



To listen to the Audio of this meeting, please go to the following link on CA's website:

<https://www.columbiaassociation.org/about-us/leadership/board-of-directors/>

The link will be active Thursday evening, March 26, 2020.

March 24, 2020

To: Columbia Association Board of Directors
(E-Mail: Board.Members.FY20@ColumbiaAssociation.org)
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, March 26, 2020 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | 10 min. | Page Nos. |
|--|------------------|------------------|
| 1. Call to Order | | |
| (a) Roll call to determine Directors/Senior Staff in Attendance. | | |
| (b) Announce that <u>only audio</u> of the meeting is being broadcast. Since the meeting is being held remotely and no one is in the Board Room, the "video" will show a static image stating the meeting is being live-streamed with audio only. | | |
| (c) Remind Board members to mute their phones and speak slowly and clearly so they can be heard. | | |
| 2. Announcement of Closed/Special Meetings Held/To Be Held | 1 min. | |
| 3. Approval of Agenda | 1 min. | |
| 4. Due to the limitations on the ability for people to call in to the virtual meeting, there will not be a verbal resident speakout. Instead, residents are encouraged to send their comments to CA's Board of Directors at Board.Members.FY20@columbiaassociation.org . | | |
| 5. Consent Agenda | 1 min. | |
| (a) Approval of Minutes – February 27, 2020 BOD Meeting | | 2 - 5 |
| (b) Hyla Brook Easement Request | | 6 - 17 |
| 6. Board Discussion | 65 min. | |
| (a) Any Questions from the Board re: CA's Response to the COVID-19 Pandemic? | <i>(20 min.)</i> | |
| (b) New Financial Request | <i>(45 min.)</i> | |
| 7. Board Votes | 10 min. | |
| (a) Waive the Three-Reading Rule to allow a Vote on the New Financial Request | <i>(5 min.)</i> | |
| (b) New Financial Request | <i>(5 min.)</i> | |
| 8. Chairman's Remarks | 3 min. | 18 |
| 9. Reports/Presentations – Financial Reports - Please review the 3 rd quarter financial information sent to the Board via courier earlier in March. Please send any questions via email to Susan Krabbe, with a copy to Milton. | 1 min. | |
| 10. Talking Points | 2 min. | |
| 11. Adjournment – Anticipated Ending Time: Approximately 8:30 p.m. | | |

Next Scheduled Board Work Session and Meeting
Thursday, April 9, 2020 – Board Work Session – 7:00 p.m.
Thursday, April 23, 2020 – Board Meeting – 7:00 p.m.

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.

**Revised Draft Minutes of the
BOARD OF DIRECTORS MEETING
Held February 27, 2020**

To be Approved March 26, 2020

A meeting of Columbia Association's Board of Directors was held on Thursday, February 27, 2020 at Columbia Association (CA) headquarters. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, President/CEO Milton W. Matthews, Rafia Siddiqui, and Shari Zaret. Alan Klein attended via telephone. Also in attendance was Vice President/CFO Susan Krabbe.

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 **Risk Management Committee** held a closed meeting on January 23, 2020 at Columbia Association (CA) headquarters. Present were Lin Eagan, Susan Krabbe, Richard Shaw, Rafia Siddiqui, and Shari Zaret. 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)(iii), Consultation with legal counsel on legal matters 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 6:35 p.m. until 7:00 p.m. to review general liability incidents and claims.

The **Architectural Resource Committee** held a closed meeting on February 10, 2020. Members present were Deb Bach, Ed Gordon, Carl McKinney, and Sheri Fanaroff. Others present were Eva Lambright, Tina Osborne, Laura Parrish, Susan Sloan, and Devora Wilkinson. The vote to close the meeting was 4-0-0.

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 1:04 p.m. until 2:06 p.m. for discussion of new and ongoing covenant cases.

CA's **Board of Directors** held a closed meeting on January 13, 2020 at Columbia Association (CA) headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, Alan Klein, President/CEO Milton W. Matthews, Nancy McCord, Rafia Siddiqui, and Shari Zaret. Also in attendance were Vice President/CFO Susan Krabbe, and General Counsel Sheri Fanaroff. Absent was Vice Chair Virginia Thomas. 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)(iii), Consultation with legal counsel on legal matters and (vi), Consideration of the terms or conditions of a business transaction in the negotiation state if the disclosure could adversely affect the economic interests of the homeowners association. The meeting was closed from 7:05 p.m. until 9:05 p.m. for an update on legal issue.

The **Audit Committee** held a closed meeting on February 25, 2020. Members present were Dick Boulton, Renee DuBois, Tim Redmond, Rafia Siddiqui, and Jim 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 7:00p.m. until 8:32 p.m. for discussion of new and ongoing covenant cases.

3. Approval of Agenda

a) Mr. Stack stated that item 6(b) would be amended to remove approval of the minutes of the closed meetings held on February 14, 2019; February 28, 2019; June 25, 2019; and November 11, 2019. The vote to approve those minutes will take place up at a later date.

Action: Ms. McCord moved to approve the agenda as amended. Ms. Thomas seconded the motion. The amended agenda was approved unanimously.

4. Disclosure of Conflict of Interest: none

5. Resident Speakout: name - organization, village, topic

- Louis Barbier – Oakland Mills, Stevens Forest Study
- Shari Chase – River Hill, membership issue
- Evangeline Schindler – Oakland Mills, Stevens Forest Study

6. Consent Agenda

a) Approval of Minutes – January 23, 2020 Board Meeting - Approved by consent

b) Approval of Closed Board Meetings held on February 7, 2019; May 6, 2019; October 3, 2019; October 18, 2019; and January 13, 2020 - Approved by consent

7. Board Votes

a, c) Proposed Fiscal Year 2021 and Conditional Fiscal Year 2022 Capital Budgets

- **Action:** Ms. Evans moved to identify the funds in both capital budgets for Neighborhood Centers to the staff-proposed centers (Locust Park and Jeffers Hill). Ms. DuBois seconded the motion, which was approved unanimously.
 - The funds for Neighborhood Center renovations in Fiscal Year 2021 were reassigned to the Locust Park Neighborhood Center.
 - The funds for Neighborhood Center renovations in Fiscal Year 2022 were reassigned to the Jeffers Hill Neighborhood Center.
- **Action:** Ms. McCord moved to remove the funds for an elevator at Historic Oakland Manor from both Capital Budgets. Ms. Thomas seconded the motion, which was approved unanimously.
- **Action:** Ms. Thomas moved to approve the Capital budgets for Fiscal Year 2021 and Fiscal Year 2022, with amendments. Ms. Siddiqui seconded the motion, which passed unanimously.

b, d) Proposed Fiscal Year 2021 and Conditional Fiscal Year 2022 Operating Budgets:

- **Action:** Ms. DuBois moved to add \$100,000 to the Operating Budget (in both fiscal years) for the Downtown Columbia Partnership. Ms. Siddiqui seconded the motion. The additional \$100,000/year in funding will be accomplished via the following reductions:
 - Fiscal Year 2021: \$85,000 in IT Technology Supplies/Expenses, \$10,000 for Community Centers Repairs & Maintenance, and \$5,000 for the Inner Arbor Trust grant.
 - Fiscal Year 2022: \$85,000 for IT Technology Supplies/Expenses and \$15,000 in the Increase of Net Assets.
- **Action:** Ms. Thomas then moved to reduce the amount to \$50,000. Ms. McCord seconded the motion, which failed by a vote of 3-7-0.
 - For: Mr. Klein and Mmes. Evans and Thomas
 - Against: Messrs. Boulton and Stack, and Mmes. DuBois, Eagan, McCord, Siddiqui, and Zaret
 - Abstain: None
- **Action:** A vote was called on Ms. DuBois' original motion. The motion passed by a vote of 7-3-0.
 - For: Messrs. Boulton and Stack, and Mmes. DuBois, Eagan, McCord, Siddiqui, and Zaret

- Against: Mr. Klein and Mmes. Evans and Thomas
- Abstain: None

Action: Mr. Boulton moved to approve the Operating budgets for Fiscal Year 2021 and Fiscal Year 2022, with amendments. Ms. McCord seconded the motion, which passed 6-2-2.

For: Messrs. Boulton and Stack, and Mmes. Eagan, Thomas, and Zaret

Against: Mr. Klein and Ms. Evans

Abstain: Mmes. DuBois and Siddiqui

e) Release of Funds for Repair/Enhancement of Stonehouse and the Columbia Art Center

Action: Ms. Evans moved that the “Hold” placed on approved funds for repair and other improvement projects at Stonehouse and Columbia Art Center be removed. Ms. Thomas seconded the motion, which passed unanimously.

f) Proposed Revisions to the Fiscal Year 2020 CA Conflicts of Interest Policy and Financial Disclosure Forms

Action: Mr. Boulton moved to accept the Conflicts of Interest Policy for Senior Management and the Board of Directors. Ms. DuBois seconded the motion, which passed 8-1-1.

For: Messrs. Boulton, Klein, and Stack; and Mmes. Eagan, Evans, McCord, Siddiqui, and Thomas

Against: Ms. Zaret

Abstain: Ms. DuBois

g) CA Policy on Community Grants.

Action: Ms. Thomas moved to accept the CA Policy on Community Grants and Ms. McCord seconded the motion, which passed unanimously.

h) **Action:** Ms. Thomas made a motion to request CA to work with the Oakland Mills Village Association to facilitate a community discussion seeking ideas on how to enhance community areas in the Oakland Mills neighborhoods of Talbot Springs and Stephens Forest. Ms. Evans seconded the motion.

Action: Mr. Stack then moved to add an amendment asking the Oakland Mills Village Association to choose just one neighborhood – either Stevens Forest or Talbott Springs. Ms. DuBois seconded the motion, which failed by a vote of 3-6-1.

For: Mr. Stack and Mmes. DuBois and Siddiqui

Against: Messrs. Boulton and Klein and Mmes. Evans, McCord, Thomas, and Zaret

Abstain: Ms. Eagan

Action: Ms. DuBois made a motion to table the discussion so that the neighborhood center policy would be completed first and then community areas in Oakland Mills would be discussed. Mr. Boulton seconded the motion, which passed with a vote of 5-3-1. (Ms. Siddiqui had exited the meeting.)

For: Messrs. Boulton and Stack, and Mmes. DuBois, McCord, and Zaret

Against: Mr. Klein and Mmes. Evans and Thomas

Abstain: Ms. Eagan

8. Board Discussion

- Applicable State Legislation Discussion

- HB 1054 – Real Property – Governing Bodies of Common Ownership Communities – Member Training

- HB 1077 – Real Property – Deletion of Unlawful Ownership Restrictions – Exemption From Fees and Surcharges

9. Chairman’s Remarks

Mr. Stack provided a written report.

- 157 **10. Reports/Presentations**
158 a) Report from the President
159 Mr. Matthews provided a report in writing.
160 b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors
161 Ms. Eagan provided a report in writing.
162 c) Financial Reports - none
163
- 164 **11. Tracking Forms**
165 a) Board Requests – No comments were received.
166 b) Resident Requests – No comments were received.
167
- 168 **12. Possible New Topics**
169 None were suggested.
170
- 171 **13. Talking Points** – none recited
172
- 173 **14. Adjournment** – The meeting was adjourned at 10:00 p.m.
174
175
- 176 Respectfully submitted,
177
178 Bonnie F. Butler
179 Recording Secretary



Easement Request Form

Date: 3/12/2020

Easement Grantee: Howard County Department of Public Works

Project Name: Hyla Brook Public Drainage & Utility Easement

Proposed Easement Location:

Village of Wilde Lake - Open Space Lot 2

Purpose of Proposed Easement:

Requesting a 20' Public Drainage & Utility Easement so Howard County can easily access the existing stormwater management facilities and other public utilities to be maintained as part of the public system.

Alternatives to Proposed Easement:

CA would continue to grant temporary access to our property in order for Howard County to access the public amenities. This process delays necessary repairs and maintenance, which can lead to safety issues for the residents of Columbia.

Briefly describe who will be impacted and how they will be impacted:

No impact to residences because it is just an easement dedication.

Additional Notes:

Recommend approval, subject to review and processing of final legal documents.

Contact Information

Name: _____

E-mail: _____

Phone #: _____

Easement Requests

MARCH 12, 2020

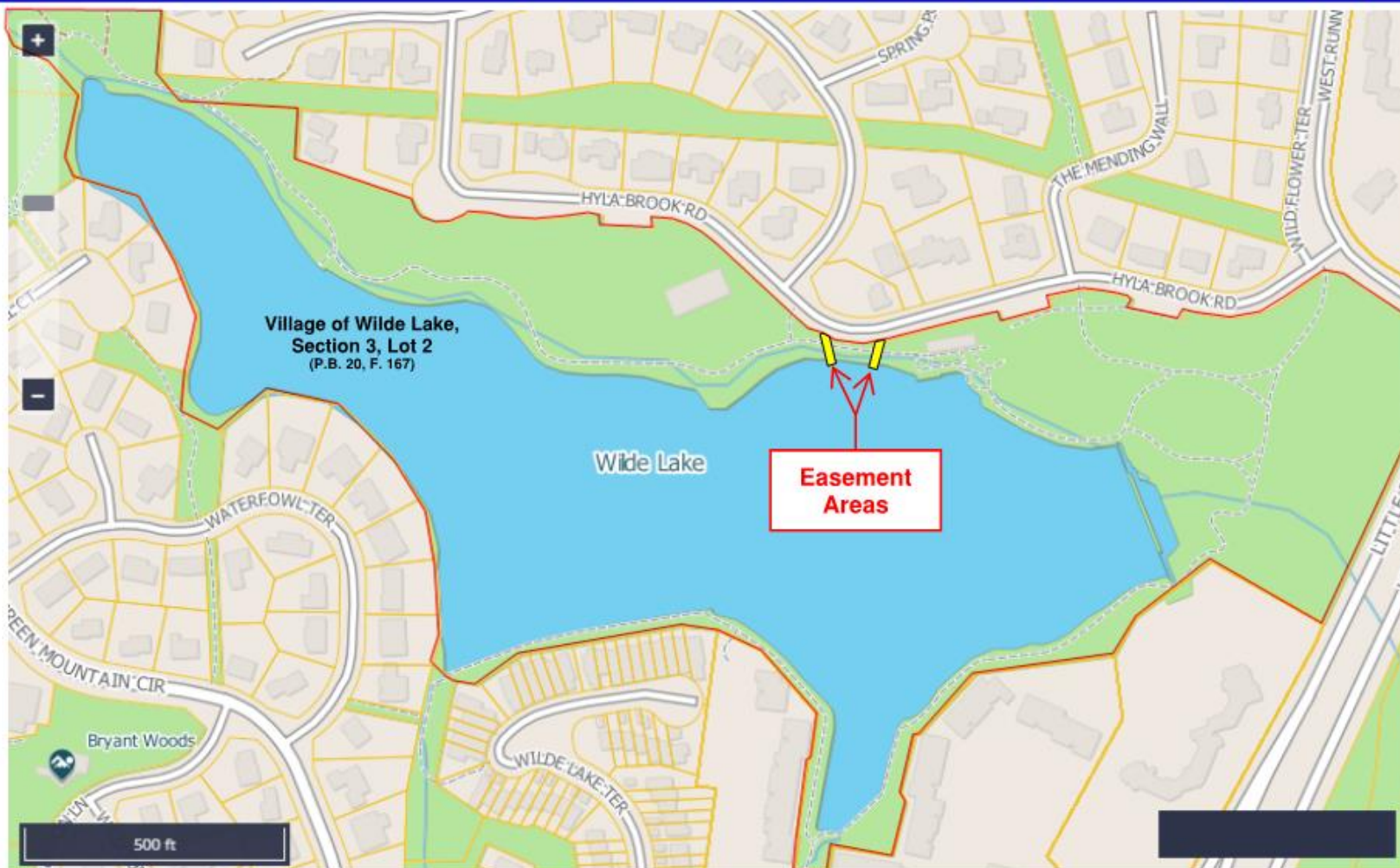
Columbia
Association

Requested Easements

1. Hyla Brook – Wilde Lake: Public Drainage & Utility Easement to be maintained as part of the public sewer system.

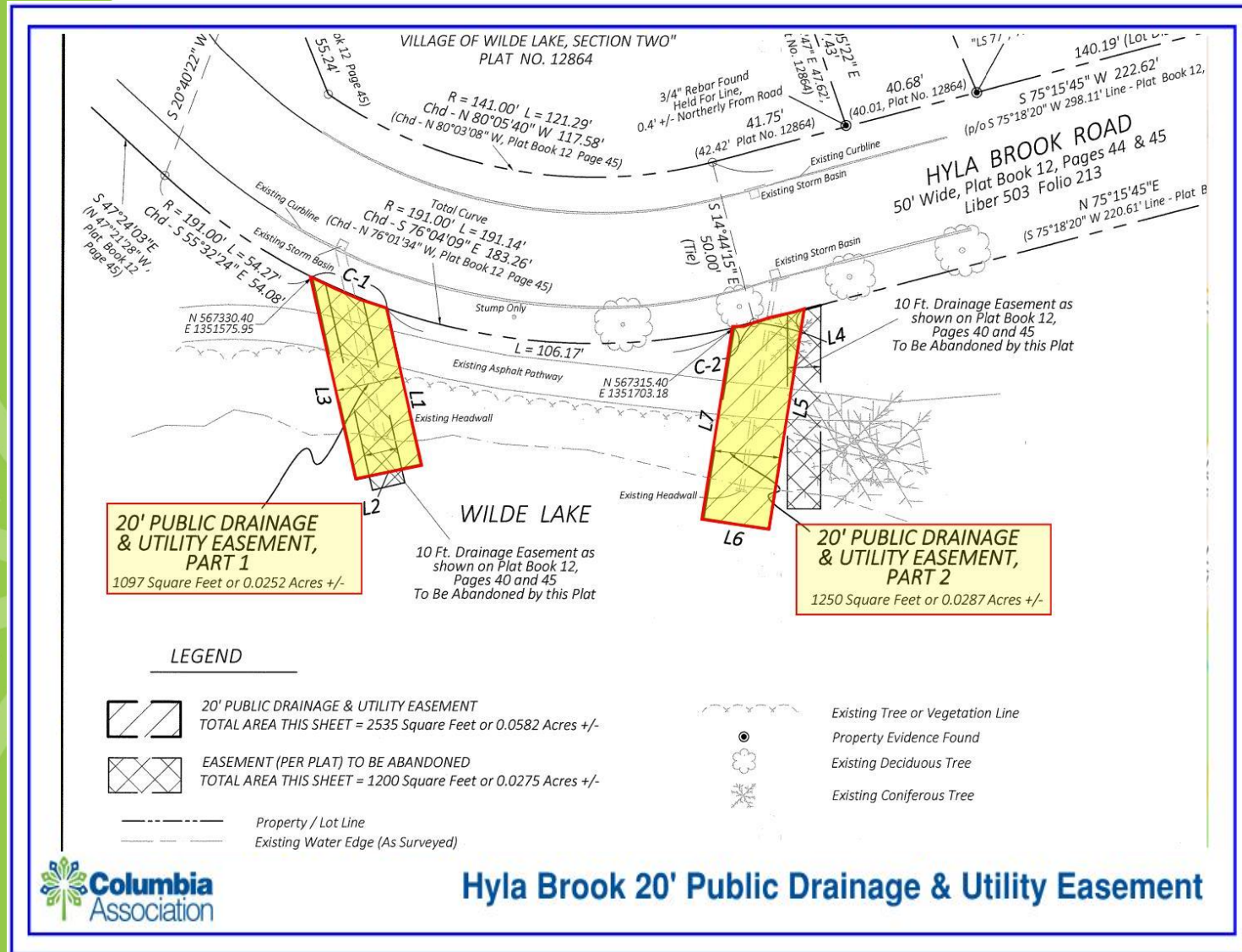
Wilde Lake Hyla Brook

Vicinity Map



Easement Detail

Hyla Brook



Hyla Brook Public Drainage & Utility Easement

Hyla Brook

Easement

- Howard County Department of Public Works is requesting a Drainage & Utility Easement on CA Open Space Lot 2, allowing the existing stormwater management facilities and other public utilities to be easily maintained as part of the public system

Staff Review Comments

- No consideration easement

Staff Recommendation

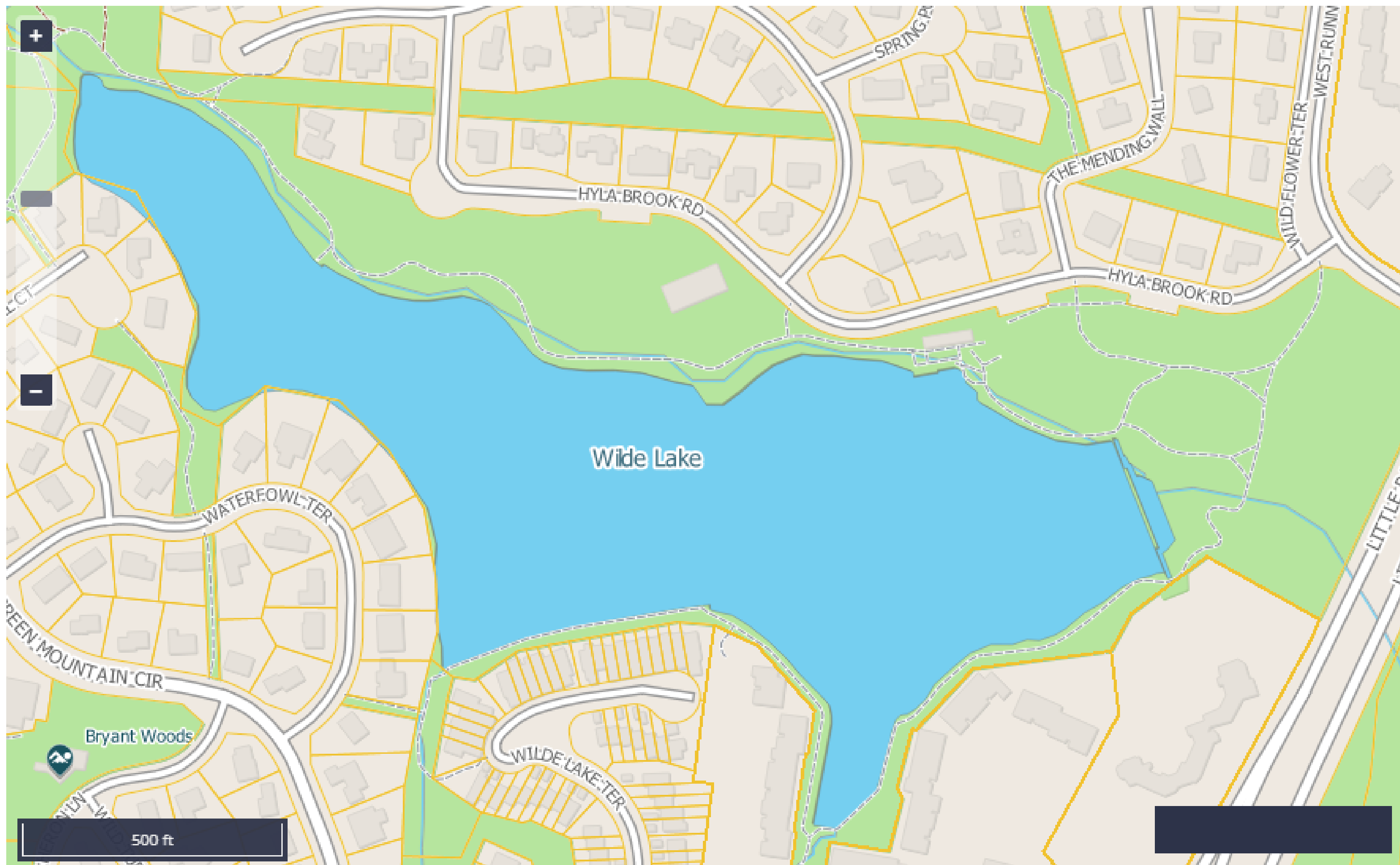
- Approval subject to staff review of the final plans and documents

Upcoming Easement Requests

- No Pending Requests







$R = 141.00'$ $L = 121.29'$
Chd - N 80°05'40" W 117.58'
(Chd - N 80°03'08" W, Plat Book 12 Page 45)

3/4" Rebar Found
Held For Line,
0.4' +/- Northerly From Road

41.75'
(42.42' Plat No. 12864)

Existing Curbline
Storm Basin

HYLA BROOK ROAD
50' Wide, Plat Book 12, Pages 44 & 45
Liber 503 Folio 213
N 75°15'45"E
220.61' Line

03 Folio 215
N 75°15'45"E
(S 75°18'20" W 220.61' Line - Plat B

COL
(form
Re

LOT 2 - 1
"AMENDE
VILLAGE OF WILDE L
WILDE LAK
PLAT BOO

S 47°24'03"E
(N 47°21'28"W,
Plat Book 12,
page 45)

$R = 191.00'$ $L = 54.27'$
 $\Delta = S 55^{\circ}32'24" E$ $54.08'$

N 567330.40
E 1351575.95

C-1

Stump Only

$$L = 106.17'$$

N 567315.40
E 1351703.18

50.00
(Tie)

storm Basin

10 Ft. Drainage Easement as
shown on Plat Book 12,
Pages 40 and 45
To Be Abandoned by this Plat

**20' PUBLIC DRAINAGE
& UTILITY EASEMENT,
PART 1**

1097 Square Feet or 0.0252 Acres +/-

WILDE LAKE

10 Ft. Drainage Easement as
shown on Plat Book 12,
Pages 40 and 45
To Be Abandoned by this Plat

L6

20' PUBLIC DRAINAGE
& UTILITY EASEMENT,
PART 2

1250 Square Feet or 0.0287 Acres +/-

20' PUBLIC DRAINAGE & UTILITY EASEMENT
TOTAL AREA THIS SHEET = 2535 Square Feet or 0.0582 Acres +/-



EASEMENT (PER PLAT) TO BE ABANDONED
TOTAL AREA THIS SHEET = 1200 Square Feet or 0.0275 Acres +/-

Property / Lot Line

Existing Water Edge (As Surveyed)

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant an easement, subject to staff final review, to Howard County Department of Public Works relating to stormwater management facilities and other public utilities on CA Open Space Lot 2, Village of Wilde Lake, Section 3, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements consisting of improved public safety; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purpose to promote the social welfare of the people of Columbia.

Having made these findings, the Board hereby authorizes the execution of the Easement on behalf of CA.

BE IT SO RESOLVED

_____, 2020

March 20, 2020

Chair's Remarks March 26, 2020 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Mar 26, 2020	CA Board meeting	7:00 PM
Apr 4, 2020	Green Fest (Howard Community College; see website)	10:00 AM
Apr 9, 2020	CA Board work session	7:00 PM
Apr 23, 2020	CA Board meeting	7:00 PM
Apr 25, 2020	Columbia Village elections (see each village website for details)	varies
Apr 30, 2020	End of CA's FY-2020	

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

With the State of Emergency regarding the coronavirus, many activities have been canceled or postponed. As of the date of this report, it is difficult to say what activities will be occurring in April. So the calendar is very sparse and these activities could change.

I would like to thank CA Staff for their work in dealing with the effects of the state of emergency and the coronavirus.

Our condolences go out to former Columbia Association President Pat Kennedy and his family on the death of his wife Ellen. Pat and Ellen served the Columbia community for many years. They were a fixture in the community. Ellen was a founder of the Howard County Poetry and Literature Society. She will be missed.