



February 21, 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, February 27, 2020 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

		Page Nos.
1. Call to Order	5 min.	
(a) Announce Directors/Senior Staff in Attendance		
(b) Reminder that the meeting is being recorded/broadcast		
(c) Inquire if any Board members are attending remotely via phone		
(d) Remind Board members to speak into the microphones		
2. Announcement of Closed/Special Meetings Held/To Be Held	1 min.	
3. Approval of Agenda	1 min.	
4. Disclosure of Conflicts of Interest	1 min.	
5. Resident Speakout 3 Minutes per Individual; 5 Minutes per Group; 1 Minute for Response to Questions		
6. Consent Agenda	1 min.	
(a) Approval of Minutes – January 23, 2020 BOD Meeting		3 - 5
(b) Approval of Minutes of Closed Board Meetings held on February 7, 2019; February 14, 2019; February 28, 2019; May 6, 2019; June 25, 2019; October 3, 2019; October 18, 2019; November 11, 2019; and January 13, 2020		
7. Board Votes	110 min. 7(a)-(e)	6
(a) Proposed FY 2021 Capital Budget		
(b) Proposed FY 2021 Operating Budget		
(c) Proposed Conditional FY 2022 Capital Budget		
(d) Proposed Conditional FY 2022 Operating Budget		
(e) Release of Funds for Repair/Enhancement of Stonehouse/Art Center		7 - 8
(f) Proposed Revisions to the FY 2020 Conflicts of Interest and Financial Disclosure Forms	15 min.	9 - 16
(g) CA Policy on Community Grants	5 min.	17 - 19
8. Board Discussion – Applicable State Legislation Discussion	15 min.	20 - 21
9. Chairman's Remarks	3 min.	22 - 23
10. Reports/Presentations	15 min.	
(a) President's Report – See written report – Follow-up questions from the BOD	(10 min.)	24 - 29
(b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors	(5 min.)	30
(c) Financial Reports - None		

- | | | |
|---|--------|---------|
| 11. Tracking Forms | 5 min. | |
| (a) Tracking Form for Board Requests | | 31 - 32 |
| (b) Tracking Form for Resident Requests | | 33 |
| 12. Proposed New Topics | 5 min. | |
| 13. Talking Points | 2 min. | |
| 14. Adjournment – Anticipated Ending Time: Approximately 10:15 p.m. | | |

Next Board Work Session and Meeting

Thursday, March 12, 2020 – Board Work Session – 7:00 p.m.

Thursday, March 26, 2020 – Board Meeting – 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 January 23, 2020**

To be Approved February 27, 2020

A meeting of Columbia Association's Board of Directors was held on Thursday, January 23, 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, Rafia Siddiqui, and Shari Zaret. Alan Klein attended via telephone. Also in attendance were Vice President/CFO Susan Krabbe and General Counsel Sheri Fanaroff. Absent was President/CEO Milton W. Matthews.

1. Call to Order: The Board of Directors Meeting was called to order at 7:02 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 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 9:29 p.m. for an update on legal issue.

The **Architectural Review Committee** held a closed meeting on January 13, 2020. Members present were Deb Bach, Ed Gordon, Carl McKinney, Anne McKissick, and Sheri Fanaroff. Others present were Karina Caico, Laura Parrish, Susan Sloan, and Devora Wilkinson. 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)(iv), Consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The purpose was to discuss new and ongoing covenant cases. The meeting was closed from 1:03 p.m. until 2:10 p.m.

3. Approval of Agenda

Action: Ms. Thomas moved to approve the agenda. Ms. DuBois seconded the motion.

Mr. Stack called for a vote to approve the agenda. The agenda was approved unanimously.

4. Disclosure of Conflict of Interest: none

5. Resident Speakout:

- Lisa Scata – Longfellow Nursery School, Hickory Ridge, Neighborhood centers
- Irene Jallo – Kiddie Mundo, Locust Park, Neighborhood centers
- Mae A. Beale, Owen Brown, Neighborhood centers
- Gennie Wessel, Wilde Lake, Neighborhood centers

- Pat Hersey, Oakland Mills, Plastics usage/portable water station
- Alisa Niefeld, Oakland Mills, Earth Day Events
- Paul J. Baicich, Owen Brown, Budget/Climate-friendly activities
- Joel Hurewitz, Harper's Choice, Legislation/Environmental policy-strategic plans/HOAs/neighborhood centers
- Maria Coma, Owen Brown, Neighborhood centers

6. Consent Agenda

- a) Approval of Minutes – December 12, 2019 Board Meeting - Approved by consent
- b) Approval of Sewell's Orchard Pond Retrofit Temporary Construction Easement - Approved by consent

7. Board Votes

- a) Approval of Eden Brook having two temporary and one permanent Construction Easements.
Action: Ms. Evans moved to approve the two temporary and one permanent Eden Brook Construction Easements. Ms. Thomas seconded the motion, which passed unanimously.
- b) Discussion of CA Policy on Community Grants
Michelle Miller will return February 27, 2020 with suggested revisions
- c) Invitees designated for April Stakeholders Dinner Discussion and Vote
Action: Mr. Boulton moved that the April Stakeholders Dinner invitees include the chair, or a designate, plus one other person from each CA advisory committee. Ms. Thomas seconded the motion, which passed unanimously.

8. Board Discussion

- a) Neighborhood Centers – discussion only
- b) Applicable State Legislation Discussion
 - Based on written report by General Counsel Sheri Fanaroff
 - Approval of letter of concern to be written to confirm that in-lieu funding is not being used on site
Action: Mr. Boulton moved to have a letter written to the delegation to express concern about **Howard County Local Bill Ho. Co. 11-20 – Howard County – Moderate Income Unit Requirements – Prohibition Against Fee-in-Lieu** that in-lieu funding is not being used on site. Ms. McCord seconded the motion, which was approved unanimously.
 - Approval of letter of concern about campaign contributions unfairly influencing the planning and development process
Action: Mr. Boulton moved to have a letter written to the delegation to express concern about **Howard County Local Bill Ho. Co. 15-20 – Limit on Developer Contributions** that developer campaign contributions unfairly influence the planning and development process. Ms. McCord seconded the motion, which was approved unanimously.
 - Approval of bond initiative for the Butterfly Building Design
Action: Ms. Eagan moved to support **Ho. Co. 28-20 – Butterfly Building Design Bond Initiative**. Ms. Thomas seconded the motion, which was approved with a vote 8-1-1.
For: Mr. Stack and Mmes. DuBois, Eagan, Evans, McCord, Siddiqui, Thomas, and Zaret
Abstain: Mr. Boulton
Against: Mr. Klein
- c) Inner Arbor Trust (IAT) Working Group
 - Approved participation in the IAT Working Group
Action: Ms. DuBois moved for the Board to participate in the IAT Working Group. Ms. Thomas seconded the motion, which was approved unanimously.

Action: Ms. Thomas moved that Mr. Boulton serve as representative to the IAT Working Group, with Ms. Zaret as alternative representative. Ms. DuBois seconded the motion, which was approved unanimously.

9. Chairman's Remarks

Mr. Stack provided a written report.

10. 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 - none
- (d) Discussion of the Most Recent Development Tracker
Ms. Russell provided a report in writing.
 - Pre-submission Community Meetings
 - Dorsey Overlook: Pre-submission Community Meeting, 2/10/2020, 6 pm, Linden Hall - 82 unit apartment on 4.3 acres at corner of MD 108 and Columbia Road.
 - Talbott Springs Elementary School: Pre-submission Community Meeting, 2/5/2020, 6 pm, TS Elementary School - Construction of new school adjacent to existing building; to be demolished.
 - Zoning Board
 - (ZB-1119M) Hickory Ridge Village Center 1/29/2020 & 2/5/2020, 6:30 pm
 - (ZB 1120M) Enterprise Homes, Inc. 2/12/2020, 6:30 pm - Amend PDP to redevelop and retain 300 affordable units & 300 market rate units.
 - (ZB 1118M) Erickson at Limestone Valley 3/4/2020, 6:30 pm
- (e) Capital Projects and Open Space Updates
Mr. Matthey provided a report in writing.

11. Tracking Forms

- (a) Board Requests – No comments were received.
- (b) Resident Requests – No comments were received.

12. Possible New Topics

None were suggested.

11. Talking Points – Ms. Butler recited the talking points.

12. Adjournment – The meeting was adjourned at 10:21 p.m.

Respectfully submitted,

Bonnie F. Butler

Recording Secretary



February 21, 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 February 27, 2020 Board Meeting

The February 27, 2020 CA Board of Directors meeting agenda includes items related to the Proposed FY 2021 and Proposed Conditional FY 2022 Capital and Operating Budgets. The back-up for those agenda items 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.



DATE: February 21, 2020

TO: Columbia Association Board of Directors

FROM: Andrew C. Stack, Chairman

SUBJECT: **Release of Funds for Repair/Enhancement of Stonehouse and the Art Center**

The Howard County Director of Public Works has given public notice that the County plans to lease spaces in the Long Reach Village Center for three-year terms. Having three-year leases indicates that no redevelopment plans are imminent and no reconstruction will occur for several years.

Stonehouse and the Art Center buildings need repairs and enhancements, which cannot wait for another three years. There are funds in previous CA Board-approved capital budgets for necessary renovations.

It is recommended that CA's Board of Directors release the hold on these funds and direct staff to proceed with planning for renovations to the existing facilities.

DATE RECEIVED

Any person objecting to the proposed leases shall submit written objections to this office on or before February 14, 2020.
James M. Irvin, Director
Department of Public Works

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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/CEO 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/CEO fails to act in accordance with the conflict of interest policy, the PEO may recommend corrective action to the President/CEO. The Board of Directors may take corrective action if the individual involved is the President/CEO 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/CEO 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



Date: February 14, 2020

To: Members, CA Board of Directors

Thru: Milton W. Matthews, President/CEO

From: Michelle Miller

Re: CA Policy on Community Grants

The final draft grant policy is attached that incorporates the Board's feedback discussed at the January Board meeting. The policy will be voted on at the February 27, 2020 Board meeting.

Community Grant Policy

CA recognizes that many entities in the Columbia community share responsibility for enhancing the health, wellness, individual development and quality of life for Columbia's residents. CA therefore works with businesses, educational institutions, not-for-profit entities and philanthropic organizations to benefit the social welfare of the people of Columbia. One way in which CA does this is by making community grants to organizations that contribute to the quality of life in Columbia, enhance CA's mission, and help to meet CA's vision — which is to create and support solutions to meet the evolving needs of a dynamic and inclusive community.

There are three categories of Community Grants. During each year's budget process, the CA Board approves the amount of funds in each Category:

1. **Community Grant Category 1- Board Directed:** Board directed grants, typically in amounts of \$100,000 and above, such as the grants that have been made in recent years to Inner Arbor Trust, the Columbia Festival of the Arts and the Downtown Columbia Partnership;
2. **Community Grant Category 2- Community Foundation:** A grant to the Community Foundation of Howard County to be used in turn by the Foundation to make grants to entities selected by the Foundation in the areas of Arts and Culture, Human Services, Education and the Environment that promote the social welfare of the people of Columbia. The Community Foundation of Howard County will select the recipients of these grants. With the agreement of the Foundation, a CA staff member will serve on the Foundation's Grant Review Committee;
3. **Community Grant Category 3- Other.** Supportive of the CA strategic plan and on-going initiatives, a lump sum community grants amount to be dispersed as individual, one-time grants not to exceed \$25,000 to community organizations (excluding religious organizations) selected by the President/CEO and Director of Community Services. The CA President/CEO will award these grants. By the end of the quarter, the President reports to the CA Board in the President's Report grants that were made in that quarter. After the Board has approved the budget, grant applications are generally available to community organizations from March to June. The President/CEO consults with the Director of Community Services regarding the types of services made available by each organization applying for a grant and the purpose for which the grant is requested. The President/CEO then makes the final determinations generally between June and August on the community organizations that will receive grants and the amounts of the awards.

For all three categories of grants, prior to the transfer of any grant funds by CA, the recipient must sign a grant agreement that imposes certain requirements on the organization as a condition of receiving the grant. Within 30 days after the end of the Grantee's fiscal year, the Grantee must provide CA with a report on its expenditure of the grant funds, including a program evaluation of the activities that occurred during the grant period.



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF *Alexi Farney*
RE: 2020 LEGISLATIVE SESSION – MEMO 4
DATE: FEBRUARY 20, 2020

This is my fourth 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

HB 929 - State Real Estate Commission - Property Managers - Registration

This bill would impose a registration process on persons providing “property management services”, which are defined as “the leasing, managing, advertising, renting or handling of trust money of a property.” Property management services do not include “participating in a homeowners association” or “services provided on an incidental basis and without additional compensation by employees of an owner of property.” Given those exceptions, this bill does not appear to impact CA.

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

This bill would require that each member of the governing body of an HOA (e.g., a board of directors), within 90 days after taking office, successfully complete a training curriculum on their responsibilities developed by a common ownership commission. The certificate of completion would be good for 3 years. If a member of the governing body does not successfully complete the training, the governing body may remove the member or invalidate his/her vote.

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

This bill would eliminate charging a fee for recording an amendment to an HOA’s Declaration that deletes a recorded covenant restricting ownership based on race, religion or national origin. This bill would not impact CA since our Declaration does not contain any such covenants.

HB 1519 - Homeowners Associations - Assessments - Lien Priority

This bill would require that in the event of a mortgage foreclosure, the amount of the HOA’s assessment liens must be paid to the HOA before any funds are paid to the property owner.

B. HEARING DATES

Hearing Date – Time	Bill Number	Title	Cross-filed Bill
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	---
1/9 - 2:15 p.m.	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.	SB 652	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	---
2/18 - 1:00 p.m.	HB 929	State Real Estate Commission - Property Managers - Registration	---
2/25 - 1:00 p.m.	HB 1054	Real Property - Governing Bodies of Common Ownership Communities - Member Training	---
2/25 - 1:00 p.m.	HB 1077	Real Property - Deletion of Unlawful Ownership Restrictions - Exemption From Fees and Surcharges	---
3/3 - 1:00 p.m.	HB 1519	Homeowners Associations - Assessments - Lien Priority	---

February 21, 2020

Chair's Remarks February 27, 2020 CA Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 22, 2020	Information session for potential candidates for Columbia Council Representative position	10:00 AM
Feb 24, 2020	BOC meeting	7:00 AM
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 3, 2020	Fun and Games for the Whole Family (Supreme Sports Club)	8:00 PM
Mar 4, 2020	Zoning Board hearing on Erickson Retirement Community (George Howard Building)	6:00 PM
Mar 4, 2020	Wilde Lake Community Association Health and Wellness Committee presents: Plant-Based Eating Workshop (Slayton House in Wilde Lake)	6:30 PM RR
Mar 6, 2020	Wine Tasting (Amherst House in Kings Contrivance)	7:30 PM RR
Mar 10, 2020	Wilde Reading Series: Reuben Jackson and Edgar Silex (Art Center)	7:00 PM
Mar 10, 2020	Fun and Games for the Whole Family (Supreme Sports Club)	8:00 PM

Mar 11, 2020	Climate Change & Sustainability Advisory Committee meeting (Long Reach Indoor Tennis facility)	7:00 PM
Mar 12, 2020	CA Board work session	7:00 PM

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

Attended the County presentation on plans for the Long Reach Village Center. Current plan is to fill the space with organizations focused on Arts & Culture, Education, and Economic Empowerment. More detail is available on the County website under Long Reach Rising.



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

Paul Gleichauf
Acting Chief
Marketing Officer

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

Kristin Russell
Director of Planning
and Community Affairs

Chuck Thompson
Chief Information
Officer

Jackie Tuma
Director of
Internal Audit

February 2020

Office of the President/CEO

The President/CEO accepted an invitation to serve on the Spending Affordability Advisory Committee (SAAC) Small Group Writing Subcommittee. The SAAC's final report is due to County Executive Dr. Calvin Ball by 1 March 2020.

The President/CEO attended the meeting hosted by County Executive Dr. Calvin Ball on 18 February 2020, where next steps to stabilize and "refresh" the Long Reach Village Center ("Center") were shared with the public. Mr. Matthews offered comments that emphasized Columbia Association's ongoing commitment to be a key party in these plans for the Center, including the reinvestment in CA-owned facilities.

The President/CEO, Board Chair, Vice President/CFO, and a representative from the village community associations hosted an information session for potential candidates for CA's Board of Directors on Saturday, 22 February 2020 at Columbia Association headquarters. Individuals interested in running for the position came to learn more about the role and responsibilities of Board members. A podcast covering much of the information presented at the on-site session was recorded following the session and is posted on CA's website.

Howard County was chosen as a Community Host for Massachusetts Institute of Technology's (MIT) USA Learning Action Lab for master's students. Howard County was one of only seven entities in the United States chosen as a field site. The course is designed as a field study on the subject of "Bridging the American Divides: Work, Community, and Culture." It seeks to foster understanding of the economic, cultural, social, and geographic context that defines the American experience as students contribute in concrete ways to community success. Students working with Howard County officials will visit 16-27 March to complete their field work.

Howard County would like feedback on an age-friendly community survey. Share your information and opinions on making our community work for adults of all ages. Your responses will remain anonymous. To take the survey, visit the link below until 29 February 2020.

<https://www.surveymonkey.com/r/HoCoAgeFriendly>

Department of Administrative Services

Highlights

Human Resources

The team has been working closely with IT and Aquatics to facilitate the hiring and onboarding process to staff the outdoor pools, up to 400 positions. This year's process is paperless for the first time, through Dayforce, CA's human resources information system.

Challenges

Because it is the first time using this new software, there are challenges to be worked out as they are identified. It has been a challenging process, and requires constant collaboration and increased communication between HR, IT, Aquatics and applicants.

Opportunities

Looking ahead, the consolidation of all the information into one online system should make tracking and compliance more accessible for managers and the HR team.

Department of Sport and Fitness

Highlights

Tennis

Columbia Association's Tennis Programming has been named the winner of 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, DC, and parts of West Virginia.

Personal Training

Andy Guerin, Personal Trainer and TRIBE Team Training Head Coach for CA, was named the *North America TRIBE Team Training Head Coach of the Year for 2019*.

The newest small group training program, TRX Mbody, was launched in January 2020 at the three fitness clubs. The program consists of three different formats that combine the perfect mix of movement fundamentals, cardio, strength, and endurance.

Ice Rink

Rachelle Weisberg, general manager, Columbia Ice Rink, announced her upcoming retirement. Rachelle has worked for CA for twenty years, all of which were at the Ice Rink.

Thomas Connors, maintenance manager at the Ice Rink, has been selected as the next General Manager.

Golf

Patrick Mather has been selected as CA's Director of Golf Maintenance and will oversee outdoor operations and staff at Hobbit's Glen and Fairway Hills Golf Courses. Mr. Mather previously served as the superintendent of the Fairway Hills Golf Club.

Joan Lovelace, Head Golf Pro/General Manager, is holding indoor golf clinics for the Business Women's Network of Howard County, which promotes and supports professional women in their careers as executives, business owners, and leaders. The indoor golf clinics introduce women to golf and how to use golf to network with business clients.

Columbia Gym

CA introduced Rock Steady Boxing at Columbia Gym. Rock Steady Boxing (<https://www.rocksteadyboxing.org/about/>) is an avenue for individuals with Parkinson's disease to work on agility, speed, muscular endurance, accuracy, balance, hand-eye coordination, footwork, and overall strength.

Through the generous support of the Maryland Association for Parkinson Support (MAPS) and Columbia Association, the class is offered at no charge to anyone diagnosed with a Parkinsonian disorder. No experience is necessary to join, and all fitness levels are welcome.

Challenges

Planet Fitness, which is opening a facility in Dobbin Center in March 2020, is pre-selling memberships. Pure Fitness is planning a club in Elkridge. Both companies operate under the "low price/high value" model, with memberships starting in the \$10-15 per month range.

Opportunities

Golf had a good year in 2019 and this year's mild winter has kept golfers engaged. This bodes well for a strong start to the upcoming season.

Department of Communications and Marketing

Highlights

Under the leadership of interim Chief Marketing Officer Paul Gleichauf, the department continues to support CA's strategic priority to significantly improve CA's visibility as a valued partner in enriching the quality of life and community cohesion/connections.

The *Live Life Larger* brand campaign launched in mid-December continues its presence on local digital media (Baltimore Sun media group) and Countysortzone.com, as well as through an insert in the Columbia Flier and Columbia Mall displays.

A direct mail campaign to pre-empt Planet Fitness's opening campaign hit mailboxes in the target market the first week of February.

The writing and design teams are finalizing the CA Activities Guide, CA Golf Guide and CA Art Center Guide, all three to be published in March. A social media engagement program was launched during January that provides for curated posts on club digital signage of members using CA fitness facilities.

Several internal communications initiatives are underway. The digital team recently redesigned weekly team email layouts, and the department is working with leadership in HR and IT to provide timely updates and presentations on the CA Intranet.

Challenges

The department is focused on addressing the decline in digital leads during the past quarter, which has produced a proportional decline in new member sales. During January, the marketing team planned several new strategies to support lead generation for the sales team, including:

- A direct mail campaign targeted to out parcels surrounding the Columbia Gym, which will hit mailboxes at the beginning of March;
- A Google Pay Per Click (PPC) campaign to be launched the last week of February;

- Creation of an events marketing calendar to support the sales team's presence outside of CA facilities in the community; and
- Marketing health-related events, including the Rock Steady program for Parkinson's disease patients, through CA's relationships with the local medical community.

Opportunities

The marketing team is working to modify the marketing communications for the March open house, with a goal to drive more external participation.

Department of Open Space and Facility Services

Community Improvement and Capital Projects

Highlights

The following construction related activities have been completed:

- Kahler Hall interior finishes upgrades,
- Columbia Gym Cycling Studio replacement,
- Stone House roof replacement,
- Claret Hall Banquet Room flooring and sound panel installations,
- Demolition of old tenant trailers at horse center,
- Installation of new boxing bags at Columbia Gym, and
- Phelps Luck NC ceiling renovations.

Construction projects currently underway:

- Horse Center shavings and manure structures,
- Fairway Hills Hole 5 bridge and boardwalk replacement,
- Slayton House theatre renovations and sound systems upgrades, and
- Columbia Gym Tribe Studio development.

Projects in design for construction to start later this year:

- Supreme Sports Club Phase III,
- Pathways in Symphony Woods,
- Wading pool and bathhouse renovations at Clemens Crossing,
- Bathhouse improvements at the Dickinson, Running Brook, Faulkner Ridge, and Thunder Hill outdoor pools, and
- The second Long Reach Tennis Club solar array.

Challenges

Overall construction activity in the greater Baltimore/Washington region continues to demand more contractor resources than are available, thereby increasing the cost of work and extending construction timelines.

Open Space Operations

Highlights

More than seventy dead and decaying ash trees were removed as a result of the ongoing emerald ash borer damage in the Village of Long Reach. CA team members in Open Space Management and employees from the Howard County Office of Sustainability comprise a project team that was awarded a

HoCo innovations grant. The project will focus on testing various seed mixes in order to develop alternatives which will offer a reduced carbon footprint versus traditional seed mixes for residential lawns. The County Executive will announce the grant award at an event to be held at Linden Hall on 3 March 2020.

Challenges

Working with HR, the Open Space Operations team continues to recruit candidates for four vacant positions in a very competitive job market.

Opportunities

Tree removal over the past few years has resulted in a need to increase our tree planting efforts. Watershed and Open Space Management are currently planning tree planting projects for spring and will be implementing metrics associated with our efforts.

Watershed Management and Open Space Enhancements

Highlights

CA successfully petitioned the Maryland Department of the Environment for a waiver of the stream closure period, which will allow repairs to the berm on the north side of the Lake Elkhorn fore bay to take place this spring. The pathway which sits on top of the berm will re-open early summer.

Opportunities

CA continues to work with local groups and others to further enhance our open space areas.

Energy Management

Highlights

A building-wide HVAC renovation was completed at Claret Hall using ENERGY STAR certified equipment. Two solar projects also began construction: (1) A six kW system at Slayton House and (2) a nine kW dual-axis tracking system Long Reach Tennis Club.

Opportunities

CA continues to explore opportunities for collaboration on energy projects with Howard County and Baltimore Gas & Electric (BGE).

Department of Community Services

Highlights

On 20 January, the Volunteer Center Serving Howard County ("Volunteer Center") worked with the group overseeing Howard County's Dr. Martin Luther King Jr. "Day of Service" to coordinate six on-site volunteer opportunities. As of 27 January 2020, the Center has been able to document that more than 155 volunteers served more than 236 hours.

Pam Simonson, Executive Director, Volunteer Center, gave a presentation highlighting local volunteer opportunities on 23 January 2020 at the Alta at Regency Crest, a 55+ community in Ellicott City. On 29 January 2020, Ms. Simonson met with Consumer Credit Counseling Services Maryland (CCCSMD) to discuss their increasing organizational capacity through the creation of volunteer positions.

Renee Kalu, Volunteer Engagement Coordinator for the Volunteer Center, made a presentation on 29 January 2020 to National Honor Society students at River Hill High School. There were 200-250

members (students) and one faculty member in attendance. Ms. Kalu spoke for about 20 minutes about her experience with charity work and service within Howard County and encouraged the students to get involved. She also shared volunteer opportunities for students using VolunteerHoward.org.

More than 200 people attended the Howard County Public School System annual partnership exhibit in Columbia Art Center Galleries on 14 January. The 2020 theme for the art show was “*Art Ed Matters: A Graphic Design Challenge*.” Secondary school students were asked to design posters that visually communicated and advocated for the behaviors and understandings supported through a visual arts education. Howard County Executive Dr. Calvin Ball attended the gallery reception, as did many of the exhibiting artists and their families.

Columbia Art Center hosted the Howard County Poetry and Literature (HoCoPoLitSo) Wilde Reading Series on 14 January 2020, with more than 25 people attending. Authors Melanie Hatter and Sherri C. Woosley discussed their recent published works.

Opportunities

On 10 March 2020 the Volunteer Center will host a Roundtable discussion with representatives from local Rotary Clubs, the Lions Club and Kiwanis Club to explore how to support each other’s service to the community and what types of service projects are preferred.

Early bird registration for Camps is now open. Registrants can get 10% off camp registration prices through 28 February.

In partnership with Little Patuxent Review, Columbia Art Center will host a salon series presentation on Sound Bath and Gong Meditation with Josh Howell on Saturday, 29 February 2020 at 5pm. There is no charge for the presentation and it will cover breathing exercises with gongs, chimes, and singing bowls. Additionally, the presentation will instruct participants on how this process can help remove blockages, realign energy in the body, and create centeredness.

Office of Planning and Community Affairs

The Office of Planning and Community Affairs has been coordinating CA’s response to recent state and local legislation pertaining to electronic scooters and possible deployment of a commercial e-scooter sharing system in Columbia. Staff is updating CA’s posted Open Space Rules and Regulations to better parallel State and local regulations, and coordinating with involved stakeholders to resolve challenges and identify opportunities.

Thought of the Month

“Life’s most persistent and urgent question is ‘What are you doing for others?’ ”

Dr. Martin Luther King, Jr.
American minister, activist, and Nobel Peace Prize winner (1964)

Report from the Inner Arbor Trust

The Inner Arbor Trust is hard at work on its 2020 season and planning with the community to review the design and development of the Park.

Pathways

The Trust/CA/Howard County Rec and Parks partnership has resulted in 2 full pathways that are funded and underway, to be completed before the 2020 season starts. Constructing both paths at once is more efficient and beneficial for all. The Park will now be more available year round for passive recreation as well as providing infrastructure for events.

2020 Programming

The Trust and CA are working together to bring more CA programs to the Park (such as Dog Day) and to provide more opportunities for CA to market and have a presence at Trust events. The Trust continues its no cost community programming as well as revenue producing events.

Guest Services Building/Bond

The delegation passed the bond bill request for the guest services building. We are working on a new concept for a streamlined guest services (and toilet) building.

Park Plan Update

The committee is being convened to update the concept plan.

State of the Park/Land Management/ MPP Construction and Use of the Park for Construction Staging

The Trust is concerned that a redline to an SDP was submitted for land owned by CA and under the Trust easement with no permission from the Trust or CA. The Trust is also concerned about the construction staging and damage to both the Park, as well as damage to the current paths through inappropriate driving of construction equipment, and to the Shared Use Parking Lot. With regard to the CA property under Phase 1 of the easement and the unauthorized redline, the Trust and CA are working together to address the actions with the DCACC.

Easements

The attorneys for DCACC, CA, Trust, and IMA are meeting in March to discuss the easements.

Winter Events

The Trust's 1st year of a winter event grossed over \$60,000 in income, and included revenue sharing for partner non-profits (Community Action Council, Girls on the Run, Veterans Foundation, Community Ecology Institute, Howard County Pride, and the Columbia Orchestra).

There is substantial growth opportunity (as well as lessons learned and improvement opportunity) for a winter event or events for the Trust. The experiment in 2019 illustrates that, given the limited financial opportunities in the spring, summer, and fall due to commercial operations at MPP, it is critical that the Trust monetize the off season, especially November and December.

FY21 Included a Focus on Driving Earned Income Growth

The Trust worked to increase grants and gifts, as well as increased earned revenue, in FY19 and FY 20. The Trust is focused on increasing earned income through events, partnerships, and ancillary revenue streams, such as concessions, in 2021.

Board Request Tracking Log
FY 20
As of February 21, 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	Shari Zaret	Would like a copy of the policy on easements	4/25/2019	General Counsel	5/25/2019	E-Mail sent 5/24/2019
3	Ginny Thomas	Please provide a legal opinion on the flooding issue on May Day Court	5/7/2019	General Counsel	5/31/2019	E-Mail sent 5/22/2019
4	Ginny Thomas	Request to coordinate a group of tennis and pickleball players to analyze the court usage issues	2/5/2019	President's Office	6/30/2019	President/CEO spoke with Ms. Thomas
5	Dick Boulton	Questions from Dick Boulton re: grants in his e-mail dated 5-15-19	5/16/2019	Community Services	6/16/2019	E-mail sent 6/3/2019
6	Andy Stack	Please send the Design Advisory Panel (DAP) comments re: the apartments in Dorsey's Search along Route 108 to the BOD when they become available	05/24/19	Planning and Community Affairs	When Available	E-mail sent on 7/19/2019
7	BOD	Provide BOD members with the link to the Maryland Homeowners Association Act	6/13/2019	General Counsel	7/13/2019	E-mail sent 6/14/2019
8	BOD	Share the list of Board-related policies with Messrs. Boulton and Stack and Ms. Zaret	6/13/2019	General Counsel	7/31/2019	Materials shared on 7/31/2019
9	Ginny Thomas, et al	Please evaluate the total availability (clear title) of the existing 50' wide Columbia Transitway for its future use in transit and pedestrian travel.	10/21/2019	Open Space and Facility Services	12/13/2019	E-mail sent on 12/13/2019
10	Ginny Thomas	Information requested by the Oakland Mills Community Association board of directors re: CA's Youth and Teen Center	12/9/2019	Community Services	1/9/2020	E-mail sent on 1/6/2020

Board Request Tracking Log
FY 20
As of February 21, 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>
11	Renee DuBois	Budget information requests listed in her e-mail of 02/13/2020	2/13/2020	CFO's Office	3/13/2020	
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Resident Request Tracking Log
FY 20
As of February 21, 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	Tom and Ginger Scott	(1) Remove massive tree on open space near their house; (2) Evaluate the stability of other tall trees on CA open space adjoining their property; (3) Remove any CA tree in danger of falling on their house	5/2/2019	Open Space and Facility Services	6/30/2019	Dennis Mattey spoke to Mr. and Mrs. Scott on 6/28/2019.
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