



May 18, 2018

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, May 24, 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. Recognition of the Recipients of the Maggie J. Brown Spirit of Columbia Scholarship Awards | 15 min. |
| 6. Resident Speakout | |
| 7. Chairman's Remarks | 3 min. |
| 8. 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 | |
| 9. Board Action | |
| (a) Consent Agenda | 1 min. |
| 1. Approval of Minutes of Open Board Meetings held April 26, 2018 and May 10, 2018 | |
| 2. Approval of Minutes of Closed Board Meetings held March 22, 2018 and April 26, 2018 | |
| 3. Approval of the Hickory Ridge Representative to the Watershed Advisory Committee | |
| (b) Board Votes - None | |
| (c) Board Discussion | 35 min. |
| 1. Proposed Membership of the Climate Change and Sustainability Advisory Committee | (15 min.) |
| 2. Royal Farms Proposed Site Development Plan | (20 min.) |
| 10. For Your Information – Downtown Columbia Partnership Executive Director's Report-May 15, 2018 | |

- | | | |
|-----|---|--------|
| 11. | Tracking Forms | 5 min. |
| | (a) Tracking Form for Board Requests | |
| | (b) Tracking Form for Resident Requests | |
| 12. | Talking Points | 2 min. |
| 13. | Potential motion to hold a closed meeting of the CA Board of Directors under the Maryland Homeowners Association Act Section 11B-111(4)(iii), Consultation with legal counsel on legal matters. | 2 min. |
| 14. | If there is no motion, adjourn.
If a motion is made and approved, move to a closed meeting.
If the motion is made and not approved, adjourn. | |

Next Board Work Session and Meeting

Thursday, June 14, 2018 – Board Work Session – 7:30 p.m.

Thursday, June 28, 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.

May 18, 2018

Chair's Remarks May 24, 2018 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
May 31, 2018	"Bugs that Bite" information session (see web for details)	7:00 PM
May 31, 2018	Explore Columbia on Foot - River Hill (see web for details)	10:00 AM
June 1, 2018	Bike to Work Day in Howard County (see web for details)	7:00 AM
June 2, 2018	CA Open House (see web for details)	8:00 AM
June 2, 2018	Air Conditioner Recycling (Columbia Athletic Club - see web for details)	9:00 AM
June 5, 2018	Hands-Only CPR & AED Training (training by HC Fire & Rescue - Amherst House in Kings Contrivance)	7:15 PM RR
June 6, 2018	Volunteering Made Easy	6:00 PM RR
June 8, 2018	Infinite Creator Exhibit Opening Reception (Columbia Art Center)	6:00 PM
June 9, 2018	Kids Day (Columbia Sports Park)	10:00 AM
June 9, 2018	"Bugs that Bite" information session (see web for details)	7:00 PM
June 14, 2018	CA Board work session	7:30 PM
June 14, 2018	Explore Columbia on Foot - Hickory Ridge (see web for details)	10:00 AM
June 20, 2018	"Bugs that Bite" information session (see web for details)	7:00 PM

RR = Registration Required

Attended the Open Streets Activity held in Long Reach this year. It was very nice and thanks to CA staff who helped make this event a success. There was a good crowd in attendance.

After several meetings, the Howard County Zoning Board did approve the redevelopment proposal for the Long Reach Village Center. Thanks to Milton and CA staff for their work to push this project forward.



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

May 2018

Office of the President/CEO

The Downtown Columbia Partnership (DTCP), in cooperation with The Metropolitan and m.flats apartment homes, hosted a “Downtown Columbia Update” on May 10 at m.flats and on May 17 at The Metropolitan. Designed to engage newcomers and others to the community by giving them an update on what is happening in Downtown Columbia, CA’s President/CEO and Gregg Fitchitt, senior vice president at Howard Hughes Corporation, spoke on topics such as progress on the Downtown Columbia Plan; the Merriweather District; and Columbia Association and its role in providing amenities and facilities, preserving open space, and maintaining Columbia’s vision as the community embarks on its next fifty years. Lin Eagan, CA Board member and representative from the Town Center village, also attended the meetings and shared her insights with, and addressed questions from, the residents.

DTCP announced the return of “Books in Bloom” on June 10 from 11:00 a.m. to 4:00 p.m. at the Downtown Columbia Lakefront. Headlining authors will be Amanda Lucidon, author of *Chasing Light* and Edwidge Danticat, author of *Brother, I’m Dying*. Other authors will participate in readings and panel discussions, including one panel discussion entitled “From Casting Votes to Winning Votes,” hosted by Jennifer Palmieri, former communications director for Hillary Clinton and author of *Dear Madame President*.

CA’s President/CEO participated in “Business Appreciation Week” sponsored by the Howard County Economic Development Authority (EDA) from April 23-27. Mr. Matthews joined Maria Angelica Vargas (Howard County EDA) and John Butler (Chief, Howard County Fire and Rescue) in visiting the Drama Learning Center, the Maryland Motor Truck Association, and the Therapeutic and Recreational Riding Center. Business Appreciation Week showcases Howard County’s appreciation for the business community; and gives EDA representatives and other County department leaders the opportunity to understand the challenges faced by business owners throughout the year.

The Downtown Columbia Arts and Culture Commission announced the return of Merriweather Movie Nights on Saturday, May 26, with a double feature of “Sing” and “Dirty Dancing.” Doors open at 5:00 p.m. and the movies begin at 6:00 p.m. Free general admission tickets may be reserved at the following website: <https://www.merriweathermusic.com/event/1691318-merriweather-movie-nights-columbia/>

The Howard County Chamber held its annual meeting on May 16. David Anderson was welcomed as the new Chairman of the Board of Directors, three new members were elected to the Board, and the slate of officers was ratified. The Chamber unveiled its new website and also recognized a number of its volunteers including Janet Loughran, who was named Ambassador of the Year.

Administrative Services

Accounting

The CPAs in the Accounting Division attended the Government and Not-for-Profit Conference sponsored by the Maryland Association of Certified Public Accountants on April 27. Team members chose among learning opportunities related to accounting, auditing, IRS and other regulatory compliance matters, cyber security, advanced Excel use and other relevant topics. CA's Director of Finance/Treasurer and our Controller are participating in an Infor users group meeting on May 17 at Infor's headquarters in New York. They will learn more about how to better use this application to streamline and improve accounting and financial reporting processes and outcomes. Both of these professional development opportunities demonstrate staff's ongoing commitment to CA being a high-performing organization.

Team members in Accounting and Information Technology worked together to have actual financial data available in Power Plan, CA's budgeting and financial analysis/reporting tool; thereby, providing secure access to transaction-level detail to CA managers. Managers are very happy with the outcome, as these tools are helping them to analyze their variances, monitor their spending and manage their facilities and programs better.

Information Technology (IT)

The IT team has selected the vendor for the new telephone system through a competitive process led by the Purchasing Division, which was able to negotiate additional savings over five years for the cloud-based service. Over the next 90 days, a contract award should be made, and a project plan developed for equipment replacement and user training.

Sport and Fitness

Athletic Club

The Athletic Club closed to the public on April 29; extensive renovations are underway through late fall. The Columbia Gym, Supreme Sports Club, and Long Reach Tennis Club have seamlessly welcomed members from the Athletic Club. For more information about the renovations at the Athletic Club, including FAQs and renderings, please visit www.columbiaassociation.org/facilities/fitness/columbia-athletic-club/columbia-athletic-club-2018-renovations/

Team Member Achievement – Aquatics

Rebecca McArthur, ninth-grade student at Howard High School, CA summer lifeguard, and Columbia Clippers swim team member, was named the Maryland state winner in the Grade 8-9 category of the “Doodle 4 Google” contest. “Doodle 4 Google” is an annual program that invites K-12 students nationwide to redesign the Google homepage logo. This year's contest theme was “What Inspires Me.” Ms. McArthur's design entitled “The Sounds of Music Create Beauty” was one of 53 chosen from over 180,000 entries received from across the country. Ms. McArthur is now in contention to be a national finalist.

Communications and Marketing

Marketing

The marketing design team completed the following projects during the past month:

- Annual CA Outdoor Pools booklet (20-page color magazine)
- All outdoor pool signage
- All promotional materials for outdoor aquatics: events, lessons, and programs
- CA Lakefront Summer Festival schedule and related collateral
- Haven Class Passes (for group fitness classes)
- Redesign of all promotional pieces for Columbia SkatePark's annual "Best Mini-Ramp Trick Contest"

Other major projects currently in process include the CA Annual Report and Summer Art Center Course Catalog. Additionally, *Columbia Celebrates 50, A Celebration Summary Report*, a 48-page, color book, was released, showcasing dozens of superbly branded materials that set the look and tone of the event.

The digital marketing team provided branding, marketing and promotion support for numerous events throughout CA held in May and June, including:

- Annual Student Faculty Exhibit: Reception: Tuesday, May 22, 5:30-7:30pm; Exhibit: Thursday, May 17-Saturday, June 2
- Infinite Creator Exhibit: June 7-July 7, 2018. Reception: June 8, 6-8pm
- Layer Upon Layer, Salon Series: Exhibit: May 14-June 14; Salon talk: Monday June 11, 7pm
- "Staycation" CA Open House: June 2.
- Haven on the Lake Outdoor Yoga: May 13
- KidsDay: June 9 event at the Columbia SportsPark. To date, over 1200 individuals are preregistered. The team secured an in-kind sponsorship from RETHINK Water of 60 cases (1,920 cartons) of water to distribute.

Several digital marketing metrics continue to improve. Key Pardot (CRM email management tool) results for April include:

- Golf: Open Rate rose to 50.5% with total click through rate up to 15.96% overall.
- Haven on The Lake: Member Open Rates are about 5% higher than non-member (40% compared to 33%)
- CA Community Focus: Open rates continue to hover around 40%
- CA's Facebook page reached 12,000 likes and yielded 308,000 impressions in April (3.4% increase)

Notable press/media interaction in April continued to include coverage of the proposals to modify the Columbia Neighborhood centers, as well as positive press on the new Long Reach Tennis Club and The Athletic Club's temporary closure for renovations. Social media provided some excellent coverage of tree planting collaborations between the Open Space team and several community partners.

Strategic market planning is underway with Communications and Marketing's internal customers to improve prioritization of marketing efforts, processes, market strategy, and measurement of results.

Open Space and Facility Services

Construction Services

Tennis: Demolition work to remove the Owen Brown Tennis Bubble is complete and the conversion to outdoor courts, including the new Pickleball courts, is under construction and expected to open in June.

Fairway Hills Golf: The retaining wall and grading work for the golf event space immediately adjacent to the clubhouse has been completed. The new event tent was installed and is available for golf events.

Columbia Gym: New roof, drainage improvements, gutters and downspouts and mechanical HVAC replacements are complete, with some punch list work underway.

Athletic Club: Demolition work has begun and, once completed, Phase 2 construction will commence. Progress photos and the working construction schedule can be viewed from the Smartsheet entitled “Columbia Association Major Capital Projects, Athletic Club Phase II Construction.”

Energy and Sustainability: A 5kW solar PV system at Dickinson Pool is now operational. Another solar PV installation is planned for the Hobbits Glen Golf Clubhouse and should be under construction in early June. Also, design work has begun for the installation of high efficiency HVAC equipment at the Supreme Sports Club and the Stevens Forest Neighborhood Center.

An air conditioner and dehumidifier recycling event, organized in collaboration with BGE, has been scheduled for Saturday, June 2 and will be held on the parking lot at the Columbia Athletic Club.

Open Space: The 2018 Exploring Columbia on Foot series has begun and more than 60 people attended the most recent walk. Walks will be occurring in CA open space areas around town. Most of the walks will be held on Thursday mornings, while two will be held on Saturday. The full schedule with locations may be found at <https://www.columbiaassociation.org/explore-columbias-natural-settings-with-cas-2018-series-of-organized-outdoor-walks/>

Watershed: The “Bugs That Bite” program is underway. This year there will be presentations offered to residents in 7 of the 10 villages on mosquitoes and ticks. The information sessions are focused on mosquito and tick prevention and how to combat mosquito breeding.

Design work is in progress for the SHA / Ecotone Inc. stream restoration project that will impact segments of the stream that feeds Wilde Lake and Lake Kittamaqundi. Three public information sessions are being planned for late summer / early fall to share the design and answer questions about the project. There will be one session, respectively, in the villages of Town Center, Wilde Lake, and Harpers Choice.

Capital Improvements

SportsPark: ADA parking pad and accessible route upgrades are complete, and the parking lot has been seal-coated and striped.

Wilde Lake Tot Lot WL4: Tot lot refurbishment will be completed in June.

Stevens Forest Tot Lot OM15: The tot lot was refurbished and now features new poured-in-place surfacing, new roofs on the fort, new liners, and a paved entrance.

Wilde Lake Spring House: Reconstruction work following storm damage is well underway and is expected to be completed in June.

Faulkner Ridge Pool: Pool Deck renovations around three sides of the main pool have been completed. The pool area was enlarged to accommodate larger pool events.

Wilde Lake: The stream channel just below Wilde Lake was stabilized adjacent to the bridge. A new 38'x10' bridge was installed to replace the existing bridge.

Kahler Hall: ADA access and plaza area improvements are complete.

Community Services

Columbia Art Center

Columbia Art Center hosted the 2018 Congressional Youth Art Competition for the 3rd District of Maryland on Saturday, May 12. The show featured art creations by high school students from four counties (Baltimore, Anne Arundel, Montgomery, and Howard) and Baltimore City. Congressman John P. Sarbanes presented the awards and the winning creation will be exhibited in the US Capitol. The second and third place selections will be displayed in the Maryland and DC offices of Congressman Sarbanes. This year, 2018, marks the fifth time the Columbia Art Center has hosted the event.

The Ceramics Program was host to students from the Fort Meade Defense Information School on April 11 and 17. The students' participation in the program was filmed, including conversations with the students and faculty about their experiences while taking art classes at Columbia Art Center and highlights of various aspects of student work in process. The videos were submitted as term projects at Fort Meade.

School Age Services

School Age Services is participating in the First Tee golf program at two locations, Talbott Springs and Phelps Luck elementary schools, through Fairway Hills Golf Club. Children will complete 18 golf/life lessons. The program is expected to expand to more schools for the 2018-19 school year.

Summer Camps

The Summer Camps administration team attended the 2018 American Camp Association (ACA), Chesapeake Camp Conference on April 12 in Monkton, MD. This was a great opportunity to visit with vendors and network with both camp professionals in this area, as well as board members from ACA National Team. Summer camp administration team members took advantage of several educational sessions and learned new camping trends that will help CA to prepare for the upcoming camping season.

Volunteer Center Serving Howard County

The Volunteer Center Serving Howard County, on behalf of the Governor's Office on Service and Volunteerism (GOSV), distributed Orioles baseball tickets to more than 50 volunteers representing four partner organizations in honor of National Volunteer Month.

Columbia Archives

On April 12-14, 2018, Columbia Archives staff attended an archival conference hosted by the Mid-Atlantic Regional Archives Conference (MARAC) in Hershey Pennsylvania. During the conference, Lela Sewell-Williams, archives manager, presented on a collaborative session entitled "Finding The Sweet Spot in the 'Chocolate City': Black Music and Dance Communities, Collaboration, and the Archives in Washington, DC," which focused on building community archives.

On April 24, 2018 the Communications and Marketing Department launched a new website for the Archives, which features the content for the [Archiving the A.R.T.S](#) program, held at Slayton House on March 29, 2018.

International Exchange and Multicultural Programs

International Exchange & Multicultural Programs (IEMP) hosted an event entitled *Explore Columbia's Sister Cities* at The Mall in Columbia on Sunday, April 22. Visitors enjoyed an afternoon of music, drum and dance performances and tables displays celebrating Columbia's four official sister cities (Cergy-Pontoise, France; Tres Cantos, Spain; Tema, Ghana and; Cap-Haitien, Haiti) and our soon-to-be fifth sister city - Liyang in Jiangsu Province, People's Republic of China - which has received the approval of the CA Board of Directors. Display tables were staffed by volunteers from the respective sister city committees and CA's International & Multicultural Advisory Committee. This was the first time all of Columbia's sister cities were brought together at one community event.

Click [here](#) for photographs of the event and [here](#) for the event video.

IEMP and the Youth and Teen Center

IEMP and Youth and Teen Center staff participated in the "Youth in Conversation" meeting at Oliver's Carriage House on April 30, at which 30 high school students from six different high schools discussed diversity, inclusion, race, culture and identity. This was the fourth in a series of meetings that began in January 2018 under the organization of #OneHoward YouthSpeak, led by Rebecca Dietz, and under the auspices of Dr. Kevin Gilbert, director of Diversity, Equity and Inclusion at the Howard County Public School System. CA has been a member of #OneHoward YouthSpeak since its inception. Weekly planning meetings are held at either CA Headquarters or the Youth and Teen Center.

Upcoming Events

Columbia Art Center

Columbia Art Center Galleries will hold its annual Faculty/Student Exhibition reception and potluck dinner on Tuesday, May 22, 5:30-7:30pm free of charge and open to the community. The evening event provides an opportunity to talk to instructors and students and learn about the programs offered at the center. A new aspect of the show will be juried awards for two participating students



in the exhibit. The “Artist On The Rise” awards will be presented at the reception, together with the winners of the popular viewer-voting feature.

The Youth and Teen Center @The Barn will partner with the Howard County MultiService Center and The Jacaranda Center in hosting the Ninth Annual Oakland Mills Community Fair on Saturday, June 2, 2018 from 10:00am – 1:30pm. This event will be held outside at Oakland Mills Middle School. The goal of this event is to connect residents to services within their community and to provide a means of awareness to the many resources available to assist them in their daily lives.

IAT Report, May 2018

The Trust has secured a liquor license from Howard County that covers The Chrysalis and surrounding parkland. Obtaining the license enables the Trust to monetize its events beyond ticket sales and sponsorships, which is very important to supporting our mission of creating a park that brings arts and culture to the community.

The Trust will again be partnering with Howard County General Hospital in presenting the Symphony of Lights. In addition to the lights, the Trust will introduce a Winter Wonderland element on the Chrysalis.

Plans for the new pathway are progressing and CA and the Trust are actively meeting to make this a reality.

After a very successful HCPSS Jazz Band event, the Trust and the county school system are exploring ongoing uses for the Chrysalis.

Upcoming events in the Park include: Chrysalis Kids: What Is Opera?, 6/9 10-11am; Chrysalis Caberet: Saturday Night Swing, 6/9 6-9pm; Chrysalis Kids: Dance Party on the Chrysalis 6/16 10-11am; Chrysalis Kids: Bugged! 6/24 10-11; Chrysalis Kids: Jedi Academy! 6/24 3-4pm; Chrysalis Kids: Grandsons, Jr. 7/7 10-11am. Other events are on the schedule and will be confirmed when we can confirm the dates with IMA.

Lin Eagan
Chair

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: April 26, 2018

To be approved: May 24, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, April 26, 2018, at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Chao Wu, and Shari Zaret. 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 7:31 p.m. by Chairman Andy 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 **Risk Management Committee** held a closed meeting on March 22, 2018 at Columbia Association headquarters. Members present were Milton Matthews, Susan Krabbe, and Lin Eagan. The vote to close the meeting was 3-0-0.

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 7:07 p.m. until 7:23 p.m. to general liability claims and the general liability self-insurance program.

Mr. Schwind arrived at 7:33 p.m.

The **Board of Directors** held a closed meeting on March 22, 2018. Members present were Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton Matthews, Nancy McCord, Gregg Schwind, Andy Stack, Virginia Thomas, and Chao Wu. The vote to close the meeting was 9-0-0.

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 10:37 p.m. until 11:20 p.m. for an update on several legal matters.

Ms. Eagan arrived at 7:34 p.m.

3. Approval of Agenda

Mr. Stack suggested that Item 8(a)2, "Approval of General Counsel's Recommendations regarding release/Non-release of Minutes of Closed Board Meetings" held during FY 2018 be discussed during the closed meeting following this open meeting.

Action: Ms. McCord moved to approve the agenda as amended. Mr. Wu seconded the motion, which passed unanimously.

4. Disclosure of Conflict of Interest: none

51 **5. Resident Speakout:**

- 52 a) Ingrid Pyne, Oakland Mills, spoke about the legal issue between Stillpoint Spa and Haven on the Lake, and
53 the recommendation to close some of the community centers.
54 b) Jeff Dombek, Kings Contrivance, spoke about possible vehicular traffic on the Patuxent Branch Trail.
55 c) Richard Briggs, Kings Contrivance, spoke about the Patuxent Branch Trail.
56 d) Harry Dunbar, Owen Brown, spoke about closing neighborhood centers.
57 e) Keith Heilveil, River Hill, spoke about beverage carts at Fairway Hills golf course.
58 f) Ken Walsh, Harpers Choice, spoke about beverage carts at Fairway Hills.
59 g) Chris Allewa, Hickory Ridge, spoke about zoning regulations and covenant enforcement for commercial
60 properties.
61 h) Jerry Ueckermann, Kings Contrivance, spoke about the Patuxent Branch Trail.
62 i) Ruth Hughes, Long Reach, spoke about National Gun Violence Awareness Day.
63 j) Ginger Scott, Wilde Lake, spoke about Fairway Hills liquor license.
64 k) Joel Hurewitz, Harpers Choice, spoke about the Patuxent Branch Trail at Old Guilford Road, and about
65 zoning.
66 l) Lewis Shipp, Wilde Lake, spoke about beverage carts at Fairway Hills.
67 m) Jen Hayashi, Wilde Lake, spoke about beverage carts at Fairway Hills.
68 n) Bill Harris, Long Reach, spoke about beverage carts at Fairway Hills.
69 o) Whitney Schreiber, Wilde Lake, spoke about neighborhood centers and about golf.
70 *(Ms. Thomas asked that CA staff prepare and disseminate information describing the process that will be*
71 *followed to decide whether or not to close neighborhood centers.)*
72 p) Nicole Huber, Oakland Mills, spoke about neighborhood centers.
73 q) Peter Barnes, Kings Contrivance, spoke about Patuxent Trail.
74 r) Christiana Rigby, Kings Contrivance, spoke about CA notifying relevant village boards of potential
75 development in their villages, and about the neighborhood centers.
76 s) Kelly Zwada, Wilde Lake, spoke about neighborhood center co-ops.
77 t) Bob Somers, Wilde Lake, spoke about beverage carts at Fairway Hills.
78

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

80 Mr. Stack submitted a written report. He also thanked CA for the grand opening of the Long Reach indoor
81 tennis center, and for getting an EPA award for energy. He said he enjoyed the recent Sister Cities event at the
82 Mall in Columbia, and he attended a Chamber of Commerce breakfast at which the county executives of
83 Howard, Montgomery and Anne Arundel counties spoke. Lastly, he thanked Board members for their service
84 during the past fiscal year.
85

86 **7. Reports/Presentations**

87 (a) President's Report

88 Mr. Matthews submitted a written report.
89

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

91 Lin Eagan submitted a written report. In response to a member's question, she said that no efforts are
92 currently underway regarding the Butterfly structure.
93

94 (c) Financial Reports – None
95

96 (d) CA Dashboard

97 Ms. Krabbe and Sports and Fitness Director Dan Burns described metrics in the dashboard. Ms. Krabbe
98 stated that market share numbers for memberships no longer include memberships provided to employees.
99 Mr. Burns noted that the Clarabridge report results are from a survey covering October through December
100 2017.
101

102 In response to Board members questions, Ms. Krabbe and/or Mr. Burns said:

- Most CA facilities' Net Promoter Scores (NPS) are similar or higher than last year's; the Swim Center was an exception, because members want the water there to be warmer, and there were mechanical problems with the locker rooms.
- The Pool NPS chart relates to the Swim Center only. Users' views about pools in other CA athletic clubs are reflected in evaluations for those facilities.
- This Dashboard covers Quarter 3. Numbers for the People Productivity metric historically have gone down after each summer. The metric measures personnel costs divided by non-annual charge revenue. CA's personnel costs are highest during Quarter 1 (May through July) due to seasonal hires. Personnel costs drop during Quarters 2 and 3, as seasonal workers leave, resulting in a lower People Productivity number.
- Within the Advertising Effectiveness report, the numbers of new memberships for Fit & Play in FY 18 are lower than those for Package Plan and Package Plan Plus in FY17 because other CA memberships (Play, golf and single-club memberships) have become more popular.
- CA is looking at membership policies, prices, sales trends, etc. to determine how each may be affecting membership acquisition and retention.
- CA is increasing staff at Supreme Sports Club and Columbia Gym, and will be revising group fitness schedules, to accommodate more people as smoothly as possible while Athletic Club is closed for renovations.
- Staff reports the impact of the new membership structure to the Board via the quarterly financial reports, which compare CA's projections for memberships to actual membership numbers.
- A category specifically about Haven on the Lake can be added to the Dashboard re: depreciation, repairs, and maintenance.

8. Board Action

(a) Consent Agenda

1. Approval of Minutes of March 22, 2018
Approved by consent.
2. Approval of General Counsel's recommendations regarding release/non-release of minutes of closed CA Board of Directors meetings held on March 23, 2017; April 27, 2017; May 25, 2017; September 28, 2017; November 27, 2017; December 14, 2017; January 11, 2018; and February 8, 2018.
Tabled until closed meeting.
3. Appointments to CA's Architectural Resource Committee
Approved by consent.

(b) Board Votes

1. Sister City – Liyang, China
Action: The Board unanimously approved the staff recommendation to create a sister city relationship between Columbia and Liyang, China. Vote 9-0-0 (Mr. Schwind was not present for the vote).
2. Fairway Hills Beverage Cart
Action: The Board unanimously approved the staff recommendation to rescind the restriction prohibiting the sale of alcoholic beverages from the cart at Fairway Hills. Vote 9-0-0 (Mr. Schwind was not present for the vote).

150 (c) Board Discussion

151 1. Patuxent Trail and the Storage Facility to be Constructed on Old Guilford Road

152 Dennis Matthey said the site developer's engineering firm contacted CA regarding obtaining easements
153 across CA open space adjacent to the developer's property. Staff met with the engineers and explained the
154 easement approval process. The engineers expressed concerns about factors making access from Guilford
155 Road less desirable than access from Old Guilford Road. Mr. Matthey said the developer submitted site plans
156 to Howard County with no further follow-up with CA. The developer's proposal does not include an
157 entryway that would cross CA land.

158
159 Howard County Planning Director Valdis Lazdins explained that the only legal access to the property is via
160 Old Guilford Road. He also said that, because the proposed use is allowed under the property's zoning
161 category, and the property is more than 200 feet from residential land, no pre-submission meeting or
162 Planning Board process was needed. He said the county encouraged the developer to negotiate with CA to
163 consider options other than using Old Guilford Road, but the developer declined. All in all, the developer
164 adhered to the county's rules regarding zoning processes.

165
166 Mr. Lazdins also said the county's budget proposal includes funds to create a buffer between the pedestrian
167 and vehicle sections of Old Guilford Road. He noted that the county's zoning regulations are in the process
168 of being overhauled; it is possible that revised notification procedures could be considered.

169
170 David Lee, the Howard County Director of Constituent Service and Community Outreach, said there are
171 funds in the county's current budget to fund a path.

172
173 District 3 Councilwoman Jen Terrasa said she has introduced a bill that would require public notice of a
174 project even if a property is less than 200 feet from residential land. She also said the developer of the
175 Guilford Road property may still be willing to collaborate with CA and the county, but the developer is
176 concerned that changes would postpone the project's completion date. The developer may also be reluctant
177 to relinquish permission already received from the county in order to renegotiate for a different option that
178 might require a new approval, even though that new option might be more palatable to the community. If
179 CA becomes involved at this point, Ms. Terrasa urged that the buffer between pedestrian and vehicular
180 sections of the road be designed to prevent people from crossing into the vehicular space as well as
181 deterring vehicles from entering the pedestrian space.

182
183 CA President Matthews said he will contact the developer to determine how to solve the problem of
184 providing a safe pathway as well as the entry road the developer needs in order to access the property.

185
186 2. National Gun Violence Day Proclamation

187 **Action:** Ms. Thomas moved to waive the Board rules to allow a vote on the resolution recognizing
188 June 1, 2018 as National Gun Violence Awareness Day. Ms. McCord seconded the motion, which
189 passed unanimously.

190 **Action:** Mr. Stack moved to approve the resolution recognizing June 1, 2018 as National Gun Violence
191 Awareness Day. Mr. Schwind seconded the motion, which passed unanimously.

192
193 **9. For Your Information**

194 (a) Long Reach Tennis Club – Grand Slam Green

195 The club was designed to minimize environmental impact while maximizing the quality of members'
196 experience.

197 (b) Letter re: proposed Street Renaming of South Entrance Road

198 The county will hold a public hearing on May 17 re: renaming the street to "Symphony Woods Road."
199

200 **10. Tracking Forms**

201 (a) Tracking Form for Board Requests

202 (b) Tracking Form for Resident Requests

203

204 **11. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

205

206 **12. Adjournment:** The open meeting was adjourned at 10:50 p.m.

207

208 **13.** Closed meeting

209

210

211 Respectfully submitted,

212

213 Valerie Montague

214 Recording Secretary

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: May 10, 2018

To be approved: May 24, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, May 10, 2018 at Columbia Association headquarters. Present were members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Andrew Stack, Virginia Thomas, Chao Wu, and Shari Zaret. Also present were CA Vice President & Chief Financial Officer Susan Krabbe and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:58 p.m. by CA Board Chair Andrew Stack.

2. Approval of Agenda:

Action: Ms. McCord moved to approve the agenda; Ms. Eagan seconded the motion. Mr. Schwind moved to add a discussion of the Royal Farms proposed site development plan, seconded by Mr. Klein. Mr. Wu moved to add a discussion on the process for approving drafts of closed meeting minutes and approving whether to release approved minutes of closed meetings, seconded by Mr. Klein. Mr. Stack agreed to add the two new topics to the agenda as topics 9 and 10. The amended agenda was approved unanimously.

3. Resident Speakout:

(a) Brian England, Hickory Ridge, spoke about New Town Zoning; the Royal Farms proposed site development plan; and the Guilford Industrial Park.

(b) Jervis Dorton, Oakland Mills, spoke about New Town Zoning and the Royal Farms proposed site development plan.

4. Election of Chair and Vice Chair of the CA Board of Directors

Messrs. Schwind and Stack expressed interest in running for Board Chair. Both discussed the reasons for their candidacy and answered questions from Board members. Board members voted by ballot and Mr. Stack was elected Chair of the Board of Directors for FY 19.

Mr. Boulton expressed interest in running for Board Vice Chair. Unopposed, Mr. Boulton became Vice Chair of the Board of Directors for FY 19.

5. Appointments to Committees

Audit Committee: Mr. Stack polled the Board for three individuals interested in serving on the Audit Committee for FY 19, reminding them that the Committee members should have familiarity with financial information. Messrs. Boulton and Schwind and Ms. Thomas expressed interest and were appointed as the three Board members on the Committee.

Risk Management: Mr. Stack polled the Board for three individuals interested in serving on the Risk Management Committee. Mmes. Eagan and Zaret expressed interest in continuing their membership on the Committee in FY 19. Ms. McCord expressed interest in serving as the third Board member on the Committee. There were no other nominees, and all three were appointed as the Board members on the Committee.

Board Operations Committee: The Board Chair and Vice Chair, together with the CA President/CEO, will be sitting members of the Board Operations Committee (BOC). Mr. Klein and Ms. Evans volunteered to serve on the BOC at the June 4, 2018 meeting. Future BOC meeting dates and membership will be determined at a later date.

Board Member Liaisons to Advisory Committees

Mr. Stack asked Board members the advisory committee on which each would like to serve as Board member liaison. Following is list of advisory committees and each committee's Board member liaison:

Aquatics Advisory Committee	Alan Klein
Climate Change & Sustainability Advisory Committee	Ginny Thomas
Columbia Art Center Advisory Committee	Janet Evans
Golf and Green Advisory Committee	Lin Eagan
Health and Fitness Advisory Committee	Dick Boulton
Information Technology Advisory Committee	Andrew Stack
International & Multicultural Advisory Committee	Chao Wu
Senior Advisory Committee	Gregg Schwind
Teen and Middle School Advisory Committee	Alan Klein
Tennis Advisory Committee	Nancy McCord
Watershed Resident Advisory Committee	Shari Zaret

6. Selection of CA Representatives to the Inner Arbor Trust Board of Directors

Ms. Eagan was selected to serve as a CA representative to the Inner Arbor Trust Board of Directors for the period from May 10, 2018 until her successor is selected by CA's Board of Directors. Mr. Schwind was selected to serve as a CA representative to the Inner Arbor Trust Board of Directors for the period from May 10, 2018 through September 30, 2018. Ms. Evans was selected to serve as a CA representative to the Inner Arbor Trust Board of Directors for the period October 1, 2018 until her successor is selected by CA's Board of Directors.

7. Reappointments of Officers of Columbia Association

Action: Mr. Boulton moved that the Board of Directors reappoint the slate of officers as presented. Ms. McCord seconded the motion, which passed unanimously. The officers are:

Milton W. Matthews	President/CEO
Susan Krabbe	Vice President
Sheri V. G. Fanaroff	Secretary
Mary Lynn Schwartz	Treasurer
Don Van Deusen	Assistant Secretary

8. List of Dates for BOD Work Sessions and Meetings in FY 2019

Mr. Stack reviewed the proposed list of dates for Board of Directors work sessions and meetings in FY 2019.

9. Proposed Royal Farms Site Development Plan

The new proposed Royal Farms site development plan (SDP-17-041)) calls for a gas station, convenience store and restaurant, and a car wash at the intersection of Snowden River Parkway and Minstrel Lane. The application has no ingress or egress from Snowden River Parkway. The Planning Director recently determined that the application was ready to be heard by the Planning Board. The case was then scheduled to be heard by the Planning Board on June 7. However, Ms. Dembner informed the Board that the petitioner had pulled the case from the docket for the June 7 Planning Board meeting.

Ms. Dembner updated the Board on the status of the original SDP filed in 2014 (SDP-14-013), which CA opposed. That SDP included a gas station, convenience store, and a car wash, and included access onto Snowden River Parkway and Minstrel Way. The Planning Board denied the plan, and the petitioner appealed to the hearing examiner. The petitioner subsequently requested that the case be put on the inactive docket. After 180 days, the case was administratively dismissed. The petitioner appealed this to the County's Board of Appeals and the Board voted unanimously to dismiss the appeal. The applicant still may appeal this case to the Circuit Court.

The Board discussed the proposed new site development plan and asked Ms. Dembner for the following:

- (a) A comparison of the zoning regulations on fueling stations to the recommendations of the Fuel Station Task Force;
- (b) A review of the signs being proposed in the current application; and
- (c) The timeframe in which the Planning and Zoning Department anticipates their planning study for Snowden River Parkway.

Mr. Schwind made a motion, seconded by Mr. Boulton, that the Board take a position opposing the proposed Royal Farms site development plan and direct staff to develop the strategy and arguments to go forward with the opposition. The motion was approved unanimously.

Ms. Dembner also gave a brief update on the County's capital project to widen Snowden River Parkway, which will add a lane of traffic in each direction, add multi-use pathways on both sides of the road, and make changes to the intersections that serve Lincoln Tech and Rustling Leaf. The widening has been a County capital project since 2008 and completion is several years away given the extensive land acquisition or access that is required. However, the Department of Public Works (DPW) recently held an open-house meeting to explain the project and some related breakout projects that the County does plan to complete more quickly. In summer of 2018, the County plans to implement a third left-turn lane from westbound Snowden River Parkway onto southbound Broken Land Parkway. The other project will change the traffic pattern onto Broken Land Parkway from the westbound exit ramp from Route 32 to reduce the amount of traffic weaving to travel northbound on Broken Land Parkway and the right-hand turning movements to Snowden River Parkway. Ms. Dembner stated that CA staff had attended the public meeting and then subsequently met with the DPW project managers to discuss the project and how it impacted CA's land on the north side of Snowden River Parkway.

10. Approving Closed Meeting Minutes

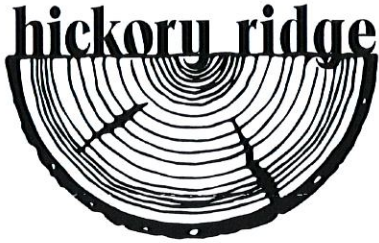
Board members had several suggestions regarding a timeframe in which minutes of closed meetings could be drafted and sent to the Board members for approval. Discussion also included the timeframe in which a decision could be made on whether to release or not release minutes of closed meetings. Further discussions will be held.

11. Adjournment: Hearing no objections, the meeting was adjourned at 10:02 p.m.

Respectfully submitted,

Janet F. Loughran

Executive Assistant to the President/CEO



Hickory Ridge Community Association

6175 Sunny Spring, Columbia, Maryland 21044 • 410 730-7327
hickoryridgevillage.org • thehawthorncenter.org

Date: May 17, 2018

To: The Columbia Association Board of Directors

From: Anne Kulesza, Village Manager

RE: Columbia Association Watershed Committee Appointment

At their May 7, 2018 meeting, the Hickory Ridge Village Board appointed Deborah Wessner to serve as the Hickory Ridge representative on the Columbia Association Watershed Committee. Approval by the Columbia Association Board of Directors would be appreciated.

Best regards,



Anne Kulesza
Village Manager



DATE: May 22, 2018

TO: Board of Directors

FROM: Jeremy Scharfenberg, Energy Manager

SUBJECT: **Climate Change and Sustainability Committee Membership Increase**

The Climate Change and Sustainability Advisory Committee Charter approved by the Board stipulates a maximum of 11 members. Staff recommends that the committee membership be increased to 13 for the following reasons:

- Community interest in this new committee is significant, with 24 individuals submitting their information for consideration - the addition of two members would allow us to better respond to this high level of interest.
- The qualifications of the candidates who have applied to join the committee are excellent - two additional members will allow us to increase the level of expertise represented on the Committee.
- The subject matter to be covered by the committee is very broad - additional members would provide the committee with a broader set of skills and interests.
- Some board advisory committees have 11 members to allow for representation of all ten villages plus an at-large member - the membership of this new Committee, however, is dependent on relevant expertise rather than village representation, so there is no logical reason to limit the membership to 11 people.

In sum, Staff believes that the new committee would function at a higher level and better respond to community interest if the number of members is increased from 11 to 13.



DATE: May 22, 2018

TO: Board of Directors

FROM: Jeremy Scharfenberg, Energy Manager

SUBJECT: **Climate Change and Sustainability Committee Member Recommendation**

On February 22nd, 2018 the CA Board of Directors approved the Charter creating the Climate Change and Sustainability Advisory Committee. Staff subsequently initiated a member recruitment process by announcing the creation of this new committee and a request for community participation. Community interest in the new committee was significant; 24 individuals submitted information on their credentials for consideration.

The quality of the candidates' experience was extremely high and included expertise acquired in the academic, private, and public sectors. Staff carefully reviewed the information provided by each applicant with an eye toward assembling a committee that would be best able to achieve the objectives stated in the charter. Candidates were selected based on professional experience and subject matter area of expertise. Given the broad environmental focus of the committee, priority was given to those with energy and climate change related experience, but consideration was also given to other disciplines such as ecology and facilities management.

The table below provides information on the 13 candidates who we recommend that the board be approved as members of the committee.¹ The name of each candidate is provided along with a synopsis of relevant experience.²

¹ Please see accompanying staff memorandum requesting a membership increase from 11 to 13 individuals.

² Please be advised that Dr. Chiara D'Amore has a family relationship to CA's Energy Manager and Open Space Director; neither of those individuals participated in considering her application. Her selection was recommended by independent CA staff based on exemplary environmental sustainability and community engagement qualifications.

Climate Change and Sustainability Advisory Committee
Recommended Committee Members from Initial Recruitment Campaign

	Last Name	First Name	Village	Qualifications / Resume Highlights
1	Cornell	Michael	RH	Former CA Board member, MD Green Party, environmental justice, legislation/advocacy, operating protocols.
2	D'Amore	Chiara	HC	Community Ecology Institute and Columbia Families in Nature founder, LEED AP, ENERGY STAR program manager, former Harper's Choice Village Board Member. Ph.D. in Environmental Education.
3	Drake	Kimberlee	n/a	Maryland Association for Environmental & Outdoor Education financial manager and operations coordinator, HoCo Going Green instructor, green schools, education, air quality, recycling. B.S. in Natural Resource Management.
4	Klein	John	TC	NOAA, USEPA Chesapeake Bay program, alternative energy, water resource engineering, energy infrastructure, CA Watershed Advisory Committee Member. M.S. in Environmental Engineering
5	Lattimer	Timothy	LR	Career State Department diplomat focused on climate and sustainability, legislation/advocacy, outreach, climate resilient development. M.S. in Environmental Studies.
6	Levy	Julian	WL	Climate change projects, MD Power Plant research program, physicist, air quality, waste management, global warming. M.S. Meteorology.
7	Manning	Tracey	WL	HoCo Legacy Leadership Institute for the Environment coordinator, UMD adjunct professor Health Services, civic engagement programming, environmental education, public health, social science. Ph.D. in Psychology.
8	Marietta	Robert	OM	HCC Environmental Health and Safety Supervisor, transportation, LEED, green cleaning, stormwater management,
9	Matney	Rachel	LR	USEPA program analyst, volunteer for EPA green composting team, WWF, environmental policy, composting, waste management, water quality. M.A. in Global Environmental Politics.
10	McCarter	Katherine	n/a	Former Executive Director of Ecological Society of America, public health, ecology, scientific research, climate change advocate, sustainable environmental practices. M.S. in Health.
11	Via	Sara	n/a	UMD Extension, Climate Change advocate, climate change, outreach, energy efficiency. Ph.D. in Zoology.
12	Williams	Jeffrey	HR	HoCo Legacy Leadership Institute for the Environment graduate, LEED AP, DoD Sr. Environmental Engineer, LEED construction, design, certification, environmental audits. M.S. in Environmental Engineering.
13	Wisniewski	Michael Luke	LR	Maryland Department of the Environment Chief, Climate Change Division, climate change research, proactive outreach, clean air act, transportation, Implements the Regional Greenhouse Gas Initiative. B.S. in Mechanical Engineering.



EXECUTIVE DIRECTOR'S REPORT May 15, 2018

EVENTS and OUTREACH

Books in Bloom is quickly approaching. As a reminder, it will be held on Sunday, June 10th at the Lakefront. Our headliners this year are Amanda Lucidon who served as an official White House photographer responsible for photographing First Lady Michelle Obama from 2013 to 2017, and Edwidge Danticat, the author of numerous books, including *Claire of the Sea Light*. I am most excited about Vikram Sunderam, the author of the *Rasika: Flavors of India* cookbook.

We met with BrandLink last week to walk the Lakefront and develop our site plan. We're all very excited about the hosting the event at the Lakefront and our opportunities to tie the water into our design theme. If all goes as planned, two of our stages will be located directly on the docks.



Please see the Washingtonian article in our board packet and www.dtcpartnership.com/booksinbloom/ for additional details on the event.

Many thanks to those of you who were able to attend the **Cocktail Crawl** on May 3rd. We had perfect weather and roughly 200 attendees enjoyed drinks and bites from Clyde's and Soundry, Cured and 18th and 21st, Lupa, and Seasons 52.



It was impressive to see how vibrant and welcoming the plaza behind 10420 Little Patuxent Parkway can be. We have lots of great photos from the evening and they will be used to give other organizations ideas for what is possible in that space and ideally, to attract a new tenant the former bank space on the first floor of the building.

On Thursday, June 21st, we are partnering with the Downtown Arts and Culture Commission (DCACC) to host a **Pub Crawl** in conjunction with a screening of *This is Spinal Tap* at Merriweather Post Pavilion. The goal is to drive business to all locations with participants purchasing additional food and

drinks, returning later, posting their experiences to social media (using the hashtag #TapIntoColumbia), and further spread the word that there are great restaurants in Downtown Columbia and great local beer being brewed in Columbia and Howard County.

Last week, we held our first **Downtown Columbia Update and Voter Registration Drive** at m.flats. Greg Fitchitt provided background on the Downtown Columbia Plan and an update on what has been built to date and what is coming soon, along with info on the Merriweather District groundbreaking and Steer autonomous parking. Milton Matthews provided background on Columbia Association and the role they play in providing amenities, preserving and maintaining open space, and CA's role as "keepers of Columbia's vision." Additionally, we had a representative from the League of Women Voters on hand to assist with voter registration. The second such meeting will be held on Thursday, May 17th at the Metropolitan.

Finally, we're partnering with the DCACC to host a **District 4 County Council Candidate Forum** to be held on Wednesday, June 6th from 6:30-8:00 in the community room at Merriweather Post Pavilion. Ian Kennedy, Executive Director of the DCACC and I will serve as co-moderators. The event will be open to the public.

Upcoming Downtown Columbia Partnership Events:

- Discover Downtown Columbia 5K - September 16th
- Cocktail Crawl to be held on The Mall in Columbia Promenade (tentatively scheduled for September 20th).
- Festive Friday Craft Cocktail Crawl – December 7th
- Festive Friday Family Fun December – December 14th

Upcoming Events for Which DTCP is a Sponsor:

- Bike to Work Day - May 18th
- Columbia Festival of the Arts – June 14th – 30th
- The Lakefront Film Festival – July 26th – 29th

TRANSPORTATION

I am very happy to report that the Transportation Demand Management Plan (TDMP) is complete and ready to be released. I want to give a special thank you to Clive Graham from the Howard County Office of Transportation for his role in drafting the plan. We plan to release the plan via the DTCP and Office of Transportation websites on or around June 15th. We will also be hosting a community meeting about the TDMP on July 10th in the community room at Merriweather Post Pavilion.

OPERATIONS and BUDGETING

On May 1st, DTCP officially brought on Herkalo & Co., PA to take over accounting operations. For the month of May, Herkalo & Co. will be working closely with Gerri Colbert of Howard Hughes in order to ensure a smooth transition.

As reported in March, we were behind schedule on our 2017 audit and annual report, which were due to the County Council by April 1st. There is no penalty for a late submission, but we were able to draft, print, and submit the narrative portion of the Annual Report before the deadline. Our audit is now

complete (and included in your board packets) and will be submitted along with a revised version of the Annual Report, which includes both the narrative as well as financial report.

MARKETING and BRANDING

I am happy to report that the DTCP-themed barricade at the Mall was installed a few weeks ago and looks fantastic. If you haven't seen it yet, please check it out the next time you visit the Mall. It is located on the lower level outside of Lord & Taylor.



Board Request Tracking Log
FY 19
As of May 18, 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						
3						
4						
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12						
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14						

Resident Request Tracking Log
FY 19
As of May 15, 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	
3						
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