



June 22, 2018

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

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, June 28, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

1. Call to Order 5 min.
 - (a) Announce Directors/Senior Staff in Attendance
 - (b) Remind people of meeting being recorded/broadcast
 - (c) Read Five Civility Principles
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.
7. Reports/Presentations 15 min.
 - (a) President's Report – See written report – Follow-up questions from the BOD (10 min.)
 - (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors (5 min.)
 - (c) Financial Reports – None
8. Board Action 1 min.
 - (a) Consent Agenda 1 min.
 1. Approval of Minutes – May 24, 2018 BOD Meeting
 2. Approval of Minutes - May 24, 2018 Closed Board of Directors Meeting
 - (b) Board Votes 15 min.
 1. Indemnify CA Team Members on the 401(k) Plan Investment Committee for Actions Taken in Good Faith on behalf of the Plan (5 min.)
 2. Updates to the Board Reimbursement Policy (5 min.)
 3. Allow Residents to Speak on Any Topic at Board Work Sessions (5 min.)
9. Board Discussion (15 min.)
 - (a) FY 2020 Draft Budget Schedule (15 min.)
10. Tracking Forms 5 min.
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests

11. Talking Points **2 min.**
12. Motion to hold a closed meeting of the CA Board of Directors on June 28, 2018 under the Maryland Homeowners Association Act Section 11B-111(4)(vi), Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association.
13. Motion to hold a closed meeting of the CA Board of Directors on July 26, 2018 under the Maryland Homeowners Association Act Section 11B-111(4)(i), Discussion of matters pertaining to employees and personnel and Section 11B-111(4)(iii), Consultation with legal counsel on legal matters
14. If the motion to hold a closed meeting on June 28, 2018 is approved, move to a closed meeting.
If the motion to hold a closed meeting on June 28, 2018 is not approved, adjourn.

Next Board Work Session and Meeting
Thursday, July 12, 2018 – Board Work Session – 7:30 p.m.
Thursday, July 26, 2018 – Board Meeting – 7:30 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.

June 15, 2018

Chair's Remarks June 28, 2018 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
June 14-30, 2018	Columbia Festival of the Arts (see website for details)	(see website for times)
June 24, 2018	Chrysalis Kids: Jedi Academy (co-sponsored by CA)	3:00 PM RR
June 24, 2018	Reception - MD Pastel Society exhibit at Slayton House	3:00 PM
June 25, 2018	"Bugs that Bite" information session (Claret Hall, see web for details)	7:00 PM
June 25, 2018	CA Audit Committee	7:30 PM
June 27, 2018	Lakefront Wednesdays Concerts series begins (runs through August 15, 2018)	Noon
June 27, 2018	International & Multicultural Advisory Committee meeting	7:00 PM
June 28, 2018	CA Board meeting	7:30 PM
July 4, 2018	Fireworks at Lakefront	5:00 PM
July 7, 2018	Chrysalis Kids: Grandsons, Jr.	10:00 AM RR
July 8, 2018	CA's Second Sunday Swim (free access with Columbia Card)	(See Pool Schedules)
July 12, 2018	CA Board work session	7:00 PM (note time change)
July 17, 2018	Volunteering Made Easy	6:00 PM RR
July 17, 2018	Columbia Solar Cooperative information session (OM)	7:00 PM
July 17, 2018	Aquatics Advisory Committee meeting (HR - see web site)	7:00 PM
July 19, 2018	Senior Advisory Committee meeting	2:30 PM

RR = Registration Required

Please note that the July work session will start at 7 PM instead of 7:30 PM.



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

Paul Gleichauf
Acting Director of
Communications
and Marketing

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

Chuck Thompson
Chief Information
Officer

Jackie Tuma
Director of
Internal Audit

June 2018

Office of the President/CEO

The Downtown Columbia Arts and Culture Commission (DCACC) has partnered with the Howard County Public School System (HCPSS) to support initiatives that promote the benefits of music education programs in Howard County. Under the terms of the agreement, DCACC will provide opportunities for HCPSS students and staff to participate in community programming at Merriweather Post Pavilion. DCACC and HCPSS will collaborate to host a statewide high school jazz festival at Merriweather. DCACC will coordinate event staff management and marketing for the annual festive. HCPSS will coordinate with participating statewide high schools and provide performance scheduling for the event.

The Downtown Columbia Partnership (DTCP) hosted a successful “Books in Bloom” event on June 10. DTCP is partnering with the Downtown Columbia Arts and Culture Commission to host a Pub Crawl on June 21 in conjunction with a screening of *This is Spinal Tap* at Merriweather Post Pavilion. The goal is to spread the word that there are great restaurants in Downtown Columbia and great local beer brewed in Columbia and Howard County.

Other recent events in Downtown Columbia include Capital Jazz Fest at Merriweather Post Pavilion on June 1-3; the opening of “The Soundry” at the former site of Tomato Palace on June 1; Lakefest weekend on June 15-17; the second annual “Longest Table” sponsored by the Howard County Public Library System on June 16 at Howard Community College; and a free concert by the Columbia Orchestra at the Chrysalis on June 19.

The Transportation Demand Management Plan (TDMP) prepared by the Howard County Office of Transportation and the DTCP is complete. A community meeting is planned for July 10 in the community room at Merriweather Post Pavilion. A copy of the TDMP will be distributed to CA Board members at the June 28 meeting.

Also, a copy of the DTCP 2017 Annual Report will be distributed to CA Board members at the June 28 meeting.

As was the case in July 2016, the Howard County Economic Development Authority is actively working to help restore Ellicott City following the flooding during Memorial Day weekend.



Administrative Services

Information Technology (IT)

Columbia Association (CA) IT added five sites to the InterCounty Broadband Network (ICBN):

- Sports Park
- Wilde Lake Tennis
- Long Reach Tennis
- Ice Rink
- Fairway Hills

Other CA sites connected to the ICBN are CA Headquarters; the three fitness facilities (Athletic Club, Supreme Sports Club, and Columbia Gym); Haven on the Lake; and Open Space.

The ICBN enables CA IT to terminate slow and costly legacy network contracts, to eliminate chronic service issues, and to introduce high-speed, fiber-based connectivity to these sites.

Sport and Fitness

Aquatics

Columbia Association's 23 outdoor pools opened as scheduled for the summer season.

This pool season, the MacGill's Common pool will be operating as an Autism Sensory Pool. The Howard County Autism Society will inform CA of children with autism, who are CA members and who have stop/start issues, which will be noted on the swimmer's CA membership. The designation as an Autism Sensory Pool will allow the child to remain in the pool during adult-only times. CA members may qualify their family members for inclusion in the program by contacting the Howard County Autism Society at 410-290-3466 or email info@howard-autism.org. Once a child's membership has been updated, another family member is requested to speak to a guard when visiting the pool.

Golf

Both of CA's golf courses have been severely impacted by weather conditions. The team at Hobbit's Glen has been repairing winter freeze damage to the Bermuda grass fairways. The repair involves sprigging new Bermuda grass into the damaged areas and overwatering the areas for several weeks to allow them to grow. The areas that are too damaged for resprigging will be resodded. We anticipate that the course will be in peak form around the first week of July.

The recent rains and resulting floods on May 27 severely damaged the bridges on holes 6 and 18 at Fairway Hills. The golf team is working closely with the CIP (Capital Improvement Projects) team to assess the overall damage and plan for repairs. Until the bridges are repaired, guests are playing on a modified nine-hole layout.

Athletic Club

Work continues on the Athletic Club renovation. The area for the addition that will house the locker room showers and hot tub has been excavated, and work on the foundation and framing will begin

soon. Five large trailers, which contain all the fitness equipment used inside the club, will be housed in the parking lot during the renovation.

Inside the club, the front desk, General Manager's office, laundry room and coffee area have been completely removed, as has all flooring and most of the drop ceilings. The drop ceilings will not be replaced in most areas; however, due to the existing infrastructure, some will be reinstalled. During the renovation, all areas will receive new flooring.

The most extensive work to date has been done in the men's and women's locker rooms, where demolition has left them almost unrecognizable. Walls have been torn down, lockers removed, floors torn up, showers torn down, and ceilings removed. One of the biggest projects has been the removal of the hot tub which, unbeknownst to the contractors, was encased in a solid block of concrete on all sides. They have literally been chipping away at it with jackhammers and big machines, creating dumpsters full of concrete. A new, larger hot tub measuring 14' x 18' will replace the old one.

For more information about the renovation, including FAQs and renderings, please visit www.columbiaassociation.org/facilities/fitness/columbia-athletic-club/columbia-athletic-club-2018-renovations/

Tennis

Wilde Lake Tennis Club was host to young tennis talent during May as 160 tennis players competed in the Howard County High School Tennis Championships held May 7-12. Many of the players moved on to the Maryland Regional Championships held May 14-18.

Fitness Facility

Supreme Sports Club hosted its first Silent-Headphone After-Prom Party for Woodlawn High School. During the Silent-Headphone Party, the DJ plays music and MCs into a system that transmits all sound into headphones that are worn by the participants. It is a way to party without waking the neighbors.

Planning and Community Affairs

To keep the community aware of development proposals in and around Columbia, planning staff updated the [Development Tracker](http://www.columbiaassociation.org/development-tracker/), which provides information on development-related meetings and submitted proposals for sites in and near Columbia. The Development Tracker is revised at least monthly and is available on-line at <http://bit.ly/developmenttracker>.

The Office of Planning and Community Affairs successfully concluded the fifth annual Bicycle and Pedestrian Count Program. This year, 39 volunteers performed 93 counts at 14 locations. Information collected during the count program is being aggregated into a report that will be posted on CA's website in July.

The Millennials Work Group continues its efforts to develop recommendations on how CA can serve them better. The Office of Planning and Community Affairs is providing technical and administrative support to this group. Recently, CA staff worked with the Mediation and Conflict Resolution Center to secure professional facilitators for three small group discussions with Millennials living and/or



working in Columbia. These small group discussions were part of the Working Group's efforts to gain input from Millennials other than themselves, and to determine what programs or environments are desired by Millennials and how they prefer to get information.

CA planning staff assisted Howard County's Office of Transportation with the smooth operation of Bike to Work Day at the Whole Foods pit stop location in Columbia. This was one of 48 pit stops around the Baltimore region where cyclists could mingle, get a free T-shirt, free refreshments, and get the day off to a good start.

Communications and Marketing

On June 9, the Communications and Marketing (C&M) Team hosted Kids Day at the Columbia Sports Park. More than 3500 registered for the event, and actual attendance topped 2000. Participants enjoyed games hosted by CA Camps staff, pony rides, caricatures and introduction to a wide range of CA programs and facilities.

C&M collaborated with Membership Sales to conceive and execute the Flash Splash Special. This one-week membership offer was a carefully choreographed marketing and sales effort to boost lagging sales that were hampered by poor weather and late school closings. The campaign was tremendously successful, yielding 180 new memberships in 7 days and generating the highest click through rates across all CA e-commerce for the month.

C&M provided support for the June StayCAtion Open House through the design of promotional materials, including flyers, advertisements, digital ads, email blasts, and promoted the event through multiple external channels.

C&M provided branding, marketing and promotion support for numerous events throughout CA held in May and June, including Haven Outdoor Community Yoga, Team Member Picnic (6/3), and three Art Center events (Infinite Creator, Layer Upon Layer Salon Series, Annual Student Faculty Exhibit). Additionally, the team completed work on the Annual Report, new signage for the healing environments at Haven on the Lake, and a graphic identity for the Africa CultureFEST.

Notable press interaction from mid-May through mid-June included spotlights on CA's Lakefront Summer Festival in Baltimore Magazine, the Columbia Flier and Howard Magazine, as well as mentions of several CA summer activities in Her Mind Magazine and Howard Magazine feature articles.

Open Space and Facility Services

Construction Services

Fairway Hills Golf: Damage from the May storm includes destroyed bridges and walkways in two locations on the course. The passageway tunnels are also severely impacted and restoration work is underway to restore service as quickly as possible.

Lake Elkhorn: ADA upgrades and refurbishing for the pavilion on the southwest side of Lake Elkhorn are complete.

Aquatics: Several construction projects were completed in time for the opening of outdoor pools on Memorial Day weekend. Major improvements included renovated bathhouses and new shade structures at Phelps Luck; upgrades to the mechanical systems at the Hawthorn pool; deck replacement at the Faulkner Ridge pool; and roof replacement on the Phelps Luck bathhouse.

Swim Center Phase III: Work is underway for the third and final phase at the Swim Center. The work includes replacing the main pool roof and erecting a new entrance canopy. The Swim Center will remain closed for the duration of the summer and will reopen in September.

Horse Center: A major roof replacement project at the Horse Center has begun. Work will continue through the summer.

Supreme Sports Club: Upgrades to the locker rooms on the lower level have been completed and the new stretching area will open late June/early July.

Energy and Sustainability

A 15 kW solar PV project is underway at Hobbits Glen Golf Clubhouse, with construction to start in early July. Solar PV projects are also under consideration for the Athletic Club and Columbia Gym.

An air conditioner and dehumidifier recycling event, organized in collaboration with BGE, was held on June 2 in the Athletic Club parking lot; there were 255 participants yielding approximately 325 pieces of equipment for recycling.

Open Space

Storm Cleans-ups: The major storm and flooding that took place on Sunday, May 27 had a significant impact on the pathways and other amenities around Lake Kittamaqundi. The water level at the lake was the highest seen in recent decades - approximately eight feet above the normal lake water elevation.

Large portions of the pathway and boardwalk around the lake were covered with up-to-three inches of mud. A section of pathway was washed out near the north end of the lake from water rushing out of the Little Patuxent River and into Lake Kittamaqundi. Stairs and brickwork were damaged and many other amenities, plant material and tree trunks were covered in mud and debris. More than 30 CA open space team members assisted with clean-up efforts.

Watershed

Design work is in progress for bioretention facilities in open space adjacent to Faulkner Ridge Circle, at Lake Elkhorn adjacent to Lakeside/Dockside, and in open space adjacent to Deering Woods.

Design work and permitting are also underway to repair and stabilize the instream flow control structures ("Weirs 2 & 3") above Jackson Pond.

Community Services

Camps

The Camps summer program began on June 20, 2018, with 870 children currently enrolled. Spaces



are still available in some of the camps. More information on CA's 2018 Camps program is available at www.columbiaassociation.org/services/camps/2018-ca-camps/

CA Lakefront Festival

CA's summer Lakefront Festival concerts and movies began on June 18, with the movie "The Secret Life of Pets."

Volunteer Center Serving Howard County

Pam Simonson, Volunteer Center manager, hosted an information table at the Leadership Premier "Take your Place Fair" on May 22 at the Howard County Library, Miller Branch. It was an opportunity to promote Board Connection, a program that recruits and refers interested community members to local non-profit boards.

Volunteer Center Serving Howard County supported spontaneous volunteer registration through its agreement with Howard County Recreation and Parks at VolunteerHoward.org following the May 27 flash flood in Ellicott City. More than 1200 new volunteers registered. The Volunteer Center also referred calls to the County website and call center and connected local Target stores with the Community Action Council for donations.

Report from the CA Representatives to the Inner Arbor Trust Board of Directors
June 2018

The Inner Arbor Trust (IAT) is proud to report that our 2018 season is, so far, a big success. The Chrysalis Kids, free and open to the public, is now a weekly event, bringing a variety of activities--- dance parties, to opera, to Jedi knights--- to young families (and their grandparents). Our inaugural Chrysalis Cabaret featured the Columbia Big band and swing dancing. Lots of fun, and three more cabarets are scheduled throughout the summer. The heritage Film Festival will be back for its second season.

The Columbia Orchestra filled the Park with an eclectic mix of Broadway, film, and classical music on Tuesday evening, delighting a large week day crowd of at least 1500 people. Perfect night, perfect acoustics, perfect weather. Participating sponsors included The Columbia Festival of the Arts, the Downtown Columbia Arts and Culture Commission (DCACC), and, of course, the Trust.

Kudos to Nina Basu for working so hard to secure Maker Faire in Columbia. This very special event merges science, math, art, and technology, appealing to both children and adults. Under Nina's leadership, we presented a joint application to Maker Faire. Nina assembled an impressive coalition of the Trust, Howard County Recreation and Parks, the Columbia Downtown Partnership, APL, and the DCACC. This event has regional appeal and is especially relevant considering the Merriweather District's new key tenant, Tenable, a leading cybersecurity firm.

There are other events that will be announced throughout the rest of the season, ending with The Symphony of Lights. This will be a lucrative event for the Trust and will allow us to create our own Winter Wonderland on the Chrysalis.

The Inner Arbor Trust now has a license to serve beer and wine on Trust property and is investigating bringing food concessions in house as well. Our relationship with CoFestCo is working well.

CA staff and the Trust met with IMA, Howard County Recreation and Parks, the Downtown Partnership, and the DCACC to discuss Park management. Damage done to the Park by Wine in the Woods and Capital Jazz Fest is being remediated. The Trust has consulted with counsel and is working to ensure compliance with Park rules and regulations, and will take all legal steps to make this happen.

Work on the path system is continuing and we are talking with the County about phase two.

DRAFT
Minutes of the
CA BOARD OF DIRECTORS MEETING
Held: May 24, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, May 24, 2018 at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Chao Wu, and Shari Zaret. Also in attendance was CA General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:30 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 read CA's Five Civility Principles.

2. Announcement of Closed/Special Meetings:

The **Board of Directors** held a closed meeting on April 26, 2018. Members present were Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Mathews, Nancy McCord, Gregg Schwind, Andy Stack, Virginia Thomas and Chao Wu. The vote to close was 9-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-11(4)(i) discussion of matters pertaining to employees and personnel; (iii) consultation with legal counsel on legal matters and (iv) consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 11:00 p.m. until 11:50 p.m. for a discussion with General Counsel concerning legal matters.

The **Architectural Resource Committee** held a closed meeting on May 14, 2018. Members present were Sheri Fanaroff, Deb Bach, Carl McKinney, Tom Mungo and Gracie Bradford. Others present were Bob Bellamy, Bill Deneau, Susan Sloan, Anne McKissick, Devora Wilkinson, Carl McKinney, Debbie Nix and Eva Lambright. The vote to close was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-11(4) (iv) consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:04 p.m. until 2:25 p.m.

3. Approval of the Agenda

Action: Ms. Thomas moved to approve the agenda. Ms. McCord seconded the motion which passed unanimously.

4. Disclosure of Conflicts of Interest: none.

5. Recognition of the Recipients of the Maggie J. Brown Spirit of Columbia Scholarship Awards: Michelle Miller presented the Scholarship awards to Toby Eegholm, River Hill

High School; Adam Elshafei, Atholton High School; Madelyn Harris, Oakland Mills High School; Sophie Shen, River Hill High School; Andrea Orpia, Wilde Lake High School; and Madelyn Ives, Wilde Lake High School (she was unable to attend). Mr. Stack said a few words to the recipients and congratulated them on their accomplishments.

6. Resident Speakout:

- a) Brian England, Hickory Ridge, spoke about covenants and New Town;
- b) Chris Aleva, Hickory Ridge, spoke about the CA assuming commercial covenants in New Town;
- c) Ginger Scott, Wilde Lake, spoke regarding Fairway Hills Golf Course and the neighbors adjoining the golf course; and
- d) Joel Hurewitz, Harpers Choice, spoke regarding the entrance to the Guilford Storage facility.

7. Chairman's Remarks: Mr. Stack submitted a written report. There were no additional questions from the Board.

8. Reports/Presentations:

- a) **President's Report:** Mr. Matthews submitted a written report. Alan Klein had several questions that were addressed.
- b) **Report from CA Representatives to the Inner Arbor Trust Board of Directors:** There were several questions for Ms. Eagan regarding the progress of the pathways plan and a review of planned upcoming events.

9. Board of Action:

a) Consent Agenda

1. Approval of Minutes Board Meetings held April 26, 2018 and May 10, 2018

Action: Approved by consent.

2. Approval of Minutes of Closed Board Meetings held March 22, 2018 and April 26, 2018

Action: Approved by consent.

3. Approval of the Hickory Ridge Representative to the Watershed Advisory Committee

Action: The Board approved the Hickory Ridge representative, Deborah Wessner, to the Watershed Advisory Committee.

b) Board Discussion

1. Proposed Membership of the Climate Change and Sustainability Advisory Committee

Milton Mathews introduced Jeremy Scharfenberg. Mr. Scharfenberg explained he was seeking the addition of two members to the Climate Change and Sustainability Advisory Committee, increasing the membership from 11 to 13. He advised the Board that 24 people applied for membership on the advisory committee; there was a high caliber of talent among the applicants; and that the addition of two members

would increase the Committee's level of expertise. There were several questions by the Board, including one requesting confirmation that a quorum for the committee would be 7 members.

Action: Ms. Thomas made a motion to increase the membership of the Climate Change and Sustainability Advisory Committee from 11 members to 13 members. Ms. McCord seconded the motion. The motion was approved unanimously.

Action: Mr. Klein made a motion to accept staff's recommendation on the 13 candidates to be appointed as members of the Climate Change and Sustainability Advisory Committee. Ms. McCord seconded the motion. The motion was approved unanimously.

2. Royal Farms Proposed Site Development:

Jane Dembner addressed questions that the Board had asked at a previous meeting. Ms. Dembner reviewed the regulations that were adopted by the County Council following a Task Force report on fueling facilities and how the County's regulations differed from the Task Force report. She advised that existing gas stations would be grandfathered in the regulations, but that the proposed Royal Farms site would be required to comply with the new regulations.

Ms. Dembner also reviewed the proposed signage for the site. The proposed sign is a six-foot monument sign which will have the cost of the gas on it, as well as the Royal Farms logo. She explained that the sign is proposed to be on Snowden River Parkway, it is not particularly large, and no variance is required for it.

Ms. Dembner also advised she had spoken with the Planning Director regarding any study planned by the Planning Department. She was advised that the Department is hoping to do a study for the Snowden River Corridor, Gateway, and related surrounding commercial and light industrial areas. No funding is in place at this time, but a request will be made for funding in the next budget. The Planning Director hopes the study will begin in late 2019.

10. Talking Points: Recording secretary Alison Mathieson read the talking points.

11. Motion - Closed Meeting: A motion was made by Ms. McCord to have a closed meeting of the CA Board of Directors under the provisions of the Maryland Homeowners Association Act, Section 11B-111(4)(iii), Consultation with legal counsel. The motion seconded by Ms. Eagan.

Action: The Board voted unanimously to have a closed meeting.

The Board concluded the open meeting at 9:01 p.m.

Respectfully submitted,

Alison Mathieson
Recording Secretary



June 15, 2018

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

From: Susan Krabbe, Vice President and CFO

Cc: Sheri Fanaroff, General Counsel

Re: Indemnify CA Team Members on the 401(k) Plan Investment Committee

Thank you for your thoughtful discussion of the proposed Columbia Association (CA) Board resolution to hold the 401(k) plan Administrative Committee members harmless from the decisions they make as a committee member acting in good faith on behalf of the Plan. The 401(k) plan serves eligible employees of CA and nine of the ten village community associations.

At your direction, the resolution was amended as indicated in red in the attached document.

Thank you for your consideration of this matter at your June 28, 2018 meeting.

Attachment

**BOARD RESOLUTION INDEMNIFYING FIDUCIARIES OF
THE COLUMBIA ASSOCIATION, INC.
INCENTIVE SAVINGS PLAN AND TRUST**

WHEREAS, Columbia Association, Inc. (the "Association") sponsors and maintains The Columbia Association, Inc. Incentive Savings Plan and Trust (the "Plan"); and

WHEREAS, fiduciaries of the Plan are also Association employees ("Plan Fiduciaries"); and

WHEREAS, current Plan Fiduciaries are Lynn Schwartz, Director of Finance/Treasurer, Paul Papagjika, Controller, Ron Meliker, Director of Human Resources, John Clark, Payroll Manager and Susan Krabbe, Vice President and CFO; and

WHEREAS, the Plan's financial advisers have recommended that the Association indemnify the Plan Fiduciaries in connection with their roles as Plan Fiduciaries through a specific resolution of the Association's Board of Directors; and

WHEREAS, the Employee Retirement Income Security Act of 1974, as amended, permits an employer to indemnify plan fiduciaries from the effects and consequences of their acts, omissions and conduct as Plan Fiduciaries, except to the extent that the effects and consequences result from the Plan Fiduciaries' own willful misconduct or gross negligence.

NOW, THEREFORE, it is

RESOLVED that the Association shall indemnify and hold harmless each current and future Plan Fiduciary, acting in good faith, from the effects and consequences of his or her acts, omissions and conduct in his or her official capacity as a Plan Fiduciary, except to the extent that such effects and consequences result from his or her own willful misconduct or gross negligence.

FURTHER RESOLVED, that if any matter arises as to which a Plan Fiduciary is entitled to indemnity pursuant to this resolution, the Association, at its own expense, shall take charge of the disposition of the asserted liability, including the compromise or conduct of litigation.

Approved by Columbia Association Board of Directors _____, 2018



DATE: June 22, 2018

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

FROM: Susan Krabbe, Vice President and CFO

CC: Sheri Fanaroff, General Counsel

SUBJECT: **Updates to the “Columbia Association Board of Directors Reimbursable Expenses” Policy**

The “Columbia Association Board of Directors Reimbursable Expenses” Policy was last updated in May 2006. Since then, minor changes have occurred in areas such as reimbursement for event expenses, computer equipment loaned to Board members, and additional services available to Board members.

Board members discussed the proposed updates to the policy at the June 14, 2018 work session and agreed to proceed with a vote at the June 28, 2018 Board of Directors meeting. The motion on which the Board will vote is:

“That the CA Board of Directors approves the updated ‘Columbia Association Board of Directors Reimbursable Expenses’ Policy.”

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COLUMBIA ASSOCIATION BOARD OF DIRECTORS **REIMBURSABLE EXPENSES**

The purpose of the Columbia Association ("CA") Board of Directors ~~Reimbursement~~ Policy is to establish guidelines and parameters for reimbursing ~~Columbia~~ Board members for expenses incurred during the normal course of performing their fiduciary responsibilities while serving on the Board.

I. Non-Accumulating Annual Credit for CA Programs and Services:

Each Board member is eligible for an annual \$500 credit for expenditures on CA programs, products and services. The credit may be used for services for the Board member or his/her immediate family members including grandchildren. The credit is made available via a gift card ~~certificate~~ which can be used like cash at any CA facility.

II. Reimbursable Items:

Each Board member may receive an annual reimbursement for the following categories without specific approval from the Board Chair.

A. Expenses relating to Columbia Board responsibilities (reimbursable up to \$200 annual limit):

1. Parking fees
2. Public transportation fares
3. Cost of meals for day-long meetings
4. Event expenses: From time to time, important community events are held which require a ticket purchase or an admission fee. ~~The Columbia Association (CA)~~ will reimburse the fee for the Board member and, in some instances, one adult guest. only (no spouse or guest.) Eligible events must be ~~non-profit,~~ non-political, and non-sectarian.
5. Educational materials, subscriptions, books, etc.
6. Dependent care expenses: Board members may receive reimbursement for actual dependent care expenses at prevailing rates for regularly scheduled meetings and work sessions of the ~~Columbia~~ Board of Directors, and any other meeting when the Board member is on official CA business.

B. Mileage Reimbursement: (Reimbursable up to cost of actual mileage):

1. Board members will receive reimbursement for actual mileage to meetings relating to CA business at CA's prevailing mileage reimbursement rate, which is the IRS mileage rate. This does not require the approval of the Board Chair.

C. Computer Equipment (Reimbursable up to \$600 for internet access):

1. Each Board member may receive up to \$600 reimbursement for Internet access to cover the actual cost of this service.
2. ~~The Columbia Association~~ will loan equipment and software compatible with CA's system during a member's tenure. The equipment may include a device used to access the internet and included software, computer, modem, printer and software. Board members may request any adaptive equipment if required. Upon completion of the Board member's term, the equipment must be returned to CA.

D. Procedures for Reimbursement:

1. Receipts for actual expenses up to the established limits should be submitted to the Accounting ~~Division~~department by using the standard form. Amounts over the limit must be approved by the Board before a request for reimbursement will be processed. Reimbursement will be by check and follow regular CA disbursement procedures.
2. A quarterly report of reimbursement for each Board member shall be provided to the Board, only for expenditures in excess of those specifically provided for in A through C.

E. Additional Services Available:

1. ~~Columbia Board members are encouraged to use copier facilities and the CA long distance phone line at CA headquarters for Columbia Board business purposes. If these facilities are not used at CA, then CA will reimburse the Board member's actual documented expenses.~~
2. ~~Columbia~~ Board members may request reasonable supplies ~~such as stationery, pencils and folders~~ to be used in connection with ~~Columbia Association~~ business.
3. Board members may join ~~NASA Federal~~ the SECU Credit Union available to CA team members. Board members with NASA Federal Credit Union may continue that relationship.

Approved June 1979
Revised April 1991
Revised December 1998
Revised April 2001 (Effective May 1, 2001)
Revised May 2005
Revised May 2006
Revised June 2018



DATE: June 22, 2018

TO: Columbia Association Board of Directors

FROM: Andrew C. Stack, Chairman, CA Board of Directors

SUBJECT: Motion regarding Resident Speakout at Board Work Sessions

Current governing documents for the Board of Directors stipulate that, at resident speakout at Board work sessions, residents may speak only on topics appearing on the agenda for that work session.

Although not required by law, Board members have expressed an interest in changing the governing documents to allow residents to speak on any topic at resident speakout at work sessions, with the understanding there will be time limits for individuals, organizations, and responses to questions.

At its work session on June 14, 2018, the Board discussed the proposed change and agreed to proceed with a vote at its June 28, 2018 Board of Directors meeting. The motion on which the Board will vote is:

“That the CA Board of Directors Governing Documents be amended to delete the limitation on topics as to which an individual may speak out at work sessions.”



DATE: June 18, 2018

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

FROM: Susan Krabbe, Vice President and CFO

CC: Lynn Schwartz, Director of Finance/Treasurer

SUBJECT: FY 2020 Second Year Budget Schedule

It is time to develop the schedule for the FY 2020 second year budget process. As you know, CA produces a two-year budget, and the CA Board conditionally approved the FY 2020 budget, which is the second year in the current two-year cycle.

The attached draft FY 2020 budget schedule includes multiple opportunities for stakeholder input and comment, and for Board discussion and deliberation. It also reflects our attempt to give the Board adequate time for deliberation on the annual charge rate and cap, in response to Board comments from the FY 2019/2020 process.

Board members are asked to review the proposed schedule. Staff will be glad to answer any questions the Board may have on the revisions.



PROPOSED FY 2020 Budget Schedule

NOTE: The Columbia Association's budget process is designed to provide ample opportunities for input from the Board, Committees, residents, staff and other interested parties. This schedule is for FY 20, the second year of a two-year budget cycle. The CA Board conditionally approved the FY 20 Budget in February 2018.

How to give testimony:

- Submit your testimony via email to the Board of Directors at Board.Members@columbiaassociation.org;
- Send your testimony to the Board of Directors, care of the Columbia Association Accounting Department; 6310 Hillside Court, Columbia, MD 21046; or
- Present your testimony at the planned public hearing on October 11, 2018 noted below.

Thursday, July 12, 2018

The CA Board of Directors will discuss the annual charge rate and cap for the FY 20 budget at their regularly scheduled work session, which is open to the public.

- **Procedures or rules:**
 - The Board-approved "Policy on Conduct of Work Sessions" applies.
- **Format for information:**
 - Staff will provide information on alternatives.
- **Process:**
 - The Board will discuss the annual charge rate and cap for FY 20.

Thursday, July 26, 2018

The CA Board of Directors will discuss and vote on the annual charge rate and cap for the FY 20 budget at their regularly scheduled Board meeting, which is open to the public.

- **Procedures or rules:**
 - Robert's Rules of Order apply, as this is a regular Board of Directors meeting.
- **Format for information:**
 - Documentation distributed for July 12 will be revised and redistributed based on input received to date.
- **Process:**
 - The Board will discuss and vote on the annual charge rate and cap for FY 20.

Friday, August 3, 2018

Letters to the CA Board of Directors, the Village Associations and all Advisory Committees will be sent from CA staff soliciting proposed changes to the FY 20 Conditional Budget and including notice of the planned October 11 public hearing. Input due to CA Board and staff by Friday, September 28.

- **Procedures or rules:**
 - ***Not applicable – not a meeting.***
- **Format for information:**
 - ***Letter with forms to solicit budget input/changes.***
- **Process:**
 - ***Staff to distribute.***

Thursday, September 27, 2018

The CA Board meeting provides an opportunity for Village Association testimony in addition to the October 11, 2018 public hearing. This is a Board meeting that is open to the public.

- **Procedures or rules:**
 - ***The Board chair runs the meeting, and tracks the time for each speaker.***
 - ***Speakers are encouraged to also provide their remarks in writing.***
- **Format for information:**
 - ***No documentation required of staff.***
- **Process:**
 - ***Staff gathers all stakeholders' comments to be summarized for the Board.***

Thursday, October 11, 2018

The CA Board hosts a public hearing for additions and deletions to the Conditional FY 20 Budget from all stakeholders. This is a Board work session that is open to the public.

- **Procedures or rules:**
 - ***The Board-approved "Guidelines for a Public Hearing" apply.***
 - ***The Board chair runs the meeting, and tracks the time for each speaker.***
 - ***Speakers are encouraged to also provide their remarks in writing.***
- **Format for information:**
 - ***No documentation required of staff.***
- **Process:**
 - ***Staff gathers all stakeholders' comments to be summarized for the Board (see next date.)***

Friday, January 4, 2019

Summary of proposed changes and Board-approved threshold adjustments delivered to the Board.

- **Procedures or rules:**
 - *Not applicable – this is not a meeting.*
- **Format for information:**
 - *Staff will provide cash flow summary, schedule of proposed operating budget changes, summary and detail on proposed capital budget changes, and proposed rate changes.*
- **Process:**
 - *Board members to review in preparation for deliberation on January 10 (see next date).*

Thursday, January 10, 2019

This is the first deliberation by the Board on the Conditional FY 20 Budget with proposed additions and deletions from stakeholders. This is a scheduled Board work session that is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *See the description of information for January 4.*
- **Process:**
 - *The Board will discuss the proposed changes and Board-approved threshold adjustments, and will take straw votes.*

Friday, February 1, 2019

Board-recommended threshold adjustments made to the Conditional FY 20 Budget including proposed revisions, delivered to the Board.

- **Procedures or rules:**
 - *Not applicable – not a meeting.*
- **Format for information:**
 - *Documentation (as described for January 4) will be revised as necessary and redistributed to the Board.*
- **Process:**
 - *Board members to review in preparation for deliberation on February 14, 2019.*

Thursday, February 14, 2019

This is the second deliberation by the Board on the Conditional FY 20 Budget with the adjustments and input. This is a scheduled Board work session meeting that is open to the public.

- **Procedures or rules:**
 - *The Board-approved “Policy on Conduct of Work Sessions” applies.*
- **Format for information:**
 - *Documentation distributed on January 4 will be revised and redistributed based on input received to date.*
- **Process:**
 - *Board members will discuss the conditional FY 20 Budget with the adjustments and inputs.*

Thursday, February 28, 2019

CA Board discussion and vote to approve the final FY 20 Budget revisions. This is a scheduled meeting of the Board, the agenda for which will include the vote on the budget.

- **Procedures or rules:**
 - *Robert’s Rules of Order apply, as this is a regular Board of Directors meeting.*
- **Format for information:**
 - *Documentation distributed for February 14 will be revised and redistributed based on input received to date.*
- **Process:**
 - *The Board will discuss and vote on the proposed FY 20 Budget revisions.*

Board Request Tracking Log
FY 19
As of June 22, 2018

	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	
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	
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Resident Request Tracking Log
FY 19
As of June 22, 2018

	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
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