



February 7, 2020

To: Columbia Association Board of Directors  
(E-mail: [Board.Members.FY20@ColumbiaAssociation.org](mailto:Board.Members.FY20@ColumbiaAssociation.org))  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Work Session will be held on Thursday, February 13, 2020 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.**

### **AGENDA**

- |  | <b>5 min.</b>   | <b>Page Nos.</b> |
|--|-----------------|------------------|
| 1. Call to Order   |                 |                  |
| (a) Announce Directors/Senior Staff Members in Attendance                                  |                 |                  |
| (b) Remind attendees that Work Sessions are not Recorded/Broadcast                         |                 |                  |
| (c) Inquire if any Board members are attending remotely via phone                          |                 |                  |
| (d) Remind Board members to speak into the microphones                                     |                 |                  |
| 2. Approval of Agenda  | <b>1 min.</b>   |                  |
| 3. Resident Speakout   |                 |                  |
| <b>3 Minutes per Individual; 5 Minutes per Group; 1 Minute for Response to Questions</b>   |                 |                  |
| 4. Work Session Topics   | <b>150 min.</b> |                  |
| (a) Discussion on Draft FY 21 and Conditional FY 22 Budgets – Operating and Capital        | (60 min.)       | 2                |
| (b) Applicable State Legislation Discussion  | (15 min.)       | 3-5              |
| (c) Proposed Revisions to the FY 2020 Conflicts of Interest and Financial Disclosure Forms | (20 min.)       | 6-14             |
| (d) Discussion of the Most Recent Development Tracker                                      | (15 min.)       | 15-25            |
| (e) Capital Projects and Open Space Updates  | (15 min.)       | 26-44            |
| (f) Suggestions from the Subcommittee on Board Professional Development                    | (10 min.)       |                  |
| (g) Suggestions from the Board Ad Hoc Committee on Improving Board Operations              | (15 min.)       |                  |
| 5. Chairman's Remarks  | <b>3 min.</b>   | 45-46            |
| 6. President's Remarks; Follow-Up Questions from the Board Members                         | <b>10 min.</b>  |                  |
| 7. Proposed New Topics   | <b>5 min.</b>   |                  |
| 8. Adjournment – Anticipated Ending Time: Approximately 10:15 p.m.                         |                 |                  |

### **Next Board Meeting**

**Thursday, February 20, 2020 – Budget Work Session (if necessary) – 7:00 p.m.**

**Thursday, February 27, 2020 – 7:00 p.m.**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

### **CA Mission Statement**

Engage our diverse community, cultivate a unique sense of place, and enhance quality of life

### **CA Vision Statement**

CA creates and supports solutions to meet the evolving needs of a dynamic and inclusive community.



February 7, 2020

To: Members of the Columbia Association Board of Directors  
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

Subject: Budget Discussion at the January 9, 2020 Board Work Session

The February 13, 2020 CA Board work session agenda includes an item entitled "Board Work Session on the Proposed Draft FY 2021 and Conditional FY 2022 Budgets." The back-up for that agenda item is the draft budget document delivered to the CA Board on December 20, 2019.

The file is too large to post with the agenda materials, but it is on the CA website. To access the material on the website, please go to <http://www.columbiaassociation.org>; scroll to the bottom of the home page and, under About Us, select Financials; Financial Reports; FY 2021-FY2020 Budget Materials; then select Draft FY 2021 and Conditional FY 2022 Operating and Capital Budgets from the list of documents posted.

If you have any questions, please let me know.



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**TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS**  
**FROM: SHERI FANAROFF**   
**RE: 2020 LEGISLATIVE SESSION – MEMO 3**  
**DATE: FEBRUARY 7, 2020**

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This is my third memo to the Board regarding the 2020 General Assembly session, summarizing proposed legislation that may be of interest to or impact CA and providing the dates set for hearings on those bills.

**A. PROPOSED LEGISLATION**

**SB 88/HB 21 - Abandoned Property in Possession of a Museum**

This bill would allow museums, defined to include archives, to claim possession of property loaned to the museum after certain time periods and after certain notices are provided. This bill would benefit museums and archives by allowing for clarification of title to property in the museum's possession.

**SB 293 - Condominiums and Homeowners Associations - Amendments to Declarations and Governing Documents**

This bill is the parallel to HB 25, described in my first memo to the Board regarding this legislative session.

**SB 386 - Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies**

This bill is the parallel to HB 58, described in my second memo to the Board regarding this legislative session.

**SB 472 - Homeowners Associations - Adopted Annual Budget - Submission to Lot Owners**

This bill, which has been filed in previous years, would require HOAs to provide lot owners with the approved annual budget within 30 days after it is approved by emailing it, posting it on the HOA's website or including it in the HOA's newsletter. CA already complies with this requirement because we post the budget on the CA website.

**SB 652 - Real Property - Condominiums and Homeowners Associations - Governing Bodies**

This bill would require the governing body of an HOA to meet at least twice a year. It would also add "accounts" to the types of documents maintained by HOAs that may be subject to or withheld from inspection by lot owners, but fails to define "accounts".

**SB 734 - Electric Vehicle Recharging Equipment for Multifamily Units Act**

This bill is the parallel to HB 111, described in my second memo to the Board regarding this legislative session.



**HB 218 - Condominiums and Homeowners Associations - Annual Meetings**

This bill would require the governing body of a homeowners association (“HOA”) to have at least one meeting each year at which lot owners have the opportunity to comment on any matter relating to the HOA. CA allows members of the public to speak on any topic during “resident speakout” at every board meeting.

**HB 240 - Real Property - Homeowners Associations - Number of Declarant Votes**

This bill would give the declarant of an HOA, beginning on the date that any lot in the development has been recorded in the land records, one vote per lot that has not yet been sold to the public.

**HB 279 - Real Property - Restrictions on Use - Low-Impact Landscaping**

This bill would prohibit an HOA from imposing unreasonable restrictions on low-impact landscaping such as bio-habitat, pollinator and rain gardens, that is designed to conserve water, prevent pollution, create wildlife habitat and lower maintenance costs. An unreasonable limitation is defined as one that significantly increases the cost or significantly decreases the efficiency of low-impact landscaping. Reasonable design and aesthetic guidelines regarding the type, location and number of low-impact landscaping features are not unreasonable limitations.

**HB 444 - Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules**

This bill was filed last year as SB 612/HB 709. It enumerates the authority of the board of directors to undertake various operational/management functions, and was clearly intended to address the operations of a homeowners association without a professional staff. The bill also addresses meeting notices to lot owners, voting and elections, the board’s adoption of rules, and notice to mortgage holders. The bill is unclear in many respects, and would negatively impact CA by requiring CA to alter many of the procedures that we already have in place to handle these issues.

**HB 556 - Condominiums and Homeowners Associations - Amendment of Governing Documents**

This bill was filed last year and would allow the amendment of an HOA’s governing documents by 60% of the lot owners, notwithstanding any provisions in the governing documents. The bill contains an exemption for HOAs that can issue bonds, which CA can do.

**HB 592 - Real Property - Regulation of Common Ownership Community Managers**

This bill is similar to bills filed in prior years, and would create an onerous regulatory process imposing registration and licensing requirements for common ownership communities and community managers. Previously, we were able to obtain an amendment that created an exception for CA employees that are providing community manager services for CA and the villages. This bill, however, does not include that exception.

**B. STATUS UPDATES**

**Ho. Co. 35-20 - Long Reach Head Start Center**

This bill, described in my January 3, 2020 memo, was passed by the Howard County Delegation on January 15<sup>th</sup>. As a result, it will move forward to the General Assembly for further consideration.

**Ho. Co. 40-20 - Long Reach Village Center Revitalization**

This bill, described in my January 3, 2020 memo, was passed by a Howard County Delegation straw vote on January 15<sup>th</sup>. It will be heard at a public hearing on February 13<sup>th</sup>.

**SB 107 - Real Property - Common Ownership Communities - Payment of Fees**

This bill, described in my January 17, 2020 memo, received an unfavorable committee report. As a result, it will not proceed for any further consideration.



### **C. HEARING DATES**

<b>Hearing Date – Time</b>	<b>Bill Number</b>	<b>Title</b>	<b>Cross-filed Bill</b>
2/5 – 8:30 a.m.	Ho. Co. 28-20	Howard County Butterfly Building Design	---
1/15 – 9:00 a.m.	Ho. Co. 35-20	Howard County Long Reach Head Start Center	---
2/13 – 7:30 p.m.	Ho. Co. 40-20	Howard County Long Reach Village Center Revitalization	---
2/5 – 8:30 a.m.	Ho. Co. 11-20	Howard County – Moderate Income Housing Unit Requirements – Prohibition Against Fee-in-Lieu	---
2/5 – 8:30 a.m.	Ho. Co. 15-20	Howard County – Ethics – Limit on Developer Contributions	---
TBD	SB 88	Abandoned Property in Possession of a Museum	HB 21
1/16 - 3:00 p.m.	SB 107	Real Property - Common Ownership Communities - Payment of Fees	---
1/28 - 1:00 p.m.	SB 293	Condominiums and Homeowners Associations - Amendments to Declarations and Governing Documents	HB 25
2/4 - 1:00 p.m.	SB 386	Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies	HB 58
2/14 - 12:00 p.m.	SB 472	Homeowners Associations - Adopted Annual Budget - Submission to Lot Owners	---
3/11 - 12:00 p.m.	SB652	Real Property - Condominiums and Homeowners Associations - Governing Bodies	---
2/25 - 12:00 p.m.	SB 734	Electric Vehicle Recharging Equipment for Multifamily Units Act	HB 111
2/12 - 1:00 p.m.	HB 21	Abandoned Property in Possession of a Museum	SB 88
1/28 - 1:00 p.m.	HB 25	Condominiums and Homeowners Associations - Amendments to Declarations and Governing Documents	SB 293
1/28 - 1:00 p.m.	HB 58	Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies	SB 386
2/4 - 1:00 p.m.	HB 111	Electric Vehicle Recharging Equipment for Multifamily Units Act	SB734
2/11 - 1:00 p.m.	HB 218	Condominiums and Homeowners Associations - Annual Meetings	---
2/4 - 1:00 p.m.	HB 240	Real Property - Homeowners Associations - Number of Declarant Votes	---
2/11 - 1:00 p.m.	HB 279	Real Property - Restrictions on Use - Low-Impact Landscaping	---
2/11 - 1:00 p.m.	HB 444	Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules	---
2/18 - 1:00 p.m.	HB 556	Condominiums and Homeowners Associations - Amendment of Governing Documents	---
2/18 - 1:00 p.m.	HB 592	Real Property - Regulation of Common Ownership Community Managers	---



**Date: January 17, 2020**  
**To: Board of Directors**  
**Cc: Jackie Tuma**  
**From: Sheri Fanaroff**  
**Re: Revisions of Conflicts of Interest Policy for Senior Management and the Board of Directors and of Financial Disclosure Report**

Attached are CA's Conflicts of Interest Policy for Senior Management and the Board of Directors (the "Policy") and Conflicts of Interest Financial Disclosure Report (the "Report") marked with suggested revisions. I have provided explanations below for those changes.

#### The Policy

Page 1, revisions to list of covered persons: Due to changes in titles for certain positions, the current list is out of date. These changes were made to update the list to reflect the current titles and therefore accurately reflect the individuals who are required to complete the Report.

Page 2, review of Principal Ethics Officer's ("PEO") Report: Due to an oversight, no additional person had been assigned to review the PEO's Report. This proposed revision corrects that oversight, and gives the President/CEO responsibility for review of the PEO's Report.

Pages 4 & 5, change in date: These changes will reflect the date on which the Board approves this revised Policy.

#### The Report

Page 6, revisions to list of covered persons: These changes track the changes made on page 1 of the Policy.

Page 7, addition of word "gross": This is a clarifying change made in response to several inquiries as to whether Part I was asking about net or gross income.

Page 8, addition of Part V on relatives employed by CA: This information is important to aid in clarifying conflicts of interest.



## **COLUMBIA ASSOCIATION, INC. CONFLICTS OF INTEREST POLICY FOR SENIOR MANAGEMENT AND THE BOARD OF DIRECTORS**

### **Introduction**

Columbia Association, Inc. ("CA") demands the highest possible ethical conduct from individuals serving as Board members and as officers and/or members of Senior Management. In this regard, CA acknowledges the importance of having this comprehensive policy for identifying and effectively handling actual or potential conflicts of interest.

Individuals covered as Senior Management under this Conflicts of Interest policy are:

- President/CEO
- [Officers](#)
- Department Directors
- [Assistant Department Directors](#)
- General Counsel
- Legal Assistant
- Human Resources Director
- Chief Information Officer
- Office of Internal Audit members
- Treasurer
- Controller
- Purchasing Division members
- [Construction Contracts Administrator](#)
- [Assistant Construction Contracts Administrator](#)  
~~Division and Assistant Division Directors~~

This Policy also governs the conduct of CA's Board of Directors. For purposes of this Policy, references to Senior Management below are intended to include Board members.

The purpose of this Policy is to set forth procedures for monitoring, reporting, reviewing and addressing conflicts of interest and related party transactions. Full compliance with this Policy is mandatory.

The adoption of this policy is an important measure to assure that Board members and Senior Management act in accordance with their fiduciary duties under Maryland law, that rules applicable to tax-exempt organizations are not violated and that sanctions for "excess benefit transactions" under Section 4958 of the Internal Revenue Code are avoided.

### **1. General Policy**

All persons covered by this Policy shall exercise good faith in all transactions relating to their duties to CA and shall not use their positions in any manner that is contrary to the best interests of CA or



to promote their own business interests or those of family, friends or business partners. Reasonable efforts must be made by Senior Management to avoid conflicts of interest, and where conflicts may arise, to disclose them properly. Disclosures should be made in advance, before any action is taken. Conflict identification and analysis can be difficult, so Senior Management is expected to err on the side of caution and disclose all instances where a conflict or the appearance of a conflict might be present.

CA's Principal Ethics Officer (**PEO**), who is currently CA's General Counsel, shall be responsible for implementing these provisions and advising persons as to their application. Any questions or issues should be directed to the PEO and/or the Chair of the Board of Directors for resolution.

Senior Management and Board members are required to submit to the PEO at least once per year (and updated as appropriate) the **Confidential Financial Disclosure Report** ("**Report**") form attached to this Policy. The PEO shall review and maintain a file of all Reports. The Report completed by the PEO shall be reviewed by the President/CEO.

## **2. Compliance**

Those covered by this document are also expected to comply with CA's **Code of Ethics and Business Conduct**, CA's **Policy for Reporting Violations of the Code of Ethics and Business Conduct** and in the case of Board members, CA's **Special Requirements for Members of the Board of Directors**, as well as both the letter and spirit of all applicable governmental laws, rules, and regulations.

If a Senior Management Member fails to comply with these policies or any other relevant CA policies or applicable laws, that person will be subject to disciplinary measures up to and including immediate discharge. Board members may be reprimanded or, with the approval of the applicable Village Community Association, removed from the CA Board.

## **3. Financial Conflicts of Interest Definition**

A financial conflict of interest exists when any CA Senior Management or Board member has a financial interest or has a family or social relationship with someone who has a financial interest in a contract or a business dealing with CA.

A financial interest exists when a Senior Management or Board member:

- has an investment in, or
- is a director, trustee, officer, employee, or agent of, or
- has an ability to control or otherwise direct the actions of an outside entity that is contracting or dealing with CA. That entity may be private, public or governmental, regardless of form. This does not include any of the 10 Columbia Village Community Associations or Inner Arbor Trust, Inc.

Any position or connection, whether paid or unpaid, that might reasonably be expected to interfere with your objectivity, job performance, judgment or diligence in protecting and promoting the interests of CA creates a conflict to the extent that you might place your own interests or those of another above the interests of CA.

While it is not possible to describe or anticipate all of the circumstances that might comprise a conflict, it is likely to arise whenever a CA Senior Management or Board member is directly or indirectly involved in any of the following:

- a compensation or other financial arrangement with a person or entity involved in a specific transaction with CA or with which CA is negotiating or contemplating negotiating a transaction
- a compensation or other arrangement or affiliation with an entity or individual selling goods or services to or purchasing goods or services from CA;
- a compensation or other arrangement or affiliation with an entity that competes with CA
- the ability to use one's position, or confidential information or the assets of CA, to one's or an affiliated party's personal advantage or for an improper or illegal purpose
- the acquisition of any property or other rights in which CA has an interest or that one knows or has reason to believe at the time of acquisition that CA is likely to have an interest
- an opportunity related to the activities of CA and available to CA (unless the Board of Directors has made an informed decision that CA will not pursue that opportunity)
- a debt to CA, other than for amounts due for ordinary travel and expense advances.

However, mere service without compensation as a director or officer of a non-profit 501(c)(3) charitable corporation or volunteer service as a member of a governmental task force or committee does not constitute a financial interest engendering a conflict of interest.

#### **4. Procedure Regarding Disclosure, Review, and Handling of Conflicts of Interest**

An individual subject to this policy shall:

- promptly and fully disclose all known and potential conflicts of interest to the PEO and the Board of Directors, who will then consider the matter and any relevant facts;
- remove oneself from any discussions or deliberations on the matter by the Board; and
- refrain from influencing, participating in or acting on any matter in which a conflict or the appearance of a conflict is determined to exist by the Board of Directors

In the context of approval of a contract, the Board of Directors shall determine, after receiving a disclosure, whether a conflict of interest exists or can reasonably be construed to exist. If a conflict of interest is known or deemed to exist after disclosure, the Board of Directors shall not approve the contract unless it is determined that:

- entering into the contract is in the best interests of CA and consistent with our mission;
- the contract is fair and reasonable to CA;
- the contract would not result in creating an appearance of impropriety that might impair confidence in, or the reputation of, CA; and
- a more advantageous contract cannot be obtained under the circumstances.

Additionally, the Board of Directors shall take any action required or prudent to avoid imposition of an excise tax under Internal Revenue Code Section 4958 in connection with considering the contract.

A determination by the Board of Directors regarding a conflict of interest shall be made by majority vote in accordance with the voting procedure stated in the Bylaws of CA.

Meetings of the Board of Directors regarding conflicts of interest shall be held in closed session in accordance with the provisions of the Maryland Homeowners Association Act, all other applicable laws and CA's Charter and Bylaws. Information, documents and records obtained by the Board of Directors shall be withheld from public disclosure in accordance with the Maryland Homeowners Association Act and all applicable laws. The PEO shall participate as an advisor in meetings of the Board of Directors under this Policy, unless the PEO is the subject of the meeting. The Board of Directors may also retain outside counsel to attend such meetings.

## **5. Record Keeping**

The Board of Directors considering a known or potential conflict of interest shall maintain detailed minutes and records regarding the matter. Such minutes shall reflect the name of the individual involved and any disclosure made, the vote on whether a conflict of interest is present, the names of the persons participating in any discussions and deliberations with regard to approving or rejecting any contract involving that individual, the substance of discussions and deliberations, adherence with procedures, the abstention from voting and participation by the specified individual, and that a quorum was present. The PEO, President or Board Chair considering a complaint alleging a violation of the policy and/or a request for an advisory opinion regarding interpretation of the provisions of the policy and its application also shall maintain detailed records regarding the matter.

## **6. Corrective Action**

In the event a member of Senior Management other than the President fails to act in accordance with the conflict of interest policy, the PEO may recommend corrective action to the President. The Board of Directors may take corrective action if the individual involved is the President or a member of the Board. In the event that a formal reprimand or other action is proposed, the recommendation must be presented with supporting documentation. The individual involved shall be given an opportunity to be heard prior to the final decision on the matter.

## **7. Special Circumstances; Amendments and Waivers of the Policy**

Any waivers of this Policy may be made only by CA's President or the Board of Directors. A waiver may be granted only when special circumstances warrant granting a waiver, and then only in conjunction with any appropriate monitoring of the particular situation. The waiver must be in a writing stating the rationale for the waiver and will be promptly disclosed as required by law. Any amendments to this Policy may be made only by a majority vote of the Board of Directors.

**Approved by the CA Board of Directors February 22, 2007**

**Revised and Approved by the Board of Directors July 7, 2011, December 12, 2013, May 8, 2014, January 26, 2017, \_\_\_\_\_, 2020**

**~~Revised and Approved by the Board of Directors December 12, 2013~~**

**~~Revised and Approved by the Board of Directors May 8, 2014~~**

**~~Revised and Approved by the CA Board of Directors January 26, 2017~~**



**ACKNOWLEDGEMENT OF RECEIPT**

**COLUMBIA ASSOCIATION, INC. CONFLICTS OF INTEREST POLICY  
FOR SENIOR MANAGEMENT AND BOARD OF DIRECTORS**

I, \_\_\_\_\_, acknowledge and confirm that I have received a copy of the Columbia Association Conflicts of Interest Policy for Senior Management and the Board of Directors, as revised and approved by the CA Board of Directors on \_\_\_\_\_, 2020~~January 26, 2017~~, and have read and understand those standards. I agree that I will conduct myself in accordance with those standards.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Date

# Columbia Association Conflicts of Interest Financial Disclosure Report

Reporting Period FY ; May 1, to April 30,

Name	Position/Title	Date
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☐ New Entrant ☐ Annual If new entrant, date joined CA or acquired position listed: \_\_\_\_\_

*I certify that the statements on this form and all attachments are complete and correct to the best of my knowledge.*

Signature: \_\_\_\_\_

## **Persons Required to Report.**

- Members of Board of Directors
- President/CEO
- Officers
- Department Directors
- Assistant Department Directors
- General Counsel/Principal Ethics Officer
- Legal Assistant
- Human Resources Director
- Chief Information Officer
- Members of Purchasing Department
- Members of Office of Internal Audit
- Treasurer
- Controller
- Construction Contracts Administrator
- Assistant Construction Contracts Administrator
- ~~Division and Assistant Division Directors~~

**Reporting period.** The reporting period is defined as the 52-week period prior to the filing of this report, which shall be made within 30 days of assuming a position listed above and thereafter by June 30 each year. Any significant changes should be reported as they occur. Reports should be filed with the Office of the General Counsel.

**Attachments.** You may attach supplementary pages where sufficient space is not provided.

**Type of Reporting.** In identifying financial interests and activities below, **YOU ARE NOT REQUIRED TO DISCLOSE AMOUNTS OR VALUES.** Distinguish entries for family members by putting an "S" for spouse or "C" for dependent child after the name of the entity.

**Confidentiality.** The primary use of the information on this form is to determine compliance with CA's ***Conflicts of Interest Policy***. Additional disclosures of this information may be made to law enforcement agencies if CA becomes aware of a violation or potential violation of law or regulation; to a court or party in a court proceeding in order to comply with a judge-issued subpoena; to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; in a judicial or administrative proceeding if the information is relevant to the subject matter; or as required by the Maryland Homeowners Association Act, Annotated Code of Maryland, Real Property Article Section 11B – 101, *et seq.* This confidential report will not otherwise be disclosed to anyone not authorized by law.

## **Part I: Assets & Income**

Report for yourself, your spouse and dependent children:

- Sources of earned income such as salaries, fees, commissions or honoraria that generated over \$200 gross annual income for yourself or \$1,000 gross annual income for your spouse or dependent children during the reporting period.
- Investments or partnership interests in any **non-public** entity held by you, your spouse and dependent children with a value greater than \$1,000 at the end of the reporting period or which produced more than \$200 in gross income during the reporting period.
- Any financial interest/ activity that would give rise to a potential conflict of interest, such as investments in or business transactions with entities that you are aware do business with CA or entities that compete directly with CA.

Source (Name & Address of Employer, Business, etc.)	Type (Salary, Dividend, Interest, Rent, etc.)	Still Held? (Y/N)
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

None ☐

## **Part II: Liabilities**

Liabilities over \$10,000 owed by you, your spouse and dependent children at any time during the reporting period.

### **Exclude:**

- personal residence mortgage (unless residence is rented out)
- auto/household furniture/appliance loans or revolving charge accounts,
- Money owed to family members, loans on retirement accounts

Creditor Name & Address	Type (Rental property mortgage, promissory note, etc.)
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

None ☐



### **Part III: Outside Positions**

Report any positions outside CA, whether or not compensated, held during the reporting period. Positions include an employee, officer, director, trustee, partner, proprietor, representative or consultant for a business, nonprofit or educational institution.

#### **Exclude:**

- Positions with religious, social, fraternal or political entities
- Positions of a strictly honorary nature
- Member of the Board of Directors of one of the 10 Columbia Community Associations

Organization Name & Address	Type	Position	Still Held? (Y/N)
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

None ☐

### **Part IV: Agreements & Arrangements**

Report arrangements for future employment or continuation of payment by a former employer (including severance payments).

Organization/Parties	Terms
<hr/>	<hr/>
<hr/>	<hr/>

None ☐

### **Part V: Relatives Employed by Columbia Association**

List any relatives currently employed by Columbia Association.

<u>Name of Relative</u>	<u>Relationship</u>	<u>Employment Position</u>	<u>Employment Location</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

   None

# Columbia Development Tracker

February 7, 2019



The Columbia Development Tracker incorporates projects or development proposals going through their entitlement and/or planning review process. The tracker is composed of four separate sections, which are listed below in order of appearance:

1. Upcoming development related public meetings
2. Previous development related public meetings and decisions
3. Newly submitted development plans
4. Previously submitted development proposals and decisions/status

*This monthly report is produced by CA's Office of Planning and Community Affairs with information compiled from Howard County Government*

## Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
Dorsey Overlook An 82-unit apartment development is proposed at the northeast quadrant intersection of MD 108 and Columbia Road	Near Dorsey's Search	2/10/2020 6:00 pm  Linden Hall 4765 Dorsey Hall Drive Ellicott City, MD 21042	Pre-submission Community Meeting	Community meeting prior to submission of development plans	No action recommended – the proposed development of this parcel is consistent with permitted zoning. Staff will monitor this case.
ZB-1120M Enterprise Homes, Inc. A proposal to amend the Columbia New Town District Preliminary Development Plan to increase the allowable number of approved dwelling units (excluding Downtown) by 300 for the purpose of redeveloping five mixed-income multi-family developments containing 300 existing affordable housing units. The redevelopment proposal is for a total of 600 multi-family units (300 affordable units and 300 market rate) on properties located in West Columbia.	Harper's Choice & Wilde Lake	2/12/2020 6:30 pm  3430 Court House Dr. Ellicott City, MD 21043	Zoning Board	Final decision.  The Planning Board previously voted to recommend approval	Columbia Association has prepared testimony in support of this proposal.  The project serves multiple community needs and provides benefits to current and future residents in addition to the surrounding community.
BA-19-031-C New Path Reformed Church A conditional use application was submitted proposing the construction of a new religious facility on currently undeveloped land located at 10425 Clarksville Pike (Route 108).	Near Harper's Choice	2/20/2020 (Rescheduled from 1/16/20) 6:00 pm  3430 Court House Dr. Ellicott City, MD 21043	Hearing Examiner	Final decision would be applied to site plan approvals and future permit applications.	No action recommended. No discernable impact associated with this proposal.



## Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
BA-19-010C DarAl Taqwa, Inc. An application was submitted to expand the existing conditional use for a religious use located at 10740 Clarksville Pike, Ellicott City in order to construct an outdoor playground, basketball court and expand the existing parking lot. (Associated with BA-94-37E & BA 09-011C)	Near Harper's Choice	2/27/2020 6:00 pm  3430 Court House Dr. Ellicott City, MD 21043	Hearing Examiner	Final decision would be applied to site plan approvals and future permit applications.	No action recommended. No discernable impact associated with this proposal.
Erickson at Limestone Valley ZB-1118M  A proposal to rezone 62.116 acres from B-2 & RC-DEO to CEF-M for development of a continuing care retirement community and to permit the expansion/relocation and architectural enhancement of the existing Freestate Gasoline Service Station. Property under consideration is located off MD 108 at 12170 Clarksville Pike.	Near River Hill	3/04/2020 6:00 pm  3430 Court House Drive Ellicott City, MD 21043	Zoning Board	Evaluation for change to CEF-M zoning  Planning Board previously recommended approval	CA staff is monitoring this proposal. CEF zone requires enhancements that exceed minimum standards and staff is evaluating the applicant's proposed amenities. Amenities could include parks, dog parks, recreation facilities, enhanced environmental open space, bike, pedestrian, and transit improvements, etc.

## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
<p>PB 449 Robinson Overlook</p> <p>The owner of property at 7410 Grace Drive submitted a Site Development Plan for 48 dwelling units spread between five four-story residential apartment buildings. This is a Howard County Housing Commission project with a low, moderate, and mixed income housing structure.</p>	Near Hickory Ridge	<p>1/9/2020 7:00 pm</p> <p>3430 Court House Dr. Ellicott City, MD 21043</p>	Planning Board – Decision Making Role	Approved 5-0	Final public meeting and decision	No action recommended. The use is permitted in the POR zone and CA planning staff is supportive of this mixed-income proposal.
<p>BA-17-032C</p> <p>BFEA-Curtis Farm, LLC</p> <p>A conditional use application was submitted proposing to utilize a historic property for professional offices for a property located at 5771 Waterloo Road, Ellicott City, MD.</p>	Near Long Reach	<p>1/23/2020 6:30 pm</p> <p>3430 Court House Dr. Ellicott City, MD 21043</p>	Hearing Examiner	Decision and Order is pending	Final decision would be applied to site plan approvals and future permit applications.	No action recommended. No discernable impact associated with this proposal.

## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
<p>BA-19-022V River Hill Square, LLC</p> <p>The owner of property at 12171 Clarksville Pike (MD 108) submitted a commercial variance request to reduce the setback from a residential district from 30 feet to 0 feet in order to accommodate a 6 to 8 ft. solid white vinyl fence.</p>	Near River Hill	<p>1/28/2020 6:30 pm</p> <p>3430 Court House Dr. Ellicott City, MD 21043</p>	Hearing Examiner	There were technical audio difficulties and the hearing examiner has yet to determine if the case will need to be reheard. D&O is pending.	Final decision would be applied to site plan approvals and future permit applications.	A CA pathway is located in the vicinity of the proposed fence location. CA planning staff will provide comment that a different fence color may better recede into the planting buffer and improve visuals.
Talbott Springs Elementary School A proposal for the construction of a new elementary school and demolition of the existing Talbott Spring Elementary School.	Oakland Mills	<p>2/5/2020 6:00 pm</p> <p>Talbott Springs Elementary School 9550 Basket Ring Road Columbia MD 21045</p>	Pre-submission Community Meeting	Not a decision – making meeting	Community meeting prior to submission of development plans	No action recommended.

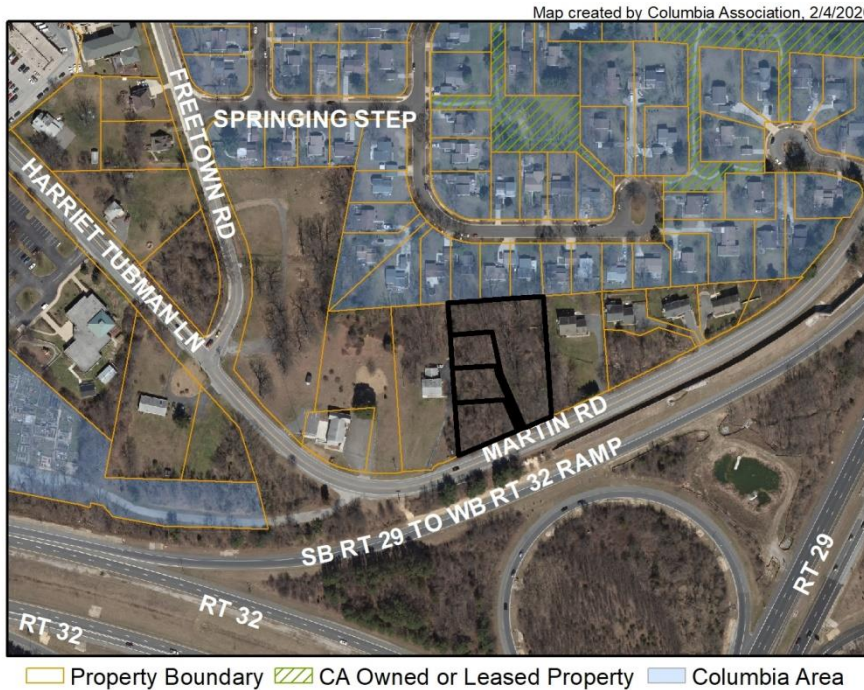
## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision	Stage in the Development Review Process	CA Staff Recommendation
<p>ZB-1119M HRVC Limited Partnership, C/O Kimco Realty Corp</p> <p>The applicant has submitted a request to amend the Preliminary Development Plan for Columbia's New Town District for the purpose of redeveloping the Hickory Ridge Village Center.</p> <p>The Planning Board previously voted to recommend approval of the PDP amendment.</p>	Hickory Ridge	<p>2/5/2020 6:30 pm</p> <p>3430 Court House Dr. Ellicott City, MD 21043</p> <p>Continuation of hearing from 7/24/2019, 9/4/2019, 9/25/2019 (cancelled) 11/07/2019, 1/15/2020, 1/29/2020</p>	Zoning Board	To be continued 4/1/2020 & 4/8/2020	Final public meeting and decision	<p>No action recommended.</p> <p>The Village of Hickory Ridge is opposing this development as submitted and requesting alterations to the plan.</p> <p>CA planning staff will closely monitor this case.</p>

# Newly Submitted Development Plans

## ECP-20-026, Zubairi Property

Near Hickory Ridge



### Project Description:

The owners of property at 6811, 6813, & 6815 Martin Rd submitted an Environmental Site Plan for three single family detached homes on three lots.

**Submitted:** 2/4/2020

**Zoning:** R-SC, Med. Residential

**Decision/Status:** Under review

**Next Steps:** Technical review and decision by Department of Planning and Zoning.

**CA Staff Recommendation:** No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.

## F-20-001, Robinson Overlook

Near Hickory Ridge



**Project Description:** The owner of property at 7410 Grace Drive submitted an original final subdivision plan associated with 48 dwelling units spread between five residential apartment buildings. This is a Howard County Housing Commission project with a low, moderate, and mixed income housing structure.

**Submitted:** 1/28/2020

**Zoning:** POR

**Decision/Status:** Under review

**Next Steps:** Review and recordation.

**CA Staff Recommendation:** No action recommended



# Newly Submitted Development Plans

## P-20-004, Huntington Point

*Near Kings Contrivance*



**Project Description:** A Preliminary Development Plan was submitted associated with 8 single family detached homes on 2.02 acres located at 9454 Vollmerhausen Rd.

**Submitted:** 1/17/2020

**Zoning:** R-SC, Med. Residential

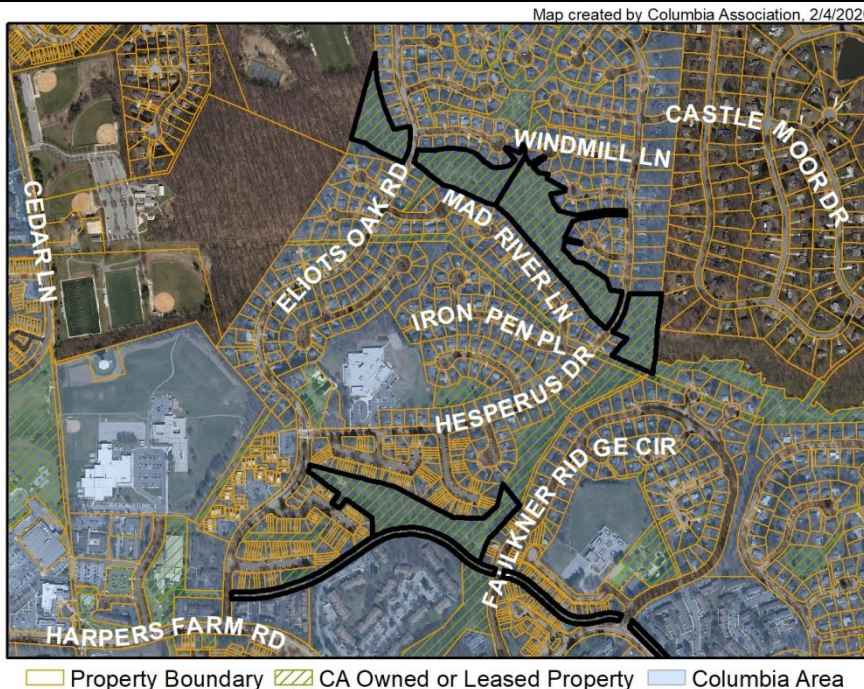
**Decision/Status:** Signed 2/3/2020

**Next Steps:** none

**CA Staff Recommendation:** No action recommended

## F-20-051 &52, Columbia Harper's Choice

*Village of Harper's Choice*



**Project Description:** Final subdivision plans were submitted for CA open space in association with stream restoration work.

**Submitted:** 1/10/2020

**Zoning:** NT, New Town

**Decision/Status:** Under review

**Next Steps:** Review and recordation.

**CA Staff Recommendation:** No action recommended.

## Columbia Development Tracker (February 2020)

Last Updated 2/4/2020

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-19-025 Cedar Creek Bridge and Trail	11/21/2018, 2/28/2019, 5/28/2019, 1/6/2020	An SDP was submitted for an environmental trail connecting the Cedar Creek development to the Robinson Nature Center. This project is a community enhancement and a condition of approval for CEF-R associated with the adjacent Cedar Creek residential development on Grace Drive.	Near River Hill & Hickory Ridge	NT	Submit Revised	Technical review by staff	No action recommended – development is consistent with concept plan approved as part of CEF-R zoning change.
PB 447 SDP-19-055 Robinson Overlook	4/1/2019, 6/17/19, 10/8/2019, 10/29/19	The owner of property at 7410 Grace Drive submitted Site Development Plan for 48 dwelling units spread between five residential apartment buildings. This is a Howard County Housing Commission project with a low, moderate, and mixed income housing structure.	Near Hickory Ridge	POR	Approved 12/5/2019	Final submission and sign off of approved plans	No action recommended. The use is permitted in the POR zone and CA planning staff is supportive of this mixed-income proposal.
ECP-19-048 Gateway Medical Office Building	3/26/2019	The owner of property at 8201 John McAdam Dr. submitted an environmental concept plan for the commercial development of one parcel.	Columbia Non-Village, Gateway District	POR	Applicant must submit revised plan	Technical review and decision by Department of Planning and Zoning	No action recommended - The applicant will need to meet current design standards as determined by the Development Engineering Division.
SDP-19-065 Hidden Ridge	6/4/2019, 8/19/2019	The owner of property at 10685 & 10689 Owen Brown Road submitted a subdivision plan for 1 open space lot and 12 single-family attached homes on ~4.9 acres of land behind the Abiding Savior Lutheran Church.	Near Hickory Ridge	R-SC	Deemed Technically Complete 9/26/2019	Final subdivision plan prior to submitting a SDP	No action recommended – the proposed development of this parcel is consistent with the surrounding density and permitted zoning.
SDP-19-068 Taco Bell	6/18/2019, 11/25/2019	A Site Development Plan was submitted for the Taco Bell located at 7102 Minstrel Way. The existing building will be replaced with a new building (also Taco Bell) and adjustments made to the site design.	Village of Owen Brown	NT	Submit Revised	Planning Board	No action recommended – staff will monitor this project to ensure adequate landscape buffering is proposed between the project and Snowden River Parkway.
F-19-088, Arnold's Corner	8/9/2019, 11/5/2019	A Final subdivision plan was submitted proposing 18 single-family detached homes on what is currently Grandfather's Garden Club (5320 Phelps Luck Road).	Village of Long Reach	NT	Technically complete 12/9/2019	Technical review and decision by Department of Planning and Zoning	No action recommended – the proposed development of this parcel is consistent with prior approvals and the surrounding density and zoning.

## Columbia Development Tracker (February 2020)

Last Updated 2/4/2020

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
ECP-19-069, Jordan Overlook	8/9/2019, 12/6/2019	The owner of property at 9211, 9214, 9215, & 9219 Jordan River Road (access from Canvasback Dr.) submitted an Environmental Concept Plan associated with the proposed development of 4 single family detached homes (reduced from 12) on 5.45 acres of property.	Near Oakland Mills	R-20	Approved 1/30/2020	Technical review and decision by Department of Planning and Zoning	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.
SDP-20-009 F-20-11 Eden Brook	9/20/2019, 12/05/2019, 1/29/2020	A Site Development Plan and Final Plan were submitted in association with the proposed development of 24 single-family attached age-restricted houses at the SW corner of Guilford Road and Eden Brook Drive on the historic Wildwood House site.	Near Kings Contrivance	R-12	Under Review	Review and decision by Department of Planning and Zoning.	No action recommended. Must comply with previous concept plan and relevant code requirements.
SDP-20-008, Dunwoody Property	9/4/2019; 11/26/2019	A Site Development Plan was submitted to build an additional single-family detached home on a property located at 9794 Old Annapolis Rd.	Near Dorsey's Search	R-20	Technically Complete 1/28/2020	Technical review and decision by Department of Planning and Zoning.	No action recommended – the proposed development of this parcel is consistent with the surrounding density and permitted zoning.
SDP-20-015 Atholton Overlook	10/15/2019, 12/20/2019	The owner of property at 6549 Freetown Road submitted a Site Development Plan proposing to build 5 single-family detached dwelling units on 2 acres of property currently developed with 1 existing single-family home.	Near Hickory Ridge	R-12	Technically Complete 1/21/2020	Technical review and decision by Department of Planning and Zoning	No action recommended – the proposed development of this parcel is consistent with the surrounding density and zoning.
Ellicott Gardens II WP-20-049	11/14/2019	Alternative compliance requesting the removal of five specimen trees in the location of the proposed building and parking lot.  The owners of property at 5513 & 5511 Waterloo Road are proposing to develop an 80 unit apartment building on 3 acres of property partially developed with an existing surface parking lot. This is a Howard County Housing Commission project.	Near Long Reach	POR	Submit Revised	Review and decision by Department of Planning and Zoning.	No action recommended

Columbia Development Tracker (February 2020)						Last Updated 2/4/2020	
This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.							
Previous Development Proposals and Decisions							
Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-20-031 Arnold's Corner	12/20/2019	A site development plan was submitted proposing 18 single-family detached homes on what was formerly Grandfather's Garden Club (5320 Phelps Luck Road).	Village of Long Reach	NT	Under Review	Technical review and decision by Department of Planning and Zoning.	No action recommended – the proposed development of this parcel is consistent with prior approvals and the surrounding density and zoning.
SDP-20-027 Ellicott Gardens II	12/23/2019	The owners of property at 5513 & 5511 Waterloo Road are proposing to develop a 70 unit apartment building on 3 acres of property partially developed with an existing surface parking lot. This is a Howard County Housing Commission project.	Near Long Reach	POR	Submit Revised	Review and decision by Department of Planning and Zoning.	No action recommended





# Open Space and Facility Services February 2020 Update

February 13, 2020

**Columbia**  
Association



# Capital Improvement Projects

## New Bridge Installed Fairway Hills, Hole 5



# Capital Improvement Projects

## New Hoop Structures Under Construction Columbia Horse Center





**Construction**

# New Ceiling and Lights

Kahler Hall, Meeting Room



# Construction

## New Floor

Kahler Hall, Ballroom



**Construction**

# New Ceiling and Interior Finishes Underway

Kahler Hall, Lobby



**Construction**

# New Ballroom Floor & Sound Panels

Claret Hall





**Construction**

# Ceiling Replacement

## Phelps Luck Neighborhood Center



# Construction

## New Planters

Stonehouse / Art Center





# Energy Management

## New HVAC Units Claret Hall



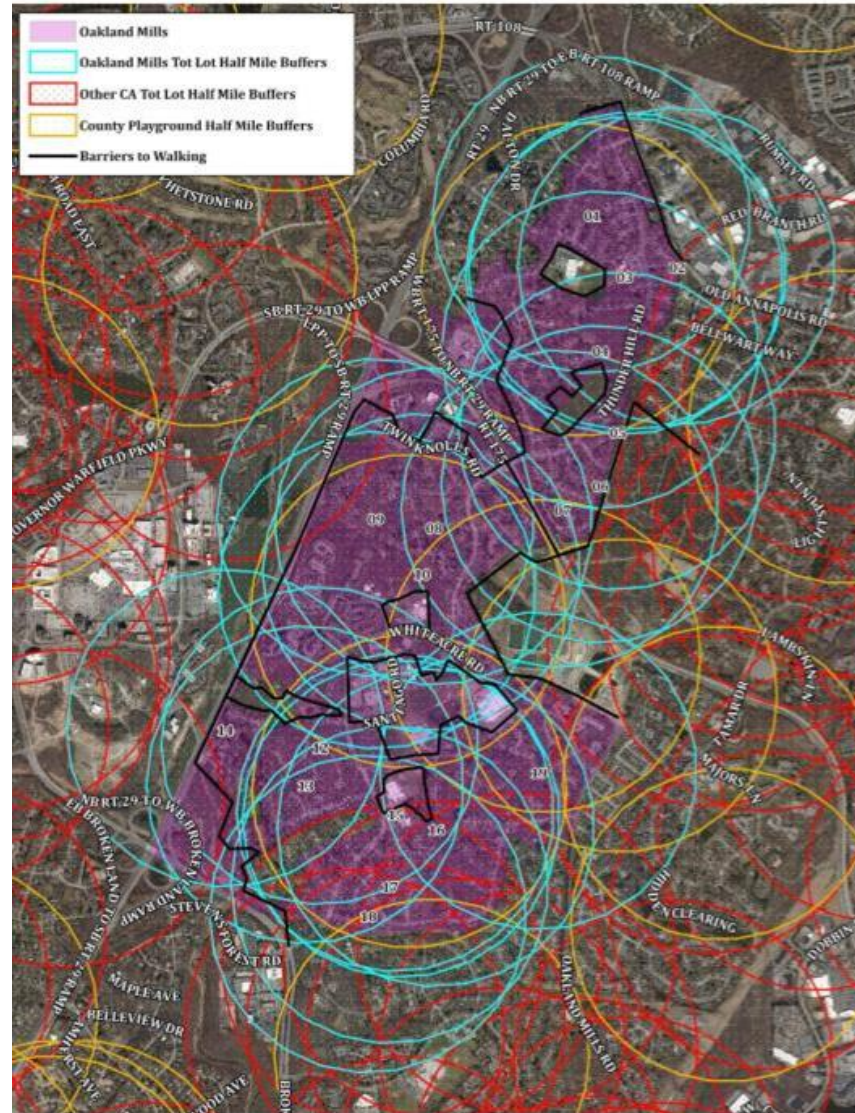


# New Audio Gear

Slayton House



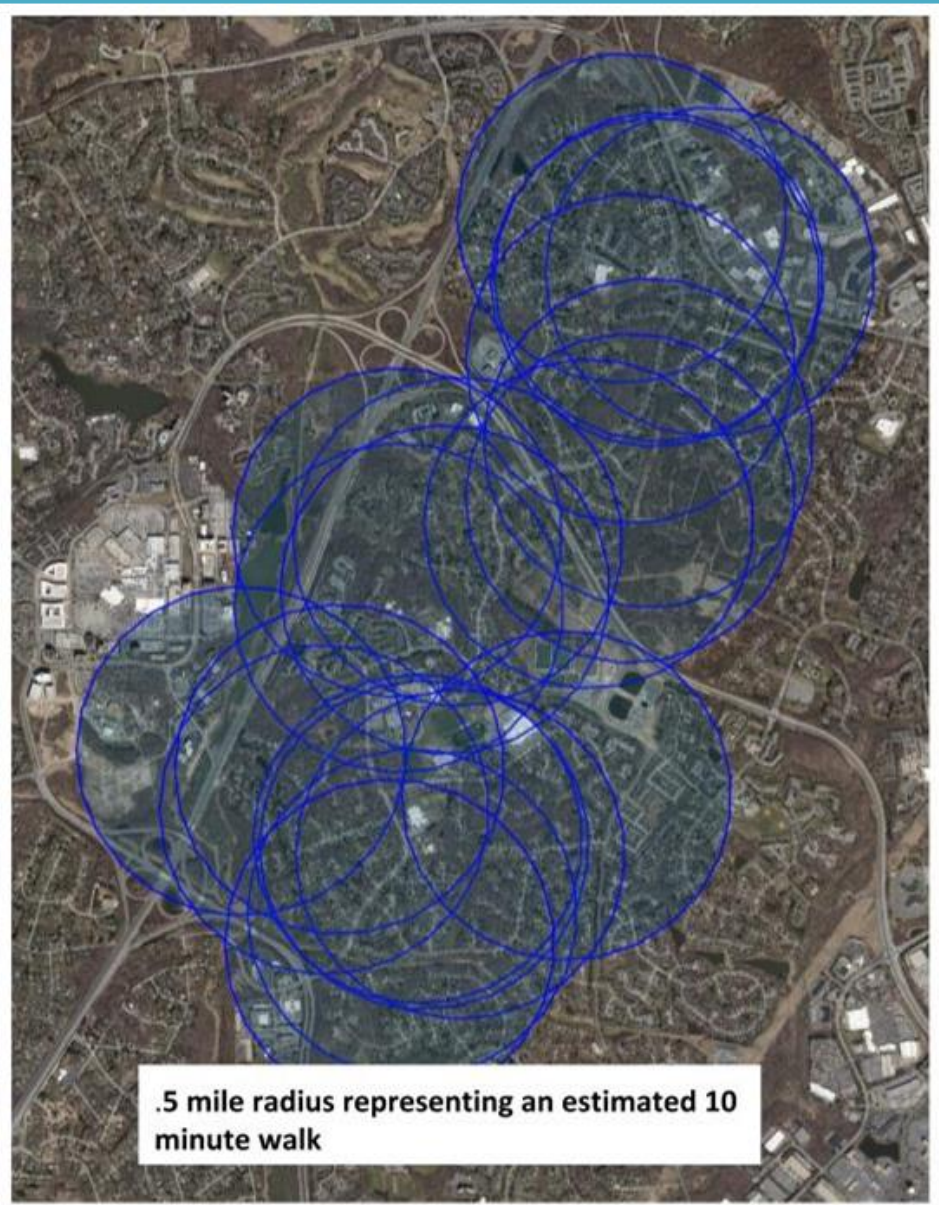
# Oakland Mills Tot Lot Discussion





## Open Space Operations

# Oakland Mills Tot Lot Discussion



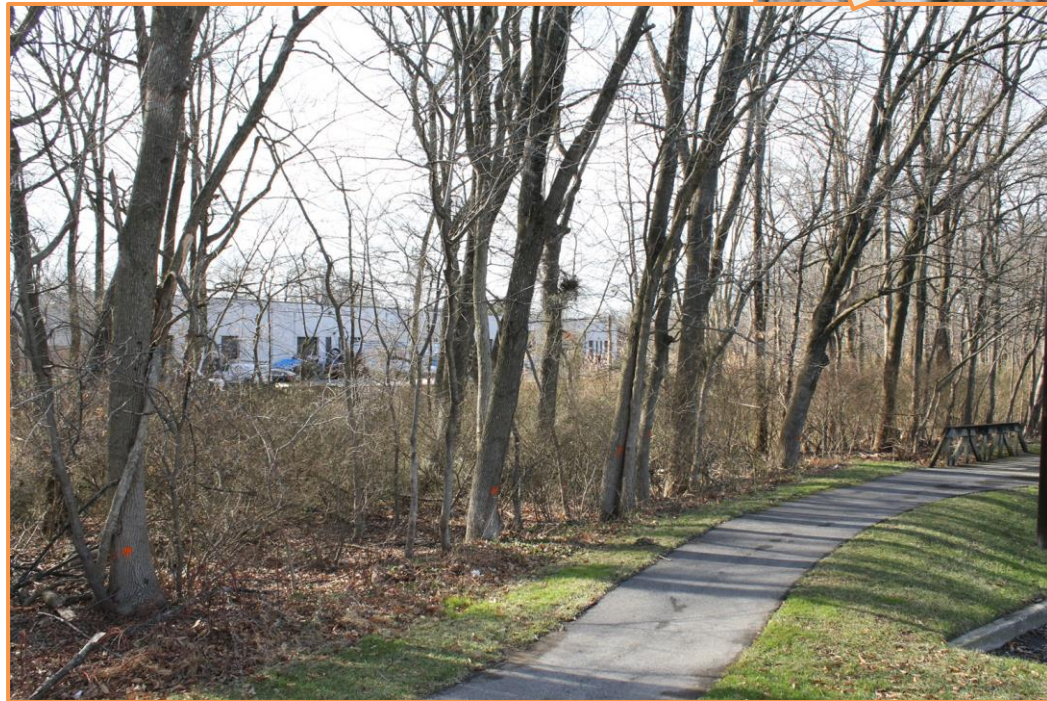
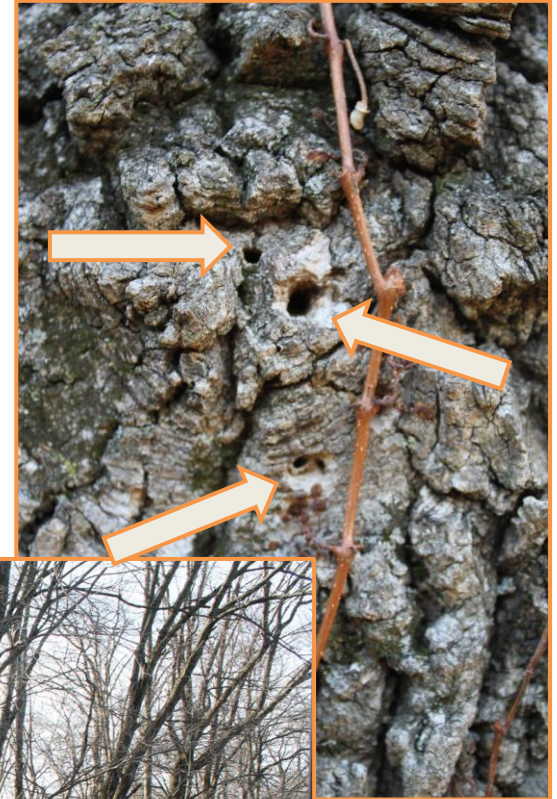
.5 mile radius representing an estimated 10  
minute walk



## Open Space Operations

# Determining Emerald Ash Borer Damage

Holes that are signs of infestation





## Open Space Operations

# Example of Emerald Ash Tree Removal and Reforestation Site



## Open Space Operations

# Bee City USA Participation





# 2020 Snow Preparation



No Board action requested or  
required





February 7, 2020

## Chair's Remarks February 13, 2020 CA Work Session

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 9, 2020	DOGA: Paws for a Cause (Haven on the Lake)	2:30 PM RR
Feb 11, 2020	Technology Cafe (East Columbia 50+ Center)	3:30 PM
Feb 11, 2020	Columbia Solar Cooperative information session (Hawthorn Center in Hickory Ridge)	7:00 PM
Feb 11, 2020	Information Session CA's Teen Exchange Trips to France and Spain	7:00 PM
Feb 11, 2020	Fun and Games for the Whole Family (Supreme Sports Club)	8:00 PM
Feb 12, 2020	Healthy You Seminar:Meditation - The Art of Self-Care (Columbia Athletic Club)	1:00 PM
Feb 12, 2020	Volunteering Made Easy (see website for details)	5:30 PM RR
Feb 12, 2020	Zoning Board hearing on Enterprise Housing (George Howard Building)	6:30 PM
Feb 12, 2020	Climate Change & Sustainability Advisory Committee meeting (Long Reach Indoor Tennis facility)	7:00 PM
Feb 12, 2020	CA's International Book Club (see website for details)	7:30 PM
Feb 13, 2020	CA Board work session	7:00 PM
Feb 14, 2020	Half Day Craft Event (Hawthorn Center in Hickory Ridge)	1:00 PM RR
Feb 14, 2020	Hot Hula with Nefertiti (Haven On The Lake)	6:30 PM
Feb 14, 2020	Valentine's Day Murder Mystery (Historic Oakland in Town Center)	7:00 PM RR
Feb 18, 2020	Fun and Games for the Whole Family (Supreme Sports Club)	8:00 PM
Feb 19, 2020	Possible continuation of Zoning Board hearing on Enterprise Housing (George Howard Building)	4:00 PM
Feb 21, 2020	Sister Cities Cuisine Class: China (Claret Hall in River Hill)	6:00 PM RR

Feb 21, 2020	POUND Rockout Workout With Rachael (Haven On The Lake)	6:30 PM
Feb 21, 2020	Ladies' Night Bingo (Amherst House in Kings Contrivance)	7:30 PM
Feb 21, 2020	Family Bingo Night (Stonehouse in Long Reach)	7:30 PM
Feb 24, 2020	Master Gardener: Pruning (Stonehouse in Long Reach)	7:00 PM RR
Feb 24, 2020	Master Gardener: Deterring Deer (Claret Hall in River Hill)	7:00 PM RR
Feb 25, 2020	Fun and Games for the Whole Family (Supreme Sports Club)	8:00 PM
Feb 26, 2020	Koudi Quilt Workshop (The Other Barn in Oakland Mills)	7:00 PM RR
Feb 27, 2020	CA Board Meeting	7:00 PM
Feb 28, 2020	Lively Arts for Little Ones: Chris Campbell (The Other Barn in Oakland Mills)	10:00 AM RR
Feb 28, 2020	BOOM Shake With Toni (Haven On The Lake)	6:30 PM
Feb 29, 2020	Salon Series: Sound Bath and Gong Meditation with Josh Howell (Columbia Art Center)	5:00 PM
Feb 29, 2020	Evening In the Stacks (East Columbia Library)	7:00 PM RR
Mar 6, 2020	Wine Tasting (Amherst House in Kings Contrivance)	7:30 PM RR

RR = Registration Required or there is a Cost associated with this Activity

Just a reminder that applications are now being accepted for the 2020 Maggie J. Brown Spirit of Columbia Scholarship Award. Please see the website for details.

Congratulations to CA for winning the United States Tennis Association (USTA) Mid-Atlantic's Outstanding League Tennis Facility award for 2019! The award recognizes a tennis organization that supports and promotes the growth and development of USTA leagues in the Mid-Atlantic region, which includes Maryland; Virginia; Washington, D.C.; and parts of West Virginia.