible. We fully recognize the time sensitivity as part of the proposed BID expansion timeline.

Thank you for your patience.

Best,

Shannon Flanagan-Watson  
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Arlington County, VA  
(703) 228-3911  
[sflanagan-watson@arlingtonva.us](mailto:sflanagan-watson@arlingtonva.us)

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**From:** Tracy Gabriel <gabriel@crystalcity.org>  
**Sent:** Friday, February 15, 2019 10:46 AM  
**To:** Mark Schwartz <Mschwartz@arlingtonva.us>  
**Cc:** Shannon Flanagan-Watson <Sflanagan-watson@arlingtonva.us>; Natalie Monkou <nmonkou@arlingtonva.us>; Robert Mandle <rmandle@crystalcity.org>; Glenda MacMullin <GMacMullin@cta.tech>; Andrew Vanhorn <avanhorn@jbgsmith.com>; Nora Dweck-McMullen <nora@dweckproperties.com>  
**Subject:** UPDATED: Potomac Yard Memo/Assessment

Mark,

Per my conversation with Shannon yesterday, we have **updated our cover letter and memo** (attached) with our latest analysis and ask that you kindly pass along for County legal review. These documents were produced in follow up to our meeting with you on January 30th, 2019, and provide a legal assessment of whether the BID can undertake certain obligations of the Potomac Yard Property Owner's Association in connection with potential BID boundary expansion.

We would greatly appreciate your feedback on the memo, whether you concur with its findings, and any recommended next steps to support the proposed expansion. Given the time sensitivity of the effort, a response by the end of February would greatly facilitate outreach to property owners and completion of the submission package for formal BID boundary expansion. The evaluation of "Physical Work" components is time-critical, whereas the approach to TMP services would be acceptable to evaluate and address over a longer timeframe.

Thank you in advance for your review and continued partnership on this matter. As always, we welcome any questions or concerns.

Best regards,  
Tracy

On Wed, Feb 13, 2019 at 9:09 PM Tracy Gabriel <[gabriel@crystalcity.org](mailto:gabriel@crystalcity.org)> wrote:

Mark,

In follow-up to our meeting on January 30th, 2019, the Crystal City BID engaged our legal counsel to prepare an assessment outlining whether the organization could undertake certain obligations of the Potomac Yard Property Owner's Association in connection with potential BID boundary expansion.

For your reference, a cover letter and memo summarizing our legal assessment are attached. We would greatly appreciate your feedback on the memo, whether you concur with its findings, and any recommended next steps to support the proposed expansion. Given the time sensitivity of the effort, a response by the end of February would greatly facilitate outreach to property owners and completion of the submission package for formal BID boundary expansion.

Thank you in advance for your review and continued partnership on this matter. As always, we welcome any questions or concerns.

Best regards,  
Tracy

Tracy Gabriel

President and Executive Director

**Crystal City Business Improvement District**

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