



October 16, 2020

To: Columbia Association Board of Directors  
(E-Mail: [Board.Members.FY21@ColumbiaAssociation.org](mailto:Board.Members.FY21@ColumbiaAssociation.org))  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Virtual Meeting will be held on Thursday, October 22, 2020 at 7:00 p.m.**

**AGENDA**

	<b>5 min.</b>	<b>Page Nos.</b>
1. Call to Order		
(a) Announce the procedures being used to conduct the virtual meeting		
(b) Roll Call to determine Directors/senior staff in attendance		
(c) Announce that both audio and video of the meeting are being broadcast. Anyone using the link to the meeting on CA's website will be able to see and hear the proceedings.		
2. Announcement of Closed/Special Meetings Held/To Be Held	<b>1 min.</b>	
3. Approval of Agenda	<b>1 min.</b>	
4. Verbal Resident Speakout will be available to individuals who submitted the Resident Speakout form on CA's website by the specified due date. Residents may also send written comments to CA's Board of Directors at <a href="mailto:Board.Members.FY21@columbiaassociation.org">Board.Members.FY21@columbiaassociation.org</a> . Please note that, due to time constraints, it may be necessary to limit the number of people at Verbal Resident Speakout.		
5. Consent Agenda	<b>1 min.</b>	
(a) Approval of Minutes – September 24, 2020 BOD Meeting		<b>3 – 5</b>
6. Board Votes - None		
7. Board Discussion	<b>35 min.</b>	
(a) Status Report on the Fiscal Year 2021 Operating Budget	<i>(10 min.)</i>	<b>6 – 10</b>
(b) Pre-filed State Legislation	<i>(10 min.)</i>	<b>11</b>
(c) Howard County Housing Opportunities Task Force	<i>(15 min.)</i>	<b>12 – 32</b>
8. Chairman's Remarks	<b>5 min.</b>	<b>33</b>
9. Reports/Presentations	<b>15 min.</b>	
(a) President's Report – See written report – Follow-up questions from the BOD	<i>(10 min.)</i>	<b>34 – 40</b>
(b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors	<i>(5 min.)</i>	<b>41</b>
(c) Financial Reports and Updates - None		
10. Tracking Forms	<b>5 min.</b>	
(a) Tracking Form for Board Requests		<b>42</b>
(b) Tracking Form for Resident Requests		<b>43</b>
11. Proposed New Topics	<b>5 min.</b>	
12. Talking Points	<b>2 min.</b>	
13. Adjournment – Anticipated Ending Time: Approximately 8:45 p.m.		

**CA's Board of Directors will hold a virtual closed work session following adjournment of the open meeting. The closed work session will be held in accordance with Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel and (vi), Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association.**

**Upcoming Scheduled Virtual Budget Work Session**  
**Thursday, October 29, 2020 – Board of Directors Budget Work Session – 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.

**Draft Minutes of the  
BOARD OF DIRECTORS MEETING  
Held September 24, 2020**

To be Approved October 22, 2020

A virtual meeting of Columbia Association's Board of Directors was held on Thursday, September 24, 2020.

Present were Chairman Andrew Stack; Vice Chair Virginia Thomas; and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, President/CEO Milton W. Matthews, Nancy McCord, and Shari Zaret. Also in attendance were Vice President/CFO Susan Krabbe; Sr. Manager, Media Relations & Communications Dannika Rhynes; Director, Office of Planning and Community Affairs Kristin Russell; Senior Community Planner Jessica Bellah; Director of Finance/Treasurer Lynn Schwartz; Director, Department, Open Space and Facility Services Dennis Matthey; and Director, Department, Sport and Fitness Dan Burns.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:00 p.m. by Chairman Andrew Stack. Mr. Stack announced the directors in attendance and reminded attendees that the meeting was being live-streamed and recorded.

**2. Announcement of Closed/Special Meetings Held/To Be Held**

CA's **Board of Directors** held a closed virtual meeting on July 30, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans (arrived 5:34 p.m.), Alan Klein, Nancy McCord, and Shari Zaret. Also in attendance were Vice President/CFO Susan Krabbe, and General Counsel Sheri Fanaroff. The vote to close the meeting was 8-0-0; Ms. Evans arrived after this vote.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(iv), Consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 5:31 p.m. until 6:40 p.m. to discuss a legal issue.

CA's **Board of Directors** held a closed virtual meeting on September 7, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Nancy McCord, and Shari Zaret. The vote to close the meeting was 10-0-0.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel. The meeting was closed from 6:05 p.m. until 6:54 p.m. to discuss personnel issues.

The **Audit Committee** held a closed meeting on September 21, 2020. Members present were Dick Boulton, Renee DuBois, Janet Evans, Timothy Redmond, and James Young. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel, and (iv), Consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 7:48 p.m. until 9:01 p.m. for review of audit reports and consultation with staff personnel on legal matters.

CA's **Board of Directors** held a closed virtual meeting on September 22, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Renee DuBois, Jessamine Duvall, Janet Evans, Alan Klein, Nancy McCord, and Shari Zaret. The vote to close the meeting was 8-0-0.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(vi), Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association. The meeting was closed from 6:33 p.m. until 6:54 p.m. to discuss proposed contract award.

56 **3. Approval of Agenda**

57 a) Mr. Stack called for a vote to approve the agenda. The agenda was approved 9-1-0.

58 For: Messrs. Boulton and Stack; and Mmes. DuBois, Duvall, Eagan, Evans, McCord, Thomas, and  
59 Zaret

60 Against: Mr. Klein

61 Abstain: None

62  
63 **4. Resident Speakout:** There were no registrations for Resident Speakout

- 64 • Mr. Matthews introduced Dannika Rhynes, CA's senior manager, media relations & communications.

65  
66 **5. Consent Agenda**

67 a) Approval of Minutes – July 23, 2020 Board Meeting

68 b) Approval of Easement Request – Water main connection -Swan Point Place and Cradlerock Way

69 Both topics were approved by consent.

70  
71 **6. Board Votes**

72 a) Approved recommendations for an operating budget parameter of \$35,000 (increase in net assets) for Fiscal  
73 Year 2022 and a capital budget of \$8M for Fiscal Year 2022.

74 **Action:** Mr. Boulton moved to approve the proposed Operating Budget Parameter. Ms. Eagan seconded the  
75 motion, which passed 9-1-0.

76 For: Messrs. Boulton, Klein, and Stack; and Mmes. Duvall, Eagan, Evans, McCord, Thomas, and  
77 Zaret

78 Against: Ms. DuBois

79 Abstain: None

80  
81 b) Approved a recommendation to keep the annual charge rate at \$0.68 and the cap at 3.5% for Fiscal Year  
82 2022.

83 **Action:** Ms. Thomas moved to approve the proposed Annual Charge rate and cap. Ms. Eagan seconded the  
84 motion, which passed 8-2-0.

85 For: Messrs. Boulton and Stack; and Mmes. DuBois, Duvall, Eagan, Evans, McCord, and Thomas

86 Against: Mr. Klein and Ms. Zaret

87 Abstain: None

88  
89 c) Approved a recommendation that Fiscal Year 2022 membership rates for non-residents should match the  
90 market and a 2-3% increase for residents, depending on the type of membership.

91 **Action:** Mr. Stack called the vote on the proposed Guidance for Membership Rates for Fiscal Year 2022  
92 versus the choice of staff making recommendations of fees to meet specific targets. The former passed 7-2-1.

93 First Option: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Evans, McCord, and Thomas

94 Second Option: Mr. Boulton and Ms. Eagan

95 Abstain: Ms. Zaret

96  
97 d) Approved creating a reserve fund, starting with \$2 million in Fiscal Year 2022 with repayment of \$1 million  
98 to the general liability self-insurance trust in May 2021.

99 **Action:** Ms. Evans moved to approve the proposed creation of a Reserve Fund. Mr. Boulton seconded the  
100 motion, which passed 8-2-0.

101 For: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Eagan, Evans, McCord, and Thomas

102 Against: Mr. Boulton and Ms. Zaret

103 Abstain: None

104  
105 e) Approve a policy change to allow e-scooters on CA open space and the signing of a license agreement, on a  
106 one-year trial basis, to allow commercial e-scooters to operate on CA pathways in Downtown Columbia and  
107 the Gateway area. (Note: technological problems from approximately 9:07 p.m. to 9:35 p.m. interrupted the  
108 virtual meeting for all attendees during this discussion.)

**Action:** Ms. Eagan moved to allow commercial e-scooter sharing services to operate on CA pathways subject to a license agreement between the parties. Ms. Duvall seconded the motion, which passed by a vote of 8-0-2.

For: Messrs. Boulton, Klein, and Stack; and Mmes. DuBois, Duvall, Eagan, Evans, and Thomas

Against:

Abstain: Mmes. McCord and Zaret

**Action:** Ms. Duvall moved to change CA's open space policy to consider e-scooters as electric bicycles. and allow them to operate on CA's pathways. Ms. DuBois seconded the motion, which passed by a vote of 6-2-1, with Ms. McCord not yet rejoining the meeting after the technical problems.

For: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Eagan, and Evans

Against: Mmes. Thomas and Zaret

Abstain: Mr. Boulton

## **7. Board Discussion**

a) Pre-filed State Legislation – none

b) How to securely and manageably invite individuals, other than CA Board members and CA staff, to directly join virtual Board meetings and work sessions

Discussion focused on the platform to be used for accessing Board meetings and work sessions (Google Meet or Zoom), how the access should be made available, and ensuring network security. The current platform (Google Meet) will be retained, and the issues of access availability and network security will be discussed. Staff will also inquire how much it would cost to acquire the upgraded Google suite that would allow additional participants.

## **8. Chairman's Remarks**

Mr. Stack provided a written report.

## **9. Reports/Presentations**

a) Report from the President

Mr. Matthews provided a report in writing.

b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors

Ms. Eagan provided a report in writing.

c) Financial Reports

1) FY 2021 1<sup>st</sup> Quarter Financial Report

The 1<sup>st</sup> Quarter Financial Report was presented to the Audit Committee.

2) FY 2021 1<sup>st</sup> Quarter Financial Statement

Ms. Krabbe provided a report in writing,

## **10. Tracking Forms**

a) Board Requests – No comments were received.

b) Resident Requests – Concerns of Rosalind Danner from July 23, 2020 were addressed by Ms. Krabbe on July 30, 2020.

## **11. Possible New Topics - none**

## **12. Talking Points – Provided by Mr. Stack.**

## **13. Adjournment – The meeting was adjourned at 10:10 p.m.**

Respectfully submitted,

Bonnie F. Butler

Recording Secretary



October 15, 2020

TO: Columbia Association Board of Directors  
Milton W. Matthews, President/CEO

FROM: Susan Krabbe, Vice President and CFO

CC: Lynn Schwartz, Director of Finance/Treasurer  
Members of the Senior Leadership Team

SUBJECT: Status Report on the Fiscal Year 2021 Operating Budget

Attached are the operating results through September 2020 CA-wide, and for the departments of Sport & Fitness, Community Services, and Open Space and Facility Services, which I presented via sharing my screen at the October 8 work session. These statements were not completed in time to distribute in advance of that work session. No further updates are available as we are still in the month of October.

The actual results through July 31, 2020 as compared to the FY 2021 budget and the same period last year, as well as our updated estimated results for the full fiscal year (FY 2021) are posted on the CA website at:

<https://www.columbiaassociation.org/wp-content/uploads/2020/09/FY21-First-Quarter-for-posting.pdf>

The second quarter financial report covering the period from May 1, 2020 through October 31, 2020 will be distributed to the CA Board and Audit Committee, posted on CA's website during the week of November 30, 2020, and presented and discussed at the December 8, 2020 Audit Committee meeting.

Columbia Association, Inc.  
Organization Summary  
Statement of Activities  
May 1, 2020 through September 30, 2020  
\$000's

Description	ANNUAL FY2021-ACTUAL	MAY FY2021	JUN FY2021	JUL FY2021	AUG FY2021	SEP FY2021
<b>Income:</b>						
Annual Charge	43,428	0	-2	43,560	-139	9
Tuition and Enrollment	25	0	0	0	0	25
Direct Memberships	845	26	152	253	208	206
Fees Income	1,593	133	247	366	425	422
Rental Income	614	48	89	144	156	177
Net Sales	54	-3	16	15	8	18
Gain (Loss) on Fixed Asset Disposals	-5	4	1	-8	-2	0
Other Income	48	8	7	3	12	18
Membership Allocations	2,278	49	389	660	563	617
<b>Total Income</b>	<b>48,880</b>	<b>265</b>	<b>899</b>	<b>44,993</b>	<b>1,231</b>	<b>1,492</b>
<b>Expenses:</b>						
Salary, Wages and Contract Labor	4,987	565	820	1,095	1,082	1,425
Annual Performance Incentives	0	0	0	0	0	0
Payroll Taxes	413	45	71	95	87	115
Employee Benefits	1,101	209	214	219	214	245
Operating Supplies/Expenses	413	65	68	91	95	94
Technology Supplies/Expenses	548	200	85	152	89	22
Collection and Treasury Expenses	167	5	13	36	44	69
Fees	1,201	129	257	193	357	265
Comm. Assoc. Annual Charge Share Grant	1,651	298	291	190	872	0
Temporary Funding and Grants Expense	45	0	0	45	0	0
Rentals	807	192	73	223	164	155
Utilities	593	75	115	113	146	144
Insurance and Taxes	575	120	118	112	112	113
Repairs and Maintenance	907	99	136	224	197	251
Depreciation	4,953	974	976	1,014	981	1,008
Interest Expense Allocation	447	70	82	64	122	109
Alloc. of Customer and Member Services	0	0	0	0	0	0
Alloc. of Department's Admin.	0	0	0	0	0	0
Alloc. of Branding and Media Production	0	0	0	0	0	0
<b>Total Operating Expenses</b>	<b>18,808</b>	<b>3,046</b>	<b>3,319</b>	<b>3,866</b>	<b>4,562</b>	<b>4,015</b>
<b>Increase/(Decrease) in Net Assets from Operations</b>	<b>30,072</b>	<b>-2,781</b>	<b>-2,420</b>	<b>41,127</b>	<b>-3,331</b>	<b>-2,523</b>
Alloc. of Admin. Serv. Expenses	0	0	0	0	0	0
Non-Operating Exp./Contingencies	0	0	0	0	0	0
<b>Increase/(Decrease) in Net Assets</b>	<b>30,072</b>	<b>-2,781</b>	<b>-2,420</b>	<b>41,127</b>	<b>-3,331</b>	<b>-2,523</b>

Columbia Association, Inc.  
Department of Sport and Fitness  
Statement of Activities  
May 1, 2020 through September 30, 2020  
\$000's

Description	ANNUAL FY2021-ACTUAL	MAY FY2021	JUN FY2021	JUL FY2021	AUG FY2021	SEP FY2021
<b>Income:</b>						
Annual Charge	0	0	0	0	0	0
Tuition and Enrollment	0	0	0	0	0	0
Direct Memberships	844	25	151	254	208	206
Fees Income	1456	124	224	320	388	400
Rental Income	561	37	78	134	147	165
Net Sales	54	-3	16	15	8	18
Gain (Loss) on Fixed Asset Disposals	-11	0	0	-9	-2	0
Other Income	11	0	0	0	5	6
Membership Allocations	2277	49	387	661	563	617
<b>Total Income</b>	<b>5,192</b>	<b>232</b>	<b>856</b>	<b>1,375</b>	<b>1,317</b>	<b>1,412</b>
<b>Expenses:</b>						
Salary, Wages and Contract Labor	2241	155	298	586	548	654
Annual Performance Incentives	0	0	0	0	0	0
Payroll Taxes	188	13	26	53	44	52
Employee Benefits	359	67	70	74	72	76
Operating Supplies/Expenses	202	35	35	45	43	44
Technology Supplies/Expenses	8	0	0	0	3	5
Collection and Treasury Expenses	47	0	4	10	14	19
Fees	142	20	96	11	4	11
Comm. Assoc. Annual Charge Share Grant	0	0	0	0	0	0
Temporary Funding and Grants Expense	0	0	0	0	0	0
Rentals	470	129	66	94	98	83
Utilities	401	44	69	77	106	105
Insurance and Taxes	342	74	70	66	66	66
Repairs and Maintenance	615	68	109	130	153	155
Depreciation	2727	541	542	547	546	551
Interest Expense Allocation	234	36	43	33	64	58
Alloc. of Customer and Member Services	365	36	51	85	85	108
Alloc. of Department's Admin.	0	0	0	0	0	0
Alloc. of Branding and Media Production	207	32	37	47	45	46
<b>Total Operating Expenses</b>	<b>8,548</b>	<b>1,250</b>	<b>1,516</b>	<b>1,858</b>	<b>1,891</b>	<b>2,033</b>
<b>Increase/(Decrease) in Net Assets from Operations</b>	<b>-3,356</b>	<b>-1,018</b>	<b>-660</b>	<b>-483</b>	<b>-574</b>	<b>-621</b>
Alloc. of Admin. Serv. Expenses	420	19	69	111	107	114
Non-Operating Exp./Contingencies	0	0	0	0	0	0
<b>Increase/(Decrease) in Net Assets</b>	<b>-3,776</b>	<b>-1,037</b>	<b>-729</b>	<b>-594</b>	<b>-681</b>	<b>-735</b>



Columbia Association, Inc.  
Department of Community Services  
Statement of Activities  
May 1, 2020 through September 30, 2020  
\$000's

Description	ANNUAL FY2021-ACTUAL	MAY FY2021	JUN FY2021	JUL FY2021	AUG FY2021	SEP FY2021
<b>Income:</b>						
Annual Charge	0	0	0	0	0	0
Tuition and Enrollment	25	0	0	0	0	25
Direct Memberships	0	0	0	0	0	0
Fees Income	-2	0	0	0	0	-2
Rental Income	20	4	4	4	4	4
Net Sales	0	0	0	0	0	0
Gain (Loss) on Fixed Asset Disposals	0	0	0	0	0	0
Other Income	5	0	0	0	0	5
Membership Allocations	0	0	0	0	0	0
<b>Total Income</b>	<b>48</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>32</b>
<b>Expenses:</b>						
Salary, Wages and Contract Labor	240	46	46	28	40	80
Annual Performance Incentives	0	0	0	0	0	0
Payroll Taxes	25	4	4	2	3	12
Employee Benefits	124	22	22	22	22	36
Operating Supplies/Expenses	3	1	0	0	1	1
Technology Supplies/Expenses	5	0	0	5	0	0
Collection and Treasury Expenses	1	1	0	0	0	0
Fees	17	0	2	10	2	3
Comm. Assoc. Annual Charge Share Grant	0	0	0	0	0	0
Temporary Funding and Grants Expense	45	0	0	45	0	0
Rentals	61	12	1	23	12	13
Utilities	25	5	5	4	6	5
Insurance and Taxes	15	3	3	3	3	3
Repairs and Maintenance	20	0	1	10	4	5
Depreciation	90	18	18	18	18	18
Interest Expense Allocation	10	2	2	1	3	2
Alloc. of Customer and Member Services	2	0	0	0	0	2
Alloc. of Department's Admin.	0	0	0	0	0	0
Alloc. of Branding and Media Production	14	2	2	4	2	4
<b>Total Operating Expenses</b>	<b>697</b>	<b>116</b>	<b>106</b>	<b>175</b>	<b>116</b>	<b>184</b>
<b>Increase/(Decrease) in Net Assets from Operations</b>	<b>-649</b>	<b>-112</b>	<b>-102</b>	<b>-171</b>	<b>-112</b>	<b>-152</b>
<b>Alloc. of Admin. Serv. Expenses</b>	<b>118</b>	<b>20</b>	<b>18</b>	<b>30</b>	<b>20</b>	<b>31</b>
<b>Non-Operating Exp./Contingencies</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Increase/(Decrease) in Net Assets</b>	<b>-767</b>	<b>-132</b>	<b>-120</b>	<b>-201</b>	<b>-132</b>	<b>-183</b>

Columbia Association, Inc.  
Department of Open Space and Facility Services  
Statement of Activities  
May 1, 2020 through September 30, 2020  
\$000's

Description	ANNUAL FY2021-ACTUAL	MAY FY2021	JUN FY2021	JUL FY2021	AUG FY2021	SEP FY2021
<b>Income:</b>						
Annual Charge	0	0	0	0	0	0
Tuition and Enrollment	0	0	0	0	0	0
Direct Memberships	0	0	0	0	0	0
Fees Income	52	9	0	18	22	3
Rental Income	34	7	7	6	5	9
Net Sales	0	0	0	0	0	0
Gain (Loss) on Fixed Asset Disposals	12	4	1	7	0	0
Other Income	0	0	0	0	0	0
Membership Allocations	0	0	0	0	0	0
<b>Total Income</b>	<b>98</b>	<b>20</b>	<b>8</b>	<b>31</b>	<b>27</b>	<b>12</b>
<b>Expenses:</b>						
Salary, Wages and Contract Labor	993	142	218	181	182	270
Annual Performance Incentives	0	0	0	0	0	0
Payroll Taxes	81	11	18	14	18	20
Employee Benefits	292	56	58	58	59	61
Operating Supplies/Expenses	94	20	13	19	13	29
Technology Supplies/Expenses	8	0	0	0	3	5
Collection and Treasury Expenses	0	0	0	0	0	0
Fees	658	59	67	80	280	172
Comm. Assoc. Annual Charge Share Grant	0	0	0	0	0	0
Temporary Funding and Grants Expense	0	0	0	0	0	0
Rentals	25	2	3	9	5	6
Utilities	43	9	7	8	10	9
Insurance and Taxes	116	23	24	23	23	23
Repairs and Maintenance	223	31	18	73	32	69
Depreciation	1581	305	305	339	305	327
Interest Expense Allocation	157	25	29	22	43	38
Alloc. of Customer and Member Services	0	0	0	0	0	0
Alloc. of Department's Admin.	0	0	0	0	0	0
Alloc. of Branding and Media Production	112	19	20	22	25	26
<b>Total Operating Expenses</b>	<b>4,383</b>	<b>702</b>	<b>780</b>	<b>848</b>	<b>998</b>	<b>1,055</b>
<b>Increase/(Decrease) in Net Assets from Operations</b>	<b>-4,285</b>	<b>-682</b>	<b>-772</b>	<b>-817</b>	<b>-971</b>	<b>-1,043</b>
Alloc. of Admin. Serv. Expenses	657	105	117	127	150	158
Non-Operating Exp./Contingencies	0	0	0	0	0	0
<b>Increase/(Decrease) in Net Assets</b>	<b>-4,942</b>	<b>-787</b>	<b>-889</b>	<b>-944</b>	<b>-1,121</b>	<b>-1,201</b>



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**TO:** BOARD OF DIRECTORS  
**FROM:** SHERI V.G. FANAROFF  
**RE:** PRE-FILED LEGISLATION  
**DATE:** OCTOBER 15, 2020

There is not yet any pre-filed legislation in the General Assembly.

**To:** Columbia Association Board of Directors  
**From:** Kristin Russell, AICP, Office of Planning and Community Affairs  
**Subject:** Housing Opportunities Task Force  
**Date:** October 16, 2020

The Housing Opportunities Master Plan Task Force was created to assess the current state of housing in Howard County and to assist in the preparation of the Housing Opportunities Master Plan. The Housing Opportunities Master Plan will assess housing programs and policies in all County government departments and agencies to improve efficiency and effectiveness, identify ways to create and preserve housing opportunities for residents of all income levels, and provide metrics and timelines to measure progress towards achieving goals in the plan. The Housing Plan will establish strategy/direction and recommend specific policy changes. This Plan will work in partnership with the General Plan, which implements strategy/direction in areas related to planning, land use and zoning.

The Task Force has identified three primary challenges to housing opportunity in the county:

- Housing supply has not kept up with housing demand, leading to rising affordability issues.
- A lack of affordable housing throughout the county inhibits racial and socioeconomic integration. Historically disadvantaged populations, lower income households, and households experiencing poverty find that most of the housing options affordable to them are concentrated in only a few locations.
- New development today is less diverse than the housing inventory overall. New development has shifted in favor of rental apartments, and the for-sale market has largely stopped building smaller, more attainably priced for sale housing.

Suggested interventions to address these challenges are:

- Use land use policy to produce income restricted, subsidized units
  - Examples: Remove zoning barriers; ADUs and infill development; possible affordable housing overlay; revisit parking requirements
  - Ease review process/expedite review
- Enable more equitable growth throughout the county
  - cluster development in West
- Facilitate lower cost housing typologies

OPCA staff will be available to the Board to discuss the Task Force's recommendations and the Board's views on these housing policies. Attached please find the Task Force's Oct. 19th meeting agenda and presentation. Task Force meetings are also open to the general public; please visit: <https://www.howardcountymd.gov/housingtaskforce> regularly for news, meeting dates, and announcements.

## **Monday, October 19 at 3:00 to 5:00 PM: Land use and zoning policy**

### **Relevant Challenges Covered**

- Housing supply has not kept up with housing demand, particularly over the last decade and given the recent employment growth. This imbalance between supply and demand is leading to rising affordability issues.
- A lack of affordable housing throughout the county inhibits racial and socioeconomic integration. Historically disadvantaged populations, lower income households, and households experiencing poverty find that most of the housing options affordable to them are concentrated in only a few locations. This challenge is especially problematic considering that most remaining land and school capacity is in the Rural West, where current zoning regulations largely prohibit affordable housing development of any kind.
- New development today is less diverse than the housing inventory overall. In recent years, new development has shifted in favor of rental apartments, and—at the same time—the for-sale market has largely stopped building smaller, more attainably priced for-sale housing.

### **Interventions for Focused Discussion:**

- Using land use policy to produce income restricted, subsidized units
  - Update MIHU rules and incentives to increase production and promote development in all parts of the county
  - Loosen zoning requirements unrelated to health and safety for affordable housing and prioritized housing types (parking, setbacks, height, etc.)
  - Countywide affordable housing overlay
- Enabling more equitable growth throughout the county
  - Identify zones for cluster development in Rural West
  - County-wide system of neighborhood plans with county-wide affordability baseline
- Facilitating lower-cost housing typologies
  - Single-family neighborhoods form-based code (or similar zoning reform) to encourage missing middle, lower cost ownership development
  - Remove zoning and regulatory barriers to smaller units
  - Allow ADUs and pair with financing program to encourage affordability

### **Additional Topics for Discussion (as time allows)**

- Remove zoning barriers to mixed-use neighborhoods and developments (vertical and horizontal)
- Streamline entitlement/review process





# POLICY DEEP DIVES LAND USE AND ZONING POLICY

Howard County Housing Opportunities  
Master Plan  
October 19, 2020

**RCLCO**  
REAL ESTATE ADVISORS

# AGENDA

**Introduction, “Ground Rules,” and Challenges To Address (10 minutes)**

**Key Approaches (20 minutes each)**

- ▶ Use land use policy to produce income restricted and/or subsidized units
- ▶ Enabling more equitable growth throughout the county
- ▶ Facilitating lower-cost housing typologies

**Additional Topics for Discussion (as time allows)**

- ▶ Remove zoning barriers to mixed-use neighborhoods
- ▶ Streamline entitlement/review process

# CHALLENGES FOR DISCUSSION

- ▶ Housing supply has not kept up with housing demand, particularly over the last decade and given the recent employment growth. This imbalance between supply and demand is leading to rising affordability issues.
- ▶ A lack of affordable housing throughout the county inhibits racial and socioeconomic integration. Historically disadvantaged populations, lower income households, and households experiencing poverty find that most of the housing options affordable to them are concentrated in only a few locations. This challenge is especially problematic considering that most remaining land and school capacity is in the Rural West, where current zoning regulations largely prohibit affordable housing development of any kind.
- ▶ New development today is less diverse than the housing inventory overall. In recent years, new development has shifted in favor of rental apartments, and—at the same time—the for-sale market has largely stopped building smaller, more attainably priced for-sale housing.



# WAYS TO INCREASE HOUSING OPPORTUNITIES

Land use, planning, and zoning policies dictate what gets built, where, and for whom.

Intentional decisions regarding land use, planning, and zoning are critical to advancing racial and social equity.

Interventions fall into three categories:

- ▶ Use land use policy to produce income restricted, subsidized units
- ▶ Enable more equitable growth throughout the county
- ▶ Facilitate lower-cost housing typologies

# NEXUS WITH APFO AND THE GENERAL PLAN

Land use/planning and APFO have separate but connected roles

- ▶ Land use/planning: proactive – guiding how and where to grow
- ▶ APFO: reactive – “circuit breaker” to ensure growth does not get ahead of land use/planning vision
- ▶ *Current approach creates “de facto” double veto on development*

Many topics overlap with the General Plan, which guides land use decisions based on shifting demographics, regional growth, and community goals/objectives

- ▶ Housing plan establishes strategy/direction, recommends specific policy changes within direct purview
- ▶ General plan implements strategy/direction in areas germane to planning, land use and zoning, considering issues such as environment, infrastructure, schools, etc.

# USE LAND USE POLICY TO PRODUCE INCOME-RESTRICTED AND / OR SUBSIDIZED UNITS

- Land use, zoning, and planning policies influence more than market-rate development.
- Regulatory barriers/inefficiencies disproportionately impact affordable housing development.
- Conversely, these tools can proactively facilitate production of units targeted to low- and moderate-income households.

## Key Policy Interventions:

- ▶ Update MIHU policy rules and incentives to increase production and promote development in all parts of the County.
- ▶ Loosen zoning requirements unrelated to health and safety for predominantly income-restricted affordable housing and prioritized housing types

# USE LAND USE POLICY TO PRODUCE INCOME RESTRICTED AND/OR SUBSIDIZED UNITS

**Update MIHU policy rules and incentives to increase production and promote development in all parts of the County.**

- Current MIHU policies allow for imbalances in where affordable units are produced through market-rate development.
- Inclusionary policies, such as MIHU, do face a tradeoff between production and integration.
- Adding incentives for production beyond baseline requirement can address supply gap for both market-rate and affordable units.

## **Specific recommended changes:**

- ▶ Apply MIHU requirements for all residential zones/rezonings
- ▶ Allow localized policies to supersede MIHU to produce more affordable housing
- ▶ Pair 12.5% across-the-board baseline with incentives for developments to reach 25% MIHU/LIHU/DIHU
- ▶ Create periodic review structure

## **Considerations for discussion:**

- ▶ MIHU as unit production mechanism vs. revenue driver (fee-in-lieu) for subsidized affordable production?

## **Regional/National Examples:**

- ▶ Unit production example:
  - » Montgomery County, MD Moderately Priced Dwelling Unit Program
- ▶ Revenue driver example:
  - » Arlington County, VA Affordable Dwelling Unit policy and Affordable Housing Investment Fund subsidy

# USE LAND USE POLICY TO PRODUCE INCOME RESTRICTED AND/OR SUBSIDIZED UNITS

Loosen zoning requirements unrelated to health and safety for predominantly income-restricted affordable housing and prioritized housing types

- Affordable housing is often more difficult to build than market-rate housing, largely due to the need for assembling complex subsidy programs, navigating additional layers of regulations, etc.
- Streamlining local regulations can improve the viability of affordable housing.
- Specific requirements for consideration include parking, setbacks, height, etc.

## Discussion: Options for achieving objective include:

- ▶ Allow for “by-right” affordable development in low-poverty zones
- ▶ Amend zoning code provisions individually
- ▶ Adopt issue specific ordinances (for example, “parking in affordable housing development” ordinance)
- ▶ Countywide affordable housing overlay

## Regional/National Examples:

- ▶ Austin, TX Affordability Unlocked Bonus Density Program
- ▶ Cambridge, MA Affordable Housing Overlay (passed in 2020)

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

- Addressing housing needs in areas currently zoned for denser housing is unlikely to be successful, given infrastructure and school capacity constraints, as well as the current level of buildout.
- Failure to allow growth throughout the county can reinforce existing patterns of racial and income segregation
- Growth can be achieved while balancing needs related to infrastructure, conservation, education, etc.

## Key Policy Interventions:

- ▶ Identify zones for cluster development in Rural West.
- ▶ Create minimum growth and affordability parameters countywide, with provisions/resources for specific neighborhood plans.

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

## Identify zones for cluster development in Rural West.

- There is a lack of both affordable housing and land planned for development that could be affordable in the Rural West.
- Substantially limiting growth in the Rural West reinforces existing patterns of segregation and limits the County's ability to add housing supply.
- Allowing for development around existing nodes of activity and infrastructure can support integration and affordability.

## Specific recommended changes:

- ▶ Conduct a study to identify potential nodes of development in the Rural West (and other undeveloped, non-preserved areas of the county) based on infrastructure, community assets and facilities, retail nodes, etc.
- ▶ Study should inform policy action to revise zoning in appropriate locations.

## Regional/National Examples:

- ▶ Rural allocation procedures for various state Low Income Housing Tax Credit programs
- ▶ Various Virginia Counties with rural areas allow for cluster development. Additional growth considerations made as part of site plan process.

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

Create minimum growth and affordability parameters countywide, with provisions/resources for specific neighborhood plans.

- Achieving equitable growth requires every neighborhood to evolve, making County-wide growth parameters important.
- This evolution may not look the same throughout the County, and specific planning efforts within those parameters can help guide context-sensitive growth.

## Discussion: Options for achieving objective include:

- ▶ Upzoning/significant additional zoning flexibility
- ▶ Infill development policies
- ▶ Neighborhood/corridor plans
- ▶ Single-family neighborhoods form-based code
- ▶ MIHU density bonus program

## Regional/National Examples

- ▶ Broad policies
  - » Minneapolis 2040 Comprehensive Plan update
  - » Portland Residential Infill Program
  - » Cambridge Affordable Housing Overlay
- ▶ Neighborhood plans
  - » Downtown Columbia
  - » Columbia Pike Neighborhoods Form Based Code (Arlington, VA)
  - » South Patrick Street Plan (Alexandria, VA)
- ▶ Broad policy/neighborhood plan intersection
  - » Massachusetts 40B



# FACILITATE LOWER-COST HOUSING TYPOLOGIES

- The affordability impacts of additional supply will be muted if more naturally affordable housing typologies are limited/restricted.
- Improving building type diversity is necessary to providing housing choice throughout the County.
- Efforts to diversify housing stock can be paired with targeted interventions to support more deeply affordable housing.

## Key Policy Interventions:

- ▶ **Adopt a single-family neighborhoods form-based code (or similar zoning reform) to encourage missing middle building typologies (rental and ownership) and lower-cost ownership development.**
- ▶ **Remove zoning and regulatory barriers to smaller units**
- ▶ **Allow accessory dwelling units and pair with financing/technical assistance program to encourage affordability**

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

**Adopt a single-family neighborhoods form-based code (or similar zoning reform) to encourage missing middle building typologies (rental and ownership) and lower-cost ownership development.**

- Detached single-family housing in high-demand markets is increasingly unaffordable.
- Adding housing stock diversity can expand both rental and homeownership options.
- Form-based codes can allow alternate housing typologies to fit within neighborhood context.

## **Specific recommended changes:**

- ▶ Create a countywide policy for allowing more diverse housing types (allow/facilitate neighborhood plans for more contextual discussions).
- ▶ Allow greater density/form flexibility if a proportion of units are affordable and/or near existing infrastructure, retail, and community assets.
- ▶ Adjust associated provisions (including parking) to remove de facto barriers to housing stock diversification

## **Best Practice:**

- ▶ Minneapolis 2040 Comprehensive Plan update
- ▶ Portland Residential Infill Program
- ▶ Cambridge Affordable Housing Overlay

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

## Remove zoning and regulatory barriers to smaller units.

- Controlling for other factors, smaller homes are generally more affordable.
- Smaller unit sizes can facilitate development on a wider range of lot types/shapes/sizes
- Building smaller units may allow those that prefer to “downsize,” opening up larger homes for families.

### Specific recommended changes:

- ▶ Adjust density limits and other associated zoning provisions to allow production of smaller rental units, such as efficiencies.
- ▶ Reduce minimum home/unit sizes in terms of square footage to enable more economic/efficient home structures.
- ▶ Allow smaller-lot development/cottage clusters

### Regional/National Examples:

- ▶ Fairfax County, VA Railroad Cottages
- ▶ Kirkland, WA [Cottage Housing Ordinance](#)

# ENABLE MORE EQUITABLE GROWTH THROUGHOUT THE COUNTY

**Allow accessory dwelling units and pair with a financing/technical assistance program to encourage affordability.**

- ADUs can provide additional, lower cost housing solutions within the context of established neighborhoods.
- ADUs can be essential to independent living in certain contexts (for example, enabling on-site caregiving)
- Absent additional supports, ADUs are difficult to produce affordably and at-scale. However, there are low-cost interventions that can help facilitate affordable ADU development.

## **Specific recommended changes:**

- ▶ Amend zoning to allow ADUs in all zoning categories, including attached, detached, and internal structures.
- ▶ Do not establish owner occupancy requirements, onerous off-street parking minimums, or other regulations that inhibit ADU feasibility.
- ▶ Provide support for the production of ADUs that explicitly advance affordable housing goals (for example, low-cost capital, pre-approved designs, property management support).

## **Regional/National Examples**

- ▶ Austin, TX Alley Flat Initiative
- ▶ Los Angeles, CA ADU Accelerator program

# ADDITIONAL TOPICS FOR DISCUSSION

## Remove zoning barriers to mixed-use neighborhoods and developments

- Mixed-use neighborhoods can reduce demand for transportation infrastructure
- Mixed-use neighborhoods enable those without automobile access to meet more of their needs independently and reduce isolation.
- Reductions in transportation-related expenditures can improve household financial stability.
- Adding residential development near existing retail can support the retail sector and local tax base.

### Specific recommended changes:

- ▶ Conduct a study to identify areas where “tactical” investments and/or regulatory changes could create “15 minute neighborhoods.”
- ▶ Allow neighborhood-serving retail in all residential zones.
- ▶ Provide zoning flexibility to enable both vertical mixed-use buildings and horizontal mixed-use sites.

### Regional/National Examples:

- ▶ Fairfax County, VA Mosaic District redevelopment
- ▶ Various mall redevelopment projects nationwide

# ADDITIONAL TOPICS FOR DISCUSSION

## Streamline entitlement and review process

- Lengthy and complex entitlement processes add costs to a development, often without a corresponding benefit to the community.
- Increasing the efficiency of the development process enables more developments to be financially feasible, particularly smaller-scale developments.
- Streamlined approval processes could give more scope for provision of community benefits.

### Specific recommended changes:

- ▶ Create an expedited review/approval program for targeted development types.
- ▶ Limit discretionary reviews and public design reviews.
- ▶ Scale the entitlement and review process to the size of the development.
- ▶ Track internal review timelines and set performance benchmarks.

### Regional/National Examples:

- ▶ Austin, TX SMART program
- ▶ Fairfax County, VA Expedited Review Program
- ▶ Minnesota Housing Finance Agency Multifamily Remodel Program

# ADDITIONAL DISCUSSION

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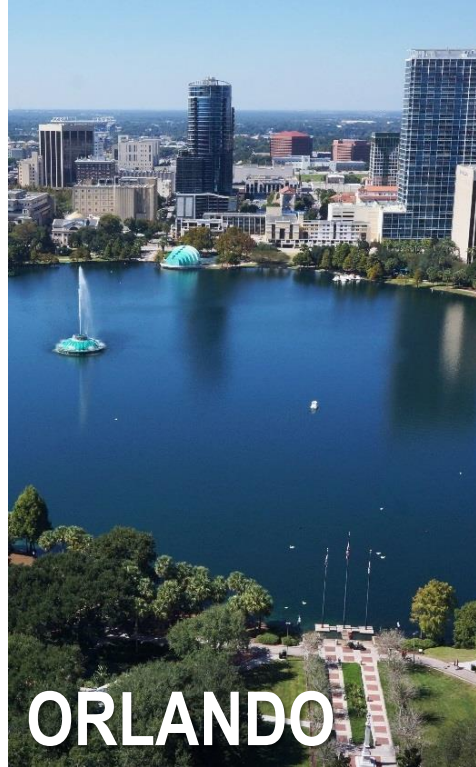
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October 16, 2020

## Chair's Remarks October 22, 2020 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Oct 19, 2020	CA Board special work session (Virtual)	7:00 PM
Oct 19, 2020	Master Gardener session on Rain Gardens (Virtual - Long Reach Community Association)	7:00 PM RR
Oct 21, 2020	Howard County Zoning Board Hickory Ridge Village Center redevelopment case continuation (Virtual)	6:00 PM
Oct 22, 2020	CA Board meeting (Virtual)	7:00 PM
Oct 29, 2020	CA Board special FY-2022 budget work session (Virtual)	7:00 PM
Nov 2, 2020	Inner Arbor Trust meeting (Virtual)	TBD
Nov 5, 2020	New Town Visioning and Planning Workshop 6 (Virtual)	7:00 PM
Nov 12, 2020	CA Board meeting (Virtual)	7:00 PM

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

CA Board regularly scheduled work sessions and meetings are now live-streamed on YouTube. Check the CA website for details

[www.columbiaassociation.org/about-us/leadership/board-of-directors/live-recorded-ca-board-meeting-videos/](http://www.columbiaassociation.org/about-us/leadership/board-of-directors/live-recorded-ca-board-meeting-videos/) .



SENIOR  
LEADERSHIP  
TEAM

**Milton W. Matthews**  
President/  
Chief Executive  
Officer

**Susan Krabbe**  
Vice President/  
Chief Financial Officer

**Dan Burns**  
Director of  
Sport and Fitness

**Sheri Fanaroff**  
General Counsel

**Janet Loughran**  
Executive Assistant  
to the President/CEO

**Dennis Matthey**  
Director of Open Space  
and Facility Services

**Monica McMellon-Ajayi**  
Director of  
Human Resources

**Michelle Miller**  
Director of  
Community Services

**Tim Pinel**  
Chief Marketing Officer

**Kristin Russell**  
Director of Planning  
and Community Affairs

**Chuck Thompson**  
Chief Information  
Officer

**Jackie Tuma**  
Director of  
Internal Audit

## October 2020

### ***Office of the President/CEO***

The President/CEO has been invited to serve on the Fiscal Year 2022 Spending Affordability Advisory Committee (SAAC) for Howard County, Office of the County Executive. The President/CEO has served on this committee every year since 2015.

Howard Community College (HCC) is celebrating its 50<sup>th</sup> anniversary. HCC opened on 12 October 1970, with 594 students, who attended all of their classes in one building. Today, HCC is a nationally recognized community college, with more than 26,000 students from Howard County and around the world. More information on HCC's 50<sup>th</sup> anniversary is available at [howardcc.edu/50](http://howardcc.edu/50).

Speaking of Howard Community College, all of us at CA extend "congratulations" to Dr. Kathleen Hetherington, President of HCC, for her selection by *The Daily Record* as one of Maryland's ***Most Admired CEOs for 2020***.

The "[BikeAround Downtown](#)" event, jointly hosted by the Downtown Columbia Partnership, Columbia Association, and the Merriweather District, will be held the weekend of 24 and 25 October. The 7.8 mile course starts and ends in ColorBurst Park in the Merriweather District, and moves along the paths in Downtown Columbia and the Village of Wilde Lake. Participants are asked to wear a helmet, wear a mask, and follow the rules of the road. [Register here to participate](#).

Columbia was named the fifth best place to live in America by *Money Magazine* in its annual "Best Places to Live" list. This year, *Money Magazine* looked at towns and cities of at least 25,000 and put the greatest emphasis on economic factors such as employment opportunities, supply and demand for homes, cost of living, quality of schools, racial and economic diversity, and health and safety.

### ***Department of Administrative Services***

#### Highlights

The Human Resources (HR) Division has begun a comprehensive review of CA's Diversity, Equity and Inclusion efforts. The review includes an assessment of educational resources, participation in virtual conferences, conducting surveys, engaging team members in listening sessions, and other planned steps that have yet to be finalized.

### Highlights (cont'd)

CA celebrated Global Customer Experience Week in recognition of our team members for the outstanding customer service and for the customer experience they work hard to provide for our members.

### Challenges

We were recently informed that our data center vendor is shutting down in 45 days the site where CA's data center is located. We were able to get an extension on that termination from 15 November 2020 to 31 December 2020. Regardless, the time frame is tight. Relocating our data center was a project that we were planning to initiate in January-February 2021. We brought back two team members from 50% furlough to 100% hours and are accelerating the planning to move the data center. At this point, we believe the 31 December deadline is achievable.

### Opportunities

The Finance and Information Technology Divisions are working through the transition from our current merchant services provider to Daxko Payment Services, the payment processing module of Spectrum NG, the customer services application. The new service should provide a more integrated process for staff to manage credit card and ACH payment transactions.

## ***Department of Sport and Fitness***

### Highlights

#### Tennis

Demand for private and semi-private lessons with CA coaches continues to increase. The Tennis Team delivered 304 lessons between 16 September and 8 October.

Fall Junior and Adult programs have over 235 participants enrolled in the programs. All programs are held indoors at Long Reach Tennis Club and Athletic Club Indoor Tennis Center.

Fall Fun outdoor leagues began on 28 September and continue through 31 October. More than 200 participants play matches every evening and all day on the weekends at the Owen Brown Tennis Center.

The Racquet Club at Hobbits Glen closed for the season on 14 October to begin capital renovations to courts 1-4.

#### Aquatics

The Clippers ran their first virtual meet on 2 and 3 October at the Swim Center. More than 200 athletes completed a total of 468 swims, of which 269 were best times.

#### Golf

On Wednesday, 23 September, two Women's Golf Leagues, the 9-hole Tuesday League and the 18-hole Wednesday League, held a joint charity tournament. Members were invited to give donations to one or both of the selected charities. Together, the leagues collected \$1,230.00 for the Howard County Food Bank and \$1,075.00 for Grassroots Crisis Intervention.

### [SportsPark/SkatePark](#)

The SportsPark continues to thrive since reopening to the community. Mini golf usage is up 40% and batting cage use is up 5% in September when compared to the same month to 2019. And, October's numbers are currently trending up. Demand for skateboarding lessons continues to increase, with approximately 15 lessons delivered from 16 September through 9 October.

The SportsPark is open from 11:00 am - 7:00 pm on Wednesdays for parents to bring their children during the day for an outdoor physical activity. On Wednesday, 7 October, we had 140 individuals visit the SportsPark.

### [Haven on the Lake](#)

During September, Haven on the Lake had 469 virtual engagements with members and non-members via its House Call, Yoga Challenge, and other online classes. Due to the success of these virtual programs, more will be scheduled in upcoming months.

### [Athletic Club and Personal Training](#)

The two Aqua Arthritis classes at the therapy pool at the Athletic Club have been so successful that a third class was added on 2 October.

On 20 September, the Personal Training team launched TRIBE @ Home Season 6, from CA's TRIBE Team Training program. Each registered participant will have 7 workouts sent to them weekly. We are hoping to transition to a hybrid model for TRIBE Team Training for Season 7 in November.

### [Columbia Gym](#)

Columbia Gym resumed its martial arts program on 1 October. Basketball for "one" began on 5 October.

### [Supreme Sports Club](#)

Supreme Sports Club successfully resumed modified public roller skate sessions, with modifications, on 3 October. We also resumed individual player use of the basketball hoops on 5 October, and had more than 26 reservations the first week. KidzEscape is offered on Wednesdays and Saturdays.

### [Ice Rink](#)

On 2 October, the Ice Rink opened for public skate sessions, which are limited to 25 skaters on the ice. On 7 October, the "Stick & Puck" and freestyle programs for CA members and the general public resumed.

Also on 7 October, the Ice Rink hosted its first full day of youth activities, including sessions for figure skaters, hockey players under 13, high school age hockey players and a midday public skate session. More than 50 skaters took advantage of the ice time. This weekly Wednesday schedule will continue until the Howard County School System resumes its normal school days.

### [Challenges](#)

Our biggest challenge is continuing to increase attendance at our facilities and participation in our programs, given the many challenges of the environment in which we are operating.

### Opportunities

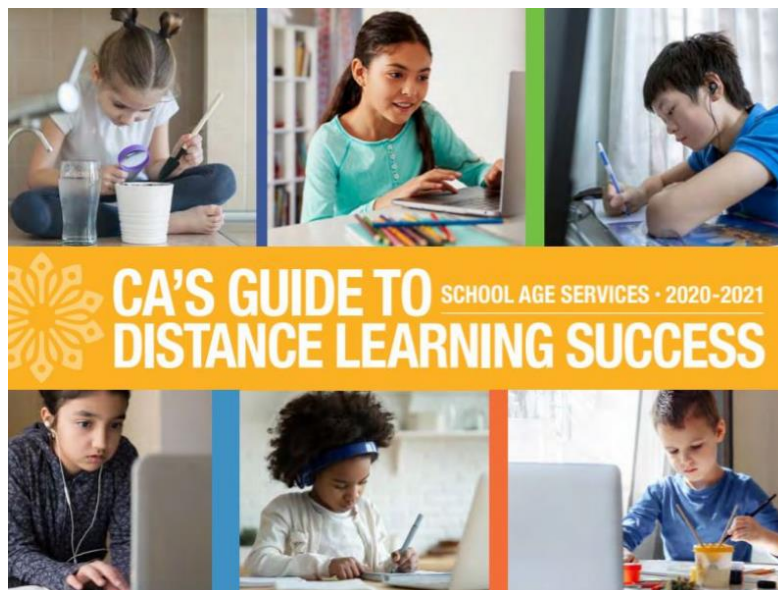
As of the beginning of October, the vast majority of our programming is available to the community. This is a big milestone for us, as we now have programming for all of the different user groups. Each facility/program is managed per the applicable restrictions, but we do have the ability to serve even more of our community.

## ***Department of Communications and Marketing***

### Highlights

As we continue to make more of our services and programs available, the Communications & Marketing (C&M) team is working to reconnect with many and even increase CA's outreach to the community and beyond.

- [School Age Services \(SAS\) has been a major focus for the C&M team.](#) As one of our most successful programs, we strive to ensure parents that the steps we have implemented at the participating schools are comprehensive, with a focus on doing everything possible to keep children safe, supervised, and socialized during this time of distance learning. We have provided resources for families to help them navigate this difficult time.
  - We've created CA's *Guide to Distance Learning Success*, a colorful resource filled with expert advice from our very own team members. Parents can sign up to receive the e-book by submitting their email address to CA on one of our newly-created landing pages. Those landing pages address concerns about being a working parent, safety precautions, and academic support at our programs.



- We have also started a [CA Parents' Corner blog](#) with tips posted twice a week.

- Another immediate area of focus for the C&M team has been the Department of Sport & Fitness (S&F), specifically sharing information with members that emphasizes the extent to which CA works to create a healthy and safe environment in our fitness facilities.
  - We are developing a social media presence for each S&F facility to better deliver relevant information to our members.
  - We also plan to use Google, Facebook, Twitter, and Instagram to place ads and track the reach and success of this strategy.
  - One crucial step in this strategy is creating viable content that features our staff and their expertise. We have developed a robust content calendar to add value to our website and put our awesome team in the spotlight. The ultimate goal is transferring those resources into leads.

### Challenges

- Unfreezing and increasing memberships continue to be a challenge we work to address.

## ***Department of Open Space and Facility Services***

### Highlights

#### Watershed

CA Weed Warriors and the Long Reach Watershed Committee held a “Pull and Plant” in open space areas off Stone Cutter Road. Using protocols for social distancing and face masks, volunteers pulled invasive weeds and replanted the areas with native plants.

The CA Rain Garden Cost Share program installed three rain gardens in Long Reach. The current grant funding limits the program area to the Dorsey Run watershed and Kendall Ridge neighborhood in Long Reach.

#### Facilities

The following projects were completed in September:

- The Other Barn interior finishes upgrades, including the installation of flooring and carpets in upstairs and downstairs areas. Repairs were made to the silo roof to eliminate leaks.
- The kitchen at the Hawthorn Center was remodeled with new cabinets, countertop, appliances, and other equipment.

#### Open Space

The final round of aquatic weed harvesting at all three lakes will be completed the week of 19 October 19. Several tree planting projects will be completed in October and November to replace trees removed due to the emerald ash borer.



### Capital Improvements

The Wayover Way and Shaker (Donleigh) Ponds, located in the Village of Kings Contrivance, S1, A1, Lot 330, are now dedicated to the County and the Deed of Easement and maintenance agreements have been fully executed. The maintenance agreements move structural maintenance and sediment removal of the Wayover Way and Shaker (Donleigh) ponds from CA to Howard County.

### Energy Management

New HVAC equipment was installed at the Other Barn in the Village of Oakland Mills.

Staff continue to install UV sanitizing air pear fans and HEPA air filters in CA facilities to help improve air quality.

Planning is underway for other capital improvements projects, which will include new HVAC units at the Talbot Springs Neighborhood Center and the Teen Center.

## ***Department of Community Services***

### Highlights

#### School Age Services

School Age Services (SAS) is working with C&M to promote and increase enrollment in the SAS program. Projects that soon will be available to the public include a Distance Learning Informational Video, Blogs, e-books, parent testimonials, and the new SAS Landing Page.

**SAS Programming:** With an online return to classes this school year for the Howard County Public School System (HCPSS), the SAS team is doing what it has always done...be flexible! As a part of our internal preparations for the virtual return to learning, SAS directors and managers participated in training offered by HCPSS to provide guidance and support for child care providers caring for students during these unprecedented times. In addition to its support of students and curriculum from several counties in our area, the SAS program continues to provide age- and developmentally-appropriate recreational programming to children in our care. Current favorites include collaborating with nature art experiences, STEM challenges, drawing tutorials, and participating in Asphalt Green's Recess Enhancement Program (REP).

#### Columbia Archives

October is Archives History Month and, as part of its celebration, Columbia Archives will launch its online database, designed to provide web access to the Archives' collections. In conjunction with the launch of the online database, we will be announcing the Archives' updated name change to **Columbia, Maryland Archives**. The addition of "Maryland" to the name will clarify the purpose of the Archives, which is to serve as the repository of information related to the history of the community of Columbia, Maryland.

#### Columbia Art Center

Columbia Art Center will reopen with its newly reorganized, COVID-compliant studios on 14 October. The Art Center's fall session of programs includes several sampling workshops and mini classes, including advanced fused glass, advanced watercolor, stained glass, and a weekly homeschool program.

### **Columbia Art Center (cont'd)**

As part of its ceramics program, the Art Center is offering series passes to continuing students, an opportunity for these students to reserve time on the potter's wheels or use the glaze studio for glazing their bisque ware. The ceramics studios are redesigned to comply with proper social distancing practices.

### **Youth and Teen Center**

Rene Buckmon, manager, Youth and Teen Center, attended a webinar entitled "*Transitioning Youth Programs to an Online Platform and Maintaining Engagement*." Hosted by the Montgomery County Collaboration Council for Children, Youth and Families, the webinar provided best practices from agencies across the state that have successfully changed their in-person programs to virtual programs, keeping youth engaged throughout.

National "Lights on Afterschool" Day is 22 October. The Youth and Teen Center and the Columbia Art Center will offer a safe and socially distant event that day, to include having solid pre-painted rocks of various colors on which youth can write words of hope, kindness, inspiration and encouragement. The rocks can be kept, given to someone, or even placed in the community for someone to discover. Fun "grab and go" Fall Slime kits will also be available. This is a STEM activity and a way to engage youth with their parents at home.

## ***Office of Planning and Community Affairs***

### **Highlights**

Office of Planning and Community Affairs (OPCA), with assistance from the Finance Division, determined the development potential of all CA assets. This new data will help CA understand better the value of our holdings and the ways in which these holdings possibly can be used in the future.

Additionally, October marks National Community Planning Month. Although not what was originally envisioned a year ago, CA is posting online trivia on social media throughout the month to help share fun facts about Columbia's planning history.

### **Challenges**

We are about half way through the New Town Planning & Visioning workshops. The consulting team is now entering into the phase of workshops where we focus on CA's goals and how each would be prioritized.

### **Opportunities**

The village community associations ("villages") have reconvened their monthly meetings, following a lengthy COVID-hiatus. Participation in these meetings will enable OPCA to gain added awareness of and assist, where applicable, with the needs and concerns of the villages, as each attempts to adjust to COVID-impacted operations.

## ***Thought of the Month***

"Being wrong might hurt you a bit, but being slow will kill you."

Jeff Bezos  
CEO, Amazon



Report from The Inner Arbor Trust    October, 2020

With the advent of the state's entry into Economic Reopening Phase 3, the Trust ,in partnership with the Columbia Orchestra, presented its 1st concert of the year. In keeping with Covid-19 restrictions, the September 26th event was presented twice to capacity crowds of 200 people per performance. Masked, in designated seating pods, 400 people were treated to an enchanting performance of "Carnival of the Animals."

In preparation for the event Trust staff worked with the County, training to maintain social distancing, setting expectations both virtually and with on-site signage, maintaining records of attendees for contract tracing. They also provided hand sanitizing stations and reserve masks, had contactless transactions, no food or beverage service, virtual tickets, and ion air cleaners in the port-a-potties. Attendees were required to sign waivers. Ther performance was also streamed.

The CA pathway is finished, providing a welcoming entrance to the Park from Little Patuxent Parkway. Hopefully the County pathway will be ready for our re-opening in 2021.

The Concept Plan Committee,envisioned by Nina Basu and chaired by Janet Evans, is a raging success and the Trust will present the plan to the CA Board in early November. It's a good plan, utilizing unused areas of the Park, well-balanced with pathways and seating, a prommanade for temporary art exhibits, and multiple gateways into the Park. It's manageable, in scale and scope, with infrastructure that will be easy to maintain. The very inclusive committee, working with a professional group of park planners and architects, is justifiably proud of its work.

We had an update of CA/IAT's request for an injunction on the 2020 Symphony of Lights which is still awaiting the Court's decision. As of this date, IMA has not paid its annual rent.

Lin Eagan  
Chair, IAT

Board Request Tracking Log  
FY 2021  
As of October 16, 2020

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
2	Nancy McCord	Communications to the Community	5/28/2020	BOD; Communications and Marketing	On-going	The BOD is working on a draft overall communications strategy to ensure that a consistent message is given to the community. Communications and Marketing is using the website and social media to inform the community of CA's reopening plans.
3	Nancy McCord	Members wish to pay dues and help CA's financial situation in hopes of using the facilities sooner	5/28/2020	Accounting	On-going	Membership billing to be sent on 6/19/2020. CA is a 501(c)(4) organization and cannot accept donations.
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Resident Request Tracking Log  
FY 20  
As of October 16, 2020

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
2	Rosalind Danner	What are the reasons for the increases in FY 2020 Insurance and Taxes expense and Technology Supplies/Expenses, as compared to FY 2019?	7/23/2020	VP/CFO	8/23/2020	E-mail sent on 7/30/2020
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