



February 22, 2019 – Updated February 28, 2019

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

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, February 28, 2019 at 7:00 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

	5 min.	Page Nos.
1. Call to Order		
(a) Announcement of Directors/Senior Staff in Attendance		
(b) Reminder that the meeting is being recorded/broadcast		
(c) Reminder of the five civility principles		
(d) Inquire if any Board Members are attending remotely via phone		
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; 2 Minutes for Response to Questions		
6. Chairman's Remarks	3 min.	3-4
7. Reports/Presentations	10 min.	
(a) President's Report – See written report – Follow-up questions from the BOD	(5 min.)	5-10
(b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors	(5 min.)	11
(c) Financial Reports – None		
8. Board Action		
(a) Consent Agenda	1 min.	
1. Approval of Minutes – January 24, 2019 Board Meeting		12-16
(b) Board Votes	140 min.	
1. Approve Draft Conditional FY 20 Rates		17-19
2. Approve Changes to the Conditional FY 2020 Capital Budget		
3. Approve Changes to the Conditional FY 2020 Operating Budget		
4. Potential Vote on Howard County State Delegation Legislation – None		20-22
5. Approval of the Charter for the Millennial Advisory Committee		23-28
6. CBA Legislation		29
9. Tracking Forms	5 min.	
(a) Tracking Form for Board Requests		30-32
(b) Tracking Form for Resident Requests		33
10. Talking Points	2 min.	
11. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m.		

Next Board Work Session and Meeting
Thursday, March 14, 2019 – Board Work Session – 7:00 p.m.
Thursday, March 28, 2019 – 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

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

February 22, 2019

Chair's Remarks February 28, 2019 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 22, 2019	Ladies' Night Bingo (Kings Contrivance)	7:30 PM RR
Feb 22, 2019	Family Bingo Night (Long Reach)	7:30 PM RR
Feb 23, 2019	Information session for potential candidates for CA Board	10:00 AM
Feb 23, 2019	Evening in the Stacks (East Columbia Library)	7:00 PM RR
Feb 25, 2019	BOC meeting	7:30 PM
Feb 25, 2019	Master Gardener Presentation: Trees, Wonderful Trees (River Hill)	7:00 PM
Feb 26, 2019	Golf Advisory Committee	7:00 PM
Feb 27, 2019	Design Advisory Panel meeting regarding hotel in Crescent area (George Howard Building)	7:00 PM
Feb 28, 2019	Solar Cooperative session (Owen Brown)	7:00 PM
Feb 28, 2019	CA Board meeting	7:00 PM
Mar 4, 2019	Master Gardener Presentation: Getting Your Garden Ready For Spring (Long Reach)	7:00 PM
Mar 5, 2019	County Executive FY-2020 Citizen's Budget Hearing (George Howard Building)	7:00 PM
Mar 7, 2019	Crescent Community meeting regarding proposed hotel (Howard Community College)	7:00 PM
Mar 7, 2019	Planning Board meeting on proposed Royal Farms project on Snowden River Parkway (George Howard Building)	7:00 PM
Mar 9, 2019	CA Strategic Plan Session for Board & Staff	9:00 AM
Mar 11, 2019	Audit Committee meeting	7:00 PM
Mar 14, 2019	CA Board work session	7:00 PM

Mar 18, 2019	Master Gardener Presentation: Spring Vegetable Garden (Long Reach)	7:00 PM
Mar 21, 2019	Planning Board hearing on Erickson at Limestone Valley (George Howard Building)	7:00 PM
Mar 28, 2019	CA Board meeting	7:30 PM
Mar 30, 2019	CA Strategic Plan Session for Board & Staff	9:00 AM

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

Thanks to CA staff for the clearing of the pathways after the Feb 20th snow storm.



SENIOR
LEADERSHIP
TEAM

Milton W. Matthews
President/
Chief Executive
Officer

Susan Krabbe
Vice President/
Chief Financial Officer

Dan Burns
Director of
Sport and Fitness

Jane Dembner
Director of Planning
and Community Affairs

Sheri Fanaroff
General Counsel

Janet Loughran
Executive Assistant
to the President/CEO

Dennis Matthey
Director of Open Space
and Facility Services

Ron Meliker
Director of
Human Resources

Michelle Miller
Director of
Community Services

Laura Sitler
Chief Marketing
Officer

Chuck Thompson
Chief Information
Officer

Jackie Tuma
Director of
Internal Audit

February 2019

Office of the President/CEO

The President/CEO continues his work on the Spending Affordability Advisory Committee (SAAC). He was asked to serve as a member of the SAAC report drafting group, which is tasked with producing the final report that will be presented to the County Executive.

The President/CEO provided welcoming remarks at the Black History Month Program entitled "New Town Entrepreneurship: Early Black Owned Businesses in Columbia, 1967-1977." Additional information on the event may be found in the *Community Services* section of this report on page 4.

The President/CEO spoke to the Columbia-Patuxent Rotary Club on 22 February. His presentation focused on CA's recent accomplishments, such as the report from the Millennials Work Group, CA's newest sister city, and capital projects (Long Reach Tennis Club, and renovations of the Swim Center and Athletic Club) and upcoming challenges such as serving the needs of a demographically changing community and managing an aging infrastructure.

The President/CEO attended the retirement dinner for former Howard County Chief of Police Gary Gardner. Mr. Matthews gave Chief Gardner a plaque thanking him for his 35 years of service to Columbia and greater Howard County.

The President/CEO was extended an invitation to attend the Lunar New Year Celebration on 23 February at Clarksville Commons and will be one of several guests providing brief remarks. The event celebrates holiday traditions and culture and is sponsored by the Howard County Chinese School and Howard County Chinese Cultural Center.

Sport and Fitness

Highlights

Sean Gilliland, certified golf course superintendent (CGCS), joined Columbia Association as Director of Golf Maintenance. Mr. Gilliland, a former All-American golfer from Texas A&M University, was previously with the Stonetree Golf Club in central Texas, Lakewood County Club in Dallas, and the Riverhill Country Club in Kerrville, Texas. Mr. Gilliland succeeds Nick Mooneyhan, who joined the Open Space and Facility Services Department as operations manager.

Sport and Fitness (Cont'd)

TRIBE Team Training officially launched at the Athletic Club and Supreme Sports Club. TRIBE Team Training is a progressive, small group training that promotes getting results as a group. The programs include TRIBE Core, TRIBE Life and TRIBE Fit, all with varying levels of intensity and focus.

Tennis participation continues to increase, with January setting a record for random court time usage of the indoor tennis courts. With Long Reach Tennis Club rapidly approaching its one-year anniversary, we foresee this upward trend in participation continuing.

Challenges

The annual surge of class participation in January strained our class registration system. The strain impacted both members attempting to use the app and staff within the facility registering members on site and over the phone. Staff worked with the vendor to find a resolution and were able to mitigate the issue.

Opportunities

Architects are designing Phase I of the Supreme Sports Club renovation. Phase I will include the upstairs shower areas in both locker rooms and the pool. Drawings will be finalized over the next few months in preparation for an early summer start of construction.

Planning and Community Affairs

Highlights

The Strategic Plan development process is underway, with consultant expertise being provided by Griff Strategic Leadership. The consultant and his team have completed the Assessment of CA's FY 15 through FY 19 Strategic Plan, and are finishing up the information gathering and analysis portion of the multiphase project. They have conducted interviews, surveys (a total of 2,622 survey responses) and focus groups to gather perspectives from CA's Board of Directors, CA's team members, and community stakeholders. Work is underway to analyze responses and to identify strategic issues.

Challenges

To complete the Strategic Plan by the end of April 2019, the consultant and his team, the Senior Leadership Team, and the Board must work cooperatively over the next two months. Work with the Board and Senior Leadership Team is planned for March to hone the strategic issues, and begin to define goals, action steps and key metrics by which CA will be able to measure success. Afterward, the consultant and his team will develop a draft plan and review it with the Board and the Senior Leadership Team in early April. The goal is by the end of April, the Board will approve the final version of the new CA Strategic Plan for FY 20 through FY 24.

Opportunities

This spring, with the help of volunteers, Planning and Community Affairs will again undertake pedestrian and cyclist counts around Columbia. Given recent investments, including the Cross Columbia Trail and the bridge over US 29, we are changing some of the count locations. Additionally, funds from a grant from the State of Maryland to Howard County will be used to

purchase electric counters, some of which we are seeking to have installed along Columbia pathways.

Open Space and Facility Services

Community Improvement and Capital Projects

Highlights

Waiting Springs Pond repairs, which were funded jointly with Howard County, are nearing completion. The Jeffers Hill Community Center roof project is complete. Design and permitting requirements are underway for Phase 3 at the Ice Rink, Horse Farm Phase 2, Columbia Gym exterior improvements, and Supreme Sports Club Phase 1 improvements.

Challenges

Higher-than-average rainfall totals are negatively impacting outdoor construction-related activities and completion schedules.

Opportunities

Staff is continuing to move long term structural maintenance responsibilities associated with CA's pond inventory to Howard County.

Energy Management

Highlights

Clean Energy Infrastructure - The installation of a 40kW solar photovoltaic system at Columbia Athletic Club has commenced, with completion expected at the end of the month. An exterior lighting update to LED fixtures was completed at the Other Barn.

Community Engagement - Planning continued for a community energy meeting scheduled for 28 February at the Owen Brown Community Center. An energy efficiency presentation was given on 7 February to the "Village in Howard" organization supporting older adults and aging in place needs.

Watershed Management and Open Space Enhancements

Highlights

Drawings for bioretention facilities in open space adjacent to Lake Elkhorn and adjacent to Faulkner Ridge Circle have been completed. Construction has been scheduled for a bioswale in open space below the Deering Woods Homeowners Association, and the repair of Weirs 2 and 3 above Jackson Pond.

Challenges

Weather and permitting issues continue to extend project timelines.

Opportunities

CA has issued an RFP for the creation of stream restoration mitigation banks. The firm or firms receiving the contract will request easements in open space that would allow the construction of

stream restoration projects that would create mitigation credits and the sale of the credits to fund the costs of the restoration projects.

Community Services

Highlights

The Volunteer Center Serving Howard County, in collaboration with the Howard County Dr. Martin Luther King, Jr. Holiday Commission, facilitated volunteer opportunities throughout Howard County on 21 January. The Center reported that 328 volunteers served 618 hours, collecting more than 6000 pounds of food and diapers for the Howard County Food Bank; clipped and sorted more than \$6,000 in coupons for military personnel; created 183 small crafts for seniors; and colorized 107 recipe cards.

The Volunteer Center Serving Howard County hosted the Taproot Foundation at its 12 February Roundtable. The Foundation helps nonprofits and social change organizations solve challenges with the support of skilled volunteers sharing their expertise pro bono.

Lela J. Sewell-Williams, manager of the Columbia Archives, has served for eight years as the volunteer archivist for the International Association for Blacks in Dance (IABD). On 23-27 January she attended the IABD's 31st annual conference and festival held in Dayton, Ohio.

Ms. Sewell-Williams served as the moderator for the opening plenary session in which she interviewed the leadership of the five founding organizations of IABD. Also, during the conference, she conducted an oral history interview with legendary dance artist John Parks. IABD preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring.

The Camps Program held an Open Hire Event on 19 January to attract applicants to work in the camps this summer. Approximately 25 individuals attended this event and several of them have been hired.

The Youth and Teen Center (YTC) has been invited to make a presentation about the YTC to principals in schools in the Oakland Mills community. Safire Windley, youth program coordinator, is coordinating the effort with Dr. Fink, principal at Oakland Mills High School.

In partnership with the Howard County Public School System, Columbia Art Center hosted its annual theme youth art show 5-30 January. The 2019 theme was "Hello I am..." and the show featured more than 300 artworks created by students in grades 1 through 12. A reception was held on 9 January with more than 250 people (students and their families) attending.

In collaboration with Haven on the Lake, Columbia Art Center hosted a paint night on 18 January at Haven on the Lake with 15 participants. The event was the first collaboration between these two CA facilities. Attendees had fun creating a painting with the guidance of a Columbia Art Center instructor, followed by the opportunity to enjoy the amenities at Haven on the Lake.

Columbia Archives hosted its inaugural Black History Month Program entitled “New Town Entrepreneurship: Early Black Owned Businesses in Columbia, 1967-1977.” The event took place on 11 February at Slayton House. The evening included a presentation featuring archival materials maintained within Columbia Archives, which featured early black owned businesses in Columbia, followed by a panel discussion composed of local, county, regional and national business representatives.

Challenges

Columbia Art Center is exploring ways to enhance its exterior with expanded directional signage. This step will help Columbia Art Center to maintain an inviting atmosphere for students and other visitors while the Long Reach Village progresses through its redevelopment process.

Opportunities

Columbia Art Center will display its first all fiber exhibition entitled “Fiber Focus: The Artful World of Fabric and Textiles.” The show, which runs 9-28 February, features 12 fiber artists based in Howard County.

Columbia Community Exchange time bank will hold a Skill Share Fair in collaboration with Transition Howard County’s Repair Cafe on 2 March, 1-4pm at The Barn in Oakland Mills Village Center. The skill share presentations will feature quick, teachable, do-it-yourself skills such as minor home repair and sewing skills. The Repair Cafe will offer repairs on many items, such as lamps, vacuum cleaners, clocks, clothing and jewelry.

Columbia Art Center Galleries will host “Visionary Women: The Journey - Art About Women, By Women,” 8-31 March. This special art exhibit will celebrate the talents and art of Howard County women during National Women’s History Month. International Women’s Day, 8 March, has been chosen as the focal point of the observance in Columbia Art Center Galleries. A reception will be held on Friday, 8 March at 6pm. Howard County Councilwoman Christiana Mercer Rigby of District 3 will speak at 6:30pm. Robin Holliday, owner and curator of Horse Spirit Arts Gallery, will present juror awards at 6:45pm. The reception is free of charge and open to the community.

As part of this celebration for National Women’s History Month, Columbia Art Center is collaborating with Columbia Archives for a panel discussion on Sunday, 17 March, 2-4pm. The free presentation will feature women professionals representing the visual, literary, and performing arts. Lela J. Sewell-Williams, manager of the Columbia Archives, will serve as the moderator for the panel discussion.

International Exchange and Multicultural Programs will hold its *2nd Explore Columbia’s Sister Cities* event on Sunday, 24 March from 1- 5pm, at the Mall in Columbia in the Lord & Taylor Court. The community is invited to an afternoon of music and dance performances, as well as a drum circle. Table displays will feature information and opportunities with Columbia’s five sister cities — Cap-Haitien, Haiti; Cergy-Pontoise, France; Liyang, China; Tema, Ghana; and Tres Cantos, Spain. This is the second year the Mall in Columbia has sponsored the event.

Communications and Marketing

Highlights

Communications & Marketing (C&M) provided support for Columbia Archives' inaugural Black History Month program titled "New Town Entrepreneurship: Early Black-Owned Businesses in Columbia" on 11 February. Promotions and communications were disseminated via CA's website, social media (including a Facebook Live event on 31 January), digital signage, enewsletters, targeted emails and more.

Following an extensive RFP process, Marketing began working with a new media agency, GKV, in January. GKV will be focused on strategy, media planning and media buying for CA, Haven on the Lake, and golf memberships, in addition to helping drive engagement with the community.

Advertising campaigns that were implemented during this time period included a focus on promoting summer camps as well as Haven on the Lake memberships, targeting visitors to competing yoga studios within a 10-mile radius with a special offer for classes. Additionally, a social media campaign for Haven on the Lake called "Yoga Pose of the Week" was launched. Each week, a yoga teacher shows how to do a particular pose (via a recorded video). The poses are inspired by a monthly theme. For instance, February focuses on heart-opening poses.

The digital marketing team continues to show lead generation growth year over year. Digital leads grew 129% from mid-January through mid-February compared to a year ago. The efforts are helping to contribute to the strong sales growth we are seeing in memberships.

Challenges

It has been challenging tracking lead data and being able to measure exactly from which channel a lead was sourced. The team is setting up unique tracking modules and, through the use of Google Analytics, we should be able to account for leads coming from social media, pay-per-click advertising, eblasts, etc. We are currently testing this tracking system so we can have better measurement of which channels are most effective.

Opportunities

CA will be driving more traffic and leads to our clubs through increased digital advertising starting the second week in February. We previously placed media through *The Baltimore Sun* utilizing a number of channels that were geo-targeted. We will increase the reach and frequency of advertising with our new partner agency.

CA in the News

Recent coverage in the media included an article in Howard Magazine about diversity in Howard County, with a quote from CA President/CEO Milton W. Matthews. Several villages distributed information in their newsletters and on social media about CA events, including the information sessions for prospective CA Board candidates.

Thought of the Month

"There is nothing so dangerous as sitting still."
~ Willa Cather, Writer

Report from the Inner Arbor Trust Feb, 2019

The IAT Board has adopted a revised mission statement: “To promote and nurture a park in a unique natural setting for a variety of arts and culture experiences that enrich the entire community.”

Capital improvements: Planning for the CA funded path in the Park is underway, and it should be completed by the end of this season. We are still waiting for the resolution of the issue between the county and DCACC regarding a permanent date for Wine in the Woods that is impacting funding for the 2nd pathway.

Afterglow Lighting has submitted a proposal to install lights in the Chrysalis which could be completed before our season begins. This is funded by a grant from the state.

2019 Calendar (so far): Community Fundraiser, Mystic India, Jazz in the Woods, Wine in the Woods, Chrysalis Kids Series, Trust Fundraiser, Columbia Orchestra (4 concerts), CFA, Maryland Winds, and Chrysalis Cabaret. Other events will be added during the season.

IMA requested that a large dumpster facility for Merriweather use be constructed on Trust property near the top of Chrysalis Drive. The Board denied that request but offered to locate a more discreet temporary location, compliant with Concept Design requirements, for this season, under the control of the Trust, that would be billed to IMA. IMA declined the offer.

Howard County General Hospital has requested RFPs for the Symphony of Lights. The Trust has submitted a proposal that incorporates a walking event, as both CA and the IAT Board will not permit vehicular events in the Park. The Trust feels that a winter festival in the Park could create a sustainable annual event that would benefit both the community and the Downtown.

Two legislative initiatives introduced to our state delegation, the festival market liquor license and the Butterfly bond bill, have been approved by the local delegation and will proceed to consideration by the entire legislature.

The Trust will begin a revised design concept for the Park late this year. An advisory committee of stakeholders will be formed to assist the process.

Lin Eagan
Chair, Inner Arbor Trust

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: January 24, 2019

To be approved: February 28, 2019

A meeting of the Columbia Association Board of Directors was held on Thursday, January 24, 2019, at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, Alan Klein, Nancy McCord, Gregg Schwind (arrived at 7:20), Virginia Thomas, and Shari Zaret (arrived at 7:05). Also present were CA Vice President/CFO Susan Krabbe and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:01 p.m. by Chairman Andrew Stack. Mr. Stack announced the directors and senior staff in attendance, reminded attendees that the meeting is being recorded and broadcast, and reminded them to follow CA's Five Civility Principles.

Ms. Zaret arrived at 7:05 p.m.

2. Announcement of Closed/Special Meetings:

The **Risk Management Committee** held a closed meeting on January 10, 2019 at Columbia Association headquarters. Members present were Milton Matthews, Susan Krabbe, Nancy McCord, Lin Eagan and Shari Zaret. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners 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 6:34 p.m. until 6:57 p.m. to discuss general liability matters, incidents and claims.

The **Architectural Resource Committee** held a closed meeting on January 14, 2019. Members present were Sheri Fanaroff, Deb Bach, Carl McKinney, Eva Lambright, and Gracie Bradford. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners 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 1:48 p.m. for discussion of new and ongoing covenant cases.

3. Approval of Agenda

Mr. Stack asked that Item 12 be removed from the agenda, due to the absence of CA President/CEO Milton W. Matthews.

Action: Ms. Thomas moved to approve the agenda as amended. Ms. Eagan seconded the motion, which passed unanimously. Vote: 9-0-0

For: Messrs. Boulton, Klein, Stack and Mses. DuBois, Eagan, Evans, McCord, Thomas, and Zaret

Against: none

Abstain: none

4. Disclosure of Conflict of Interest: Mr. Stack said that some Board members, including himself, may have a conflict of interest by voting on agenda Item 9(b)3.iii (re: Elderly Individuals Tax Credit).

52 **5. Resident Speakout:**

- 53 a) Jonathan Edelson, Oakland Mills Village Association, spoke about the CA budget.
54 b) Jonathan Edelson, Oakland Mills, spoke about CA assistance during the federal government shutdown.
55

56 *Mr. Schwind arrived at 7:20 p.m.*
57

- 58 c) Nina Basu, Inner Arbor Trust, spoke about state legislation related to the IAT's proposed Butterfly Guest
59 Services Building (05-19) and marketplace liquor license (06-19).
60 d) Will Glass, Taps LLC, spoke about a marketplace liquor license for Symphony Woods.
61 e) Chris Allewa, spoke about a possible CA role in planning and zoning.
62 f) Joel Hurewitz, Harpers Choice, spoke about Howard County Bill 4-19.
63 g) Pat Hersey, Oakland Mills, spoke about Howard County bill 4-19.
64 h) Alisa Niefeld-Batiz, Oakland Mills, spoke about Howard County bill 4-19.
65 i) Noah Carter, works in Howard County, spoke about Howard County bill 4-19.
66 j) Pam Klahr, former Chamber of Commerce chair, spoke about bill 05-19 re: Symphony Woods
67 k) Brian England, Hickory Ridge, spoke about East Guilford Industrial Park covenant enforcement.
68

69 **Action:** Ms. Schwind moved that the Board waive attorney-client privilege to allow CA General Counsel Sheri
70 Fanaroff to give legal advice about the plastic bag bill during tonight's open meeting. Mr. Klein
71 seconded the motion, which passed. Vote: 6-1-3
72 For: Messrs. Boulton, Klein, and Schwind; and Meses. DuBois, McCord, and Zaret
73 Against: Mr. Stack
74 Abstain: Meses. Eagan, Evans and Thomas
75

76 Mr. Stack said the discussion should occur when the Board discusses other state legislation -- Item 9(b)3 on
77 tonight's agenda.
78

79 **6. Chairman's Remarks:**

80 Mr. Stack submitted a written report.

81 **7. Reports/Presentations**

82 (a) President's Report

83 Mr. Matthews submitted a written report.
84

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

86 Lin Eagan submitted a written report. In response to questions from Board members, she noted that new
87 rules and regulations being developed for the park will apply to all of the park's users and will include
88 enforcement measures.
89

90 (c) Financial Reports – none
91

92 (d) Quarterly Update re: Member Information

93 Sport and Fitness Department Director Dan Burns gave an overview re: membership sales and attrition.
94

95 **8. Second Deliberation by the Board on the Conditional FY 2020 Budget with proposed additions and**
96 **deletions from stakeholders**

97 Board members discussed a budget item regarding a feasibility study for an elevator in Oakland Manor.
98 Mr. Stack also suggested that members send in their questions and ideas in preparation for the budget
99 discussion that will be held during the next work session.
100

101 **9. Board Action**

102 (a) Consent Agenda

1. **Approval of Minutes** – December 13, 2018 BOD meeting

The minutes were approved by consent.

(b) Board Votes

1. Acceptance of Final Report from the Millennials Work Group

Action: Ms. McCord moved to accept the Millennials Work Group report and to direct CA President Milton Matthews to present a draft Millennials Advisory Committee charter at the Board's next work session, scheduled for February 14. Ms. Thomas seconded the motion, which passed.

Vote: 9-1-0.

For: Messrs. Boulton, Klein, and Stack; and Meses. DuBois, Eagan, Evans, McCord, Thomas and Zarat

Against: Mr. Schwind

Abstain: none

2. East Guilford Industrial Park Covenant Enforcement Recommendation

Mr. Klein moved that CA staff meet with East Guilford Industrial Park property owners to learn their views on CA's proposed Agreement to Modify Guilford Industrial Restrictions. Ms. Thomas seconded the motion, which passed unanimously. Board members will be invited to the meetings.

Ms. DuBois left the room.

3. Vote on Howard County State Delegation Legislation

i. Howard County 05-19: Butterfly Building

Action: Ms. McCord moved to support the legislation, which would provide funding for the design and construction of the Inner Arbor Trust's Butterfly Building in Symphony Woods. Mr. Schwind seconded the motion, which passed. Vote: 7-2-0.

For: Messrs. Schwind, and Stack; and Meses., Eagan, Evans, McCord, Thomas, and Zaret

Against: Messrs. Boulton and Klein

Abstain: none

Ms. DuBois returned.

ii. Howard County 06-19: Marketplace License

Action: Ms. McCord moved to support the legislation, which would enable Howard County to issue marketplace liquor licenses. Ms. Thomas seconded the motion, which passed unanimously.

iii. Howard County 16-19: Elderly Individuals Tax Credit

Action: Mr. Klein moved to support the legislation, which would allow people to claim the tax credit if they have lived in the same county for 40 years, rather than in the same dwelling. Ms. Thomas seconded the motion.

Mr. Boulton moved to amend the motion to add that the tax credit should be needs based. The motion was not seconded.

The original motion to support Howard County bill 16-19 passed. Vote: 7-1-2.

For: Messrs. Klein and Schwind; and Meses. DuBois, Eagan, Evans, Thomas, and Zaret

Against: Mr. Boulton

Abstain: Ms. McCord and Mr. Stack

iv. Howard County 4-19: Authority to Impose Fees for Use of Disposable Bags (*added to agenda*)

Action: Ms. Thomas moved to support amending the legislation to allow a surcharge of up to 10 cents per plastic bag. Mr. Klein seconded the motion, which passed. Vote: 9-1-0.

For: Messrs. Boulton, Klein, Schwind; and Mses. DuBois, Eagan, Evans, McCord, Thomas,
and Zaret
Against: Mr. Stack
Abstain: none

Action: Ms. Thomas moved to support amending the legislation to also apply the surcharge to paper bags. Ms. Evans seconded the motion, which failed. Vote: 4-5-1.
For: Mses. Eagan, Evans, Thomas, and Mr. Klein
Against: Mses. McCord and Zaret; and Messrs. Boulton, Schwind, Stack
Abstain: Ms. DuBois

4. Vote on Development

i. Jordan Overlook

Action: Ms. Thomas moved to oppose a proposed conditional use petition that would allow a 21-unit age-restricted adult community to be built on an outparcel in Oakland Mills' Thunder Hill. Ms. Eagan seconded the motion, which passed. Vote: 9-1-0.
For: Messrs. Boulton, Klein, Schwind and Stack; and Mses. DuBois, Eagan, Evans, Thomas, and Zaret
Against: Ms. McCord
Abstain: none

If the developer instead pursues building 11 single-family detached homes, which is permitted under the existing zoning as a matter of right, CA staff recommends that the Board take no action because there would be no public review process; zoning that permits single-family homes is already in place.

ii. ZB 1120M Enterprise Homes, Inc./Community Homes

Action: Ms. McCord moved to support a proposed amendment to the Preliminary Development Plan for Columbia New Town District to increase the number of allowable multi-family units by 300 and assign the units to five specific properties in Wilde Lake and Harpers Choice. Mr. Schwind seconded the motion, which passed. Vote: 9-1-0.
For: Messrs. Boulton, Schwind and Stack; and Mses. DuBois, Eagan, Evans, McCord, Thomas, and Zaret
Against: Mr. Klein
Abstain: none

Howard County 12-19: Public Ethics – Developer Contributions (*added to agenda*)

Action: Mr. Boulton moved to support legislation that would prohibit zoning amendment applicants from donating to elected officials while the application is pending, and would prohibit county council members from voting on or participating in the proceeding on the application if [s]he received payment from the applicant during a 36-month period preceding the filing of the application. Mr. Klein seconded the motion.

Action: Mr. Stack moved to table the previous motion, which was based on a *summary* of the bill, not the actual bill. Ms. Zaret seconded the motion, which passed unanimously.

Ms. Fanaroff will provide copies of Howard County 12-19 at the next meeting.

10. Tracking Forms

- (a) Tracking Form for Board Requests
- (b) Tracking Form for Resident Requests

11. Talking Points.

- 206 **12.** Entertain motion to hold a closed meeting of the CA Board of Directors on January 24, 2019 under the
207 Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(i) discussion of matters pertaining to
208 employees and personnel and (vi) consideration of the terms or conditions of a business transaction in the
209 negotiation stage if the disclosure could adversely affect the economic interests of the homeowners
210 association. **TABLED**
211
- 212 **13.** Entertain motion to hold a closed meeting of the CA Board of Directors on January 24, 2019 under the
213 Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(iii) Consultation with legal counsel on
214 legal matters. **TABLED**
215
- 216 **14. Adjournment:** The meeting was adjourned at 11:06 p.m.
217
- 218 Respectfully submitted,
219
- 220 Valerie Montague
221 Recording Secretary



February 22, 2019

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

From: Susan Krabbe, Vice President and CFO
Dan Burns, Director of Sport and Fitness

RE: FY 20 Membership Budget Considerations

At the Board's February 14, 2019 work session, much of the discussion related to rates focused on membership rate reductions in the proposals that Gregg Schwind submitted via email on January 24, 2019. Staff has been reviewing and attempting to analyze the impact of those proposals on CA's finances and participation goals since then. With the budget vote scheduled for February 28 and with the difficulty of coming up with offsetting expense reductions of the required magnitude in a timely manner that would allow for the Board to review and provide direction, staff has focused on the proposals that are anticipated to increase flexibility for families and millennials while limiting the negative financial impact.

As a result, staff proposes the following for the FY 20 budget:

- 1. Redefine "family membership" to include single parents and their children.**
 - a. "Family" memberships already include a single parent with more than one child.
 - b. Staff proposed this in the FY 20 Budget as an operating budget change. The original staff proposal has been updated at the request of the Board to include a child up to 16, so that the total estimated budget impact is a reduction in revenue of \$18,000. This change does not redefine family membership, but instead creates a new "discount" as noted on the Budget New Operating Initiative submission to help a single parent with one child who are not eligible for income qualified pricing participate in CA fitness clubs.
- 2. Redefine "family membership" to include children living at home up to the age of 25 (current max is 22)**
 - a. Currently, to remain on the family membership adult children living at home pay 50% of the new member rate beginning on their 23rd birthday, and must purchase their own membership when they turn 26. Based on Board proposals, staff will submit a new Operating Initiative to allow the adult child to remain on the membership at no additional fee through age 25. Based on existing participation, this change is projected to reduce annual membership revenue by approximately \$20,000 beginning in FY 20.
- 3. Create a college student (undergraduate and graduate students), single-facility discount of 50% off the single facility new member or renewal rate (whichever applies)**
 - a. Currently CA offers a 90-day 1Fit pass for \$195. This represents an \$8/month premium over the FY 19 new member resident rate. Staff will create a Student

90-day 1Fit pass for any student with current valid high school or college ID at the currently available renewal rate. For FY 19, this would have made the pass \$165 for a resident, 15% below the existing price.

- b. With the CA Income Qualified membership income levels of \$56,850 for an individual and \$64,050 for a couple, many students who file their own taxes are already eligible for a 50% membership. Students who are dependents of their parents can be on family or two-person memberships, soon to be until they turn 26 years old.



February 22, 2019

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

From: Susan Krabbe, Vice President and CFO

Re: Board Votes on FY 2020 Budget Components

The CA Board will be asked to vote on the proposed amendments to the Conditional FY 2020 budget at its meeting on Thursday, February 28, 2019. The components of the budget on which the Board will vote are:

1. Rates for memberships, daily fees and admissions for Sport and Fitness facilities, School Age Services monthly rates and rates for Open Space Management facilities (see Section 10 in the binder of budget materials).
2. The amended FY 2020 Capital Budget (see Section 9 in the binder of budget materials).
3. The amended FY 2020 Operating Budget (see Section 8 in the binder of budget materials).



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF
RE: 2019 PROPOSED LEGISLATION
DATE: FEBRUARY 18, 2019

This memo follows up on my memos of January 4 and 17 and February 1 and 11, 2019. Part A provides information on additional bills of interest filed with the General Assembly. Part B sets out a table with the hearing dates for the bills.

A. ADDITIONAL GENERAL ASSEMBLY BILLS

HB 826 - Condominiums and Homeowners Associations – Electric Vehicle Recharging Equipment (Electric Vehicle Recharging Equipment for Multifamily Units Act)

This bill is similar to SB 822 described in my February 11 memo, which among other things would prohibit an HOA from enforcing unreasonable restrictions on the installation or use of electric vehicle recharging equipment in a property owner's parking space. However, this bill would require that an HOA grant an easement on any common area if necessary for the installation of or supply of electricity to that equipment on the owner's lot. This bill could negatively impact CA by requiring that we grant an unlimited number of easements to property owners desiring to install this equipment.

HB 900 - Cooperative Housing Corporations, Condominiums and Homeowners Associations – Reserve Studies

This bill would require an HOA to have an independent reserve study completed at least every five years and to include in its annual budget reserve funds equal to at least 80% of the funding amount recommended by the most recent reserve study. CA is exempted from this legislation.

HB 908 - Condominiums and Homeowners Associations – Candidate or Proposition Signs – Notice of Restrictions

This bill would require that an HOA, prior to every primary and general election, send written notice of sign restrictions to every lot owner. This would negatively impact CA by requiring us to regularly incur the expense of doing a mailing to approximately 33,000 lot owners.

HB 976 - Labor and Employment – Minimum Wage – Establishment by Counties

This bill would allow a County to establish the minimum wage for employees working in that County and require employers to pay the greater of the federal or county minimum wage. The bill also provides that if a County does not set a minimum wage, employers shall pay the greater of the federal or state minimum wage. An employer would only have to pay the lesser of 85% of the county minimum wage or the full state minimum wage to an employee under the age of 20.

HB 1037 - Condominiums and Homeowners Associations – Meeting Requirements

This bill would establish certain quorum and notice requirements for a meeting of lot owners. The bill does not appear to have any direct impact on CA.

HB 1300 - Labor and Employment – Maryland Healthy Working Families Act – Seasonal Temporary Workers

This is the parallel bill to SB 681, which was described in my February 11 memo. It would amend the Act to provide that an employer is not required to allow employees to take earned sick leave during the first 120, rather than the current 106, days of employment.

B. HEARING DATES

Hearing Date – Time	Bill Number	Title	Cross-filed Bill
2/6 – 8:30 a.m.	Ho.Co. 5-19	Bond Request - Butterfly Building for Visual Arts Gallery and Guest Services - Design and Build, Ho.Co. 05-19, \$2,000,000 \$250,000 (Revised)	---
2/21 – 6:30 p.m.	Ho.Co. 12-19	Howard County - Ethics - Limit on Developer Contributions	---
2/21 – 1:00 p.m.	SB 280	Labor and Employment - Payment of Wages - Minimum Wage and Enforcement (Fight for Fifteen)	HB 166
2/13 – 12:00 p.m.	SB 316	Vehicle Laws - Plug-In Electric Drive Vehicles - Reserved Parking Spaces	---
2/14 – 12:00 p.m.	SB 330	Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities	HB 1244
3/7 – 1:00 p.m.	SB 500	Labor and Employment - Family and Medical Leave Insurance Program - Establishment	---
2/27 – 1:00 p.m.	SB 514	Commercial Law - Automatic Renewals	---
2/28 – 12:00 p.m.	SB 612	Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules	HB 709
2/21 – 1:00 p.m.	SB 681	Labor and Employment - Maryland Healthy Working Families Act - Seasonal Temporary Workers	HB 1300
2/28 – 12:00 p.m.	SB 721	Real Property - Common Ownership Communities - Registration	HB 737
2/19 – 12:00 p.m.	SB 723	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	HB 392
2/28 – 12:00 p.m.	SB 745	Homeowners Associations - Adopted Annual Budget - Submission to Lot Owners	---
2/28 – 12:00 p.m.	SB 822	Real Property - Installation and Use of Electric Vehicle Recharging Equipment	---
1/22 – 1:00 p.m.	HB 8	Business Regulation - Amusement Attractions - Maryland Rider Safety Act	---
2/8 – 12:30 p.m.	HB 166	Labor and Employment - Payment of Wages - Minimum Wage and Enforcement (Fight for Fifteen)	SB 280
2/12 – 1:00 p.m.	HB 207	Condominiums and Homeowners Associations - Amendment of Governing Documents	---
2/19 – 1:00 p.m.	HB 220	Prince George's County - Condominiums and Homeowners Associations - Reserve Studies - Annual Budgets PG 402-19	---
2/12 – 1:00 p.m.	HB 341	Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2019)	---
2/19 – 1:00 p.m.	HB 392	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	SB 723
2/26 – 1:00 p.m.	HB 709	Homeowners Associations - Powers, Boards of Directors, Voting, Meetings, and Rules	SB 612
3/5 – 1:00 p.m.	HB 737	Real Property - Common Ownership Communities - Registration	SB 721
3/5 – 1:00 p.m.	HB 825	Condominiums and Homeowners Associations - Amendments to Declarations and Governing Documents	---

Hearing Date – Time	Bill Number	Title	Cross-filed Bill
3/5 – 1:00p.m.	HB 826	Condominiums and Homeowners Associations – Electric Vehicle Recharging Equipment (Electric Vehicle Recharging Equipment for Multifamily Units Act)	---
2/18 – 1:00 p.m.	HB 869	Howard County – Alcoholic Beverages – Marketplace License Ho. Co. 06–19	---
3/5 – 1:00 p.m.	HB 900	Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies	---
3/5 – 1:00 p.m.	HB 908	Condominiums and Homeowners Associations - Candidate or Proposition Signs - Notice of Restrictions	---
3/5 – 1:00 p.m.	HB 976	Labor and Employment - Minimum Wage - Establishment by Counties	---
3/5 – 1:00 p.m.	HB 1037	Condominiums and Homeowners Associations - Meeting Requirements	---
TBD	HB 1166	Howard County - Authority to Impose Fees for Use of Disposable Bags Ho. Co. 04-19	---
3/5 – 1:00 p.m.	HB 1244	Public Buildings and Places of Public Accommodation - Diaper-Changing Facilities	SB 330
TBD	HB 1300	Labor and Employment - Maryland Healthy Working Families Act - Seasonal Temporary Workers	SB 681
1/22 – 7:00 p.m.	CB 4-2019	County Council of Howard County, Maryland: Bill No. 4-2019	---



To: Columbia Association Board of Directors (CA Board)

Through: Jane Dembner, Director of Planning and Community Affairs

From: Jessica Bellah, Community Planner

Subject: Draft Millennial Advisory Committee Charter and Charge

Date: February 21, 2019

At the February 14 Work Session, the CA Board reviewed a draft charter for the establishment of a Millennial Advisory Committee (Committee) and draft work items staff recommended the Committee undertake in their first year of operation. The Board suggested some changes in language to certain portions of the draft charter and first year work items. The attached drafts reflect these changes.

At the Board's request, staff reached out to the members of the Millennial Work Group and asked them for input on the draft charter and work items. Two members responded; one member recommended providing a link to "Robert's Rules of Order, Newly Revised" for Committee members to reference and the other reached out to discuss various parts of the charter but made no recommendations.

Recommendation

Staff recommends that the Board approve the finalized Charter and first year Charge at the February Board meeting on February 28th. Staff recommends that information pertaining to Robert's Rules of Order be shared with Committee members at the start of their tenure serving on the Committee.

**COLUMBIA ASSOCIATION
MILLENNIAL ADVISORY COMMITTEE CHARTER
Draft, January 29, 2019**

Mission Statement

The mission of the Millennial Advisory Committee (the “Committee”) is to provide input and suggestions to the Columbia Association on how existing or new programming, facilities, services and offerings can best meet the needs, interests, and concerns of Columbia’s millennial community and to facilitate increased millennial participation and engagement with Columbia Association.

Goals

In July of each fiscal year, the Committee will submit for approval by the CA Board a Charge consisting of three to four initiatives related to its mission to be addressed by the Committee over the remainder of the fiscal year. The initiatives must be aligned with CA’s Strategic Plan. The Committee’s Charge may include some or all of the following:

1. Monitor the implementation of recommendations from the Millennials Work Group report, “Exploring Ways to Better Serve Millennials.” (Accepted by the Board on January 24, 2019).
2. Review and advise on CA programs and services as they relate to the mission of this committee.
3. Explore, inform and advise Columbia Association on community issues and opportunities as they relate to the mission of this committee.
4. Provide volunteer assistance at and/or host Columbia Association events or programs targeted toward Columbia’s millennial population.
5. Encourage businesses, organizations and associations to address the needs, interests and concerns of Columbia’s millennials so that Columbia is a city that appeals to a wide range of age cohorts.
6. Assist Columbia Association in disseminating information to the community as it relates to the mission of this committee
7. Assist Columbia Association by engaging with other Columbia Association Advisory Committees to provide the millennial perspective and input on the work undertaken by these committees as it relates to the mission of the Committee.

Procedures

ARTICLE I: MEMBERSHIP

Section 1

The Committee shall consist of up to fifteen (15) individuals ages 19 through 35 years of age. Members shall be selected from the community at-large with the intention that the Committee’s membership will be reflective of diverse backgrounds and interests, including both residents and those employed but not living in Columbia.

Section 2

A Columbia Association staff member will be appointed by Columbia Association's President/CEO to serve as a staff liaison to the Committee. The Columbia Association staff member will recommend and the CA Board will select the committee members from nominations received in response to a public announcement soliciting members.

Section 3

Committee members will be appointed for a one-year term, with member renewal determined by the Columbia Association President/CEO or his/her designee.

Section 4

Members may be removed from the Committee by a two-thirds vote of the Committee for not fulfilling their duties as defined in Article III or for failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

Section 5

Any vacancies occurring during the term of a member shall be filled for the remainder of the unexpired term in accordance with the requirements outlined above.

ARTICLE II: OFFICERS

Section 1

The officers of the Committee shall be a Chairperson and Vice-Chairperson. Officers shall be elected by a majority vote of members present at the first regular meeting of the Committee each fiscal year, and shall hold office for their one-year term.

Section 2

The Chairperson, with the assistance of the CA staff liaison (see Article VII: Staff Support), shall be responsible for preparation of the meeting agendas and shall preside over meetings of the Committee.

Section 3

The Vice-Chairperson shall preside over meetings in the Chairperson's absence and assist the Chairperson in the performance of his/her duties.

ARTICLE III: DUTIES OF MEMBERS

Section 1

By accepting a position on the Committee, each member agrees to attend and actively participate in regular and special Committee meetings.

Section 2

The Committee advises on special topics, matters and issues as directed by the CA Board.

Section 3

The Committee may recommend policy to the CA Board, but will have no policy-making authority for CA. The Committee also shall have no authority to direct or oversee the day-to-day work of CA staff.

Section 4

If the Committee intends to request funds from CA, the Committee Chair shall provide testimony during the budget process to support that request.

ARTICLE IV: MEETINGS

Section 1

Regular meetings of the Committee shall be held at least quarterly and all meetings shall be open to the public, unless closed pursuant to the provisions of the Maryland Home Owner Association Act. More frequent meetings may be established by the membership.

Section 2

The Chairperson may call special meetings at any time and shall notify all members and the public, at least one week prior to such meeting, as to the time, place and purpose of such special meetings.

Section 3

Additionally, at the request of the majority of the members, the Chairperson shall cause a special meeting to be called. The request must be made in writing and be received at least two weeks before the requested scheduled date and must state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those in attendance.

Section 4

A majority of the Committee's membership is required to be present at a meeting to constitute a quorum.

Section 5

On any matters brought to a vote before the Committee, each member shall be entitled to one vote.

ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the Columbia Association Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the membership at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment. Columbia Association Management may recommend charter amendments to the Columbia Association Board at any time.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in "Robert's Rules of Order, Newly Revised" shall govern all proceedings of this Committee, subject to such special rules as may be adopted.

ARTICLE VII: STAFF SUPPORT

The CA staff liaison to the Committee will provide support to the Committee by working with the Chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, preparing and posting minutes of meetings, and otherwise carrying out the responsibilities described in "Responsibilities of Staff Liaisons for CA Advisory Committees." The staff member also will assist the Committee in gathering, assessing and presenting information to the CA Board. Requests for additional support are dependent upon available resources.

ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year listing the Committee's major accomplishments in relationship to its Charge, stating its recommendations to the Board, if any, and outlining its proposed Charge for the remainder of the fiscal year.

Approved by the CA Board of Directors – _____, _____

Proposed Charge, Millennial Advisory Group for the period the committee is established in FY19 through FY 20 (April 30, 2020).

1. Provide specific recommendations on potential membership pricing and discounts for Columbia's millennials.
2. Provide feedback on new and existing programming and events designed to respond to those Priority recommendations outlined in the Millennials Work Group report, "Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)
3. Provide an implementation report on the recommendations in the Millennials Work Group Report, Exploring Ways to Better Serve Millennials." (Accepted by the Board on January 24, 2019)



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF *Sheri Fanaroff*
RE: COMMUNITY BENEFIT ASSOCIATION LEGISLATION
DATE: FEBRUARY 28, 2019

The Columbia Association (CA) Board of Directors is discussing a proposal for the filing of legislation in the state General Assembly that would recognize CA as a community benefit association (CBA) rather than a homeowners association (HOA).

In connection with that discussion, I recommend that the board disclose to the public the following documents:

- Draft Community Benefit Association Bill
- Document quoting the text of each HOA Act section with a notation whether the section would apply to a CBA
- Summary list of HOA Act sections that would apply to a CBA
- Summary list of HOA Act sections that would not apply to a CBA
- Q&As prepared in response to questions at the presentation to the village community associations (A first set of Q&As has already been made public and can be found on CA's website.)

Board Request Tracking Log
FY 19
As of February 22, 2019

	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	Gregg Schwind	CA's process for investigating and resolving sexual harassment complaints	5/31/2018	Office of the General Counsel	7/26/2018	7/26/2018
3	Ginny Thomas	One-page summary of the process used to study the neighborhood centers	6/9/2018	Open Space and Facility Services	7/13/2018	E-mail sent to the BOD on 7/13/2018
4	Chao Wu	CA Board Expenses - 2017-2018	7/9/2018	CFO's Office	8/9/2018	E-mail sent to the BOD on 8/2/2018
5		How many FY/PT employees and their costs				
6		How much spent on the meeting				
7		How much spent on stakeholders dinners				
8		How much spent on BOD members gift cards/benefits				
9		How much spent on outside consulting hired by the BOD				
10		Include any other expenses associated with the BOD				
11	Janet Evans	Request for data related to harassment complaints	9/19/2018	Office of the General Counsel	10/31/2018	E-mail sent to the BOD on 11/1/2018
12	Ginny Thomas	Equipment and Programming changes in the upstairs fitness space at the Supreme Sports Club	10/1/2018	Sport and Fitness	11/1/2018	E-mail sent to the BOD on 10/22/2018
13	Ginny Thomas	Use of plastic containers/bags at CA facilities	10/10/2018	Sport and Fitness	11/10/2018	Memo sent to the BOD on 11/6/18

Board Request Tracking Log
FY 19
As of February 22, 2019

	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>
14	Ginny Thomas	Resolution for Columbia's "Bike Guy" - What has been done in the past and what does CA staff recommend?	10/17/2018	President's Office	12/21/2018	In light of interest at the village level, referred to members of the Harper's Choice and Hickory Ridge BOD to prepare the resolution.
15	Ginny Thomas	Jordan parcel near Dalton	10/17/2018	Planning and Community Affairs	11/17/2018 (information will be provided at the 11/8/18 BOD work session)	Updated provided at the 11/8/18 BOD work session. Staff will continue tracking this item.
16	Gregg Schwind	Steps regarding Longfellow Neighborhood Center mold remediation	11/5/2018	Open Space and Facility Services	12/5/2018	E-mail sent to the BOD on 11/29/2018
17	Alan Klein	Provisions in the governing documents and the Maryland Homeowners Association Act regarding who can call a closed meeting of a Board of Directors	11/8/2018	Office of the General Counsel	12/21/2018	Memo shared with the BOD on 12/20/2018

Board Request Tracking Log
FY 19
As of February 22, 2019

	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>
18	Janet Evans	Additional data requested regarding harassment complaints	11/8/2018	Office of the General Counsel	12/8/2018	E-mail sent to the BOD on 11/27/2018
19	Ginny Thomas	Is CA able to track the usage by user of the electric vehicle charging stations on CA property?	12/14/2018	Open Space and Facility Services	1/14/2019	E-mail with information sent to the BOD on 1/10/2019
20	Ginny Thomas	Request to coordinate a group of tennis and pickleball players to analyze the court usage issue	2/5/2019	Sport and Fitness	3/5/2019	
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Resident Request Tracking Log
FY 19
As of February 22, 2019

	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	Robert Slattery	Questions re: three bids/RFP's on CA's website	5/5/2018	Administrative Services	6/1/2018	Letter sent 5/22/2018
3	Tom Scott	Would like a copy of the information sent to Chao Wu in response to his request on 7-9-18 for information re: CA Board expenses	1/28/2019	Administrative Services	2/28/2019	Memo sent 2/12/2019
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