



January 19, 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, January 25, 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  |           |
| 6. Chairman's Remarks   | 3 min.    |
| 7. Reports/Presentations  |           |
| (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  |           |
| (d) Update on Lakefront Design Guidelines ( <i>Following the update, it is possible the Board may wish to discuss the information and possibly vote to take a position on the guidelines.</i> ) | 20 min.   |
| 8. Board Action   |           |
| (a) Consent Agenda  | 1 min.    |
| 1. Approval of Minutes – December 14, 2017  |           |
| 2. Approval of the Appointment of the Kings Contrivance Representative to the Watershed Advisory Committee  |           |
| (b) Board Votes   | 60 min.   |
| 1. Transfer of Capital Funds in Watershed-Related Capital Projects between Fiscal Years   | (5 min.)  |
| 2. Request for Easement–Open Space in Rivers Corporate Park Lot 3-Plats 5696 and 7056 (Howard County)   | (5 min.)  |
| 3. Request for Easement–Crescent Property – Southeast Side of Parcel D (BGE utility easement)   | (5 min.)  |
| 4. Request for Utility Easement near Merriweather Post Pavilion (Howard Research and Development)   | (5 min.)  |
| 5. Request for Easement–Crescent Property – Northwest Side of Parcel D (Howard Research and Development)  | (5 min.)  |
| 6. Request for Easement–Crescent Property – Three Areas NW, SE, SW of Parcel D (Howard Research and Development)  | (5 min.)  |
| 7. Recommended Options for Monitoring Community Efforts in Environmental and Climate Change-Related Matters   | (30 min.) |

- (c) Board Discussion **40 min.**
    - 1. Organization to Invite to the April 2018 Stakeholders Dinner *(10 min.)*
    - 2. CA Dashboard *(30 min.)*
- 9. For Your Information
- (a) Letter from Wintergrowth re: Volunteer Center Serving Howard County
- 10. Tracking Forms **5 min.**
  - (a) Tracking Form for Board Requests
  - (b) Tracking Form for Resident Requests
- 11. Talking Points **2 min.**
- 12. Adjournment – Anticipated Ending Time: Approximately 10:20 p.m.

**Upcoming Board and Budget-Related Work Sessions and Meetings**

**February 8, 2018 – Board Work Session – 7:30 p.m.**

**February 15, 2018 – Board Work Session *(if needed)***

**February 22, 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.

January 17, 2018

## Chair's Remarks January 25, 2018 Board Meeting

Date	Activity	Time
Jan 25, 2018	Risk Management Committee (Members Only)	7:00 PM
Jan 25, 2018	CA Board meeting	7:30 PM
Feb 5, 2018	BOC meeting	7:30 PM
Feb 1, 2018	Planning Board hearing on Lakefront Core Plan	7:00 PM
Feb 3, 2018	Milkshake Live in Concert	6:00 PM - RR
Feb 6, 2018	Let's Dance (Kings Contrivance)	1:30 PM - RR
Feb 8, 2018	CA Board work session	7:30 PM
Feb 10, 2018	MD Society of Portrait Painters Reception (Art Center)	2:00 PM
Feb 15, 2018	CA Board work session (if necessary)	7:30 PM
Feb 22, 2018	CA Board meeting	7:30 PM

RR = Registration Required

The tour of the new Indoor Tennis Facility in Long Reach went well. Thanks to the CA Board members and CA staff who participated. Opening is planned for first quarter 2018.



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

**Norma Heim**  
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

## January 2018

### Office of the President/CEO

CA's President/CEO accepted an invitation to serve on the Howard County Spending Affordability Advisory Committee (SAAC) for 2018. The SAAC will meet every Thursday morning for approximately two hours from January through February, with a report and recommendations due to the County Executive by 1 March 2018. Mr. Matthews has served on the committee since 2015.

Mr. Matthews has also accepted an invitation to serve as a member of the Executive Leadership Team for the 2018 Howard County Heart Ball. Mr. Matthews joins other Howard County leaders in planning the event, which is under the auspices of the American Heart Association. The ball will be held on Saturday, 5 May.

The Downtown Columbia Arts and Culture Commission (DCACC) is working with appropriate organizations to determine the cause of the roof collapse at Merriweather Post Pavilion early Saturday, 13 January. The roof will be rebuilt and the venue expects to start its 2018 season as planned, including hosting Howard County high school graduations in May and June.

The Downtown Columbia Partnership (DCP) reported that Festive Friday events in December were well attended. New stores at The Mall in Columbia include Shake Shack, Bibibop Asian Grill, Lolli & Pop's, Friendly Faces, and Love Culture. DCP also reported that Costello Construction has purchased the Sheraton Columbia Town Center Hotel and is planning a \$10 million renovation to the property, including a 33-room addition.

The DCP also hosted Maryland Construction Network's "Construction Industry Summit" in November. Mr. Matthews presented an update on "What's Happening in Columbia." Other speakers included Howard County Executive Allan Kittleman and Howard County Economic Development Authority CEO Larry Twele.

Other news from Downtown Columbia, Pearson, a global online learning company, moved into the Two Merriweather office building in December.

Leonardo McClarty, president/CEO of the Howard County Chamber, offered testimony to the Howard County Council on Adequate Public Facilities Ordinance (APFO) legislation—CB1 and CB2 – 2018 on 16 January. The Chamber also held a luncheon on 18 January featuring a panel discussion on "State of Healthcare in Howard County." Panelists were Steven Snelgrove,





president, Howard County General Hospital: A Member of Johns Hopkins Medicine; Dr. Maura Rossman, health officer, Howard County Health Department; Dr. William Saway, Columbia Medical Practice; and Elizabeth Kromm, PhD, vice president of population health, Howard County General Hospital: A Member of Johns Hopkins Hospital.

Led by the Howard County Economic Development Authority, discussions continue with many of the property owners in the Gateway Business Park and Gateway Commerce Center as to a vision and plans for the roughly 1048 acres comprising that area of the community.

During a meeting on 11 January, Ayers Saint Gross, a firm based in Baltimore City known nationally for providing master planning and architectural services, provided some initial thoughts and preliminary concepts related to future land uses in the area.

## **Administrative Services**

### **Accounting**

The Accounting Division completed the production of the draft FY 2019 and conditional FY 2020 budget document. The document was distributed to CA Board members and the village community associations and posted on CA's website.

### **IT**

Chuck Thompson, CA's Chief Information Officer, achieved CRISC (Certified in Risk and Information Systems Control) certification, which involved passing an examination administered through ISACA (formerly known as the Information Systems Audit and Control Association). CRISC is designed to demonstrate that the holder is able to identify and evaluate IT risk, and help their enterprise accomplish its business objectives through the design, implementation, monitoring and maintenance of effective, risk-based information systems controls. In addition to the exam, the certification also requires specific, related work experience.

## **Sport and Fitness**

### **Haven on the Lake**

Kevin Shaffer joined Columbia Association on 9 January as General Manager of Haven on the Lake. Mr. Shaffer's most recent assignments were in Arizona, where he served as Director for the Anthem Community Center and Park, following tenure at CopperWynd Resort and Club, and DMB Sports Clubs.

### **Membership Sales Director**

Michael (Mike) Fecht joined Columbia Association on 16 January as Membership Sales Director. Mr. Fecht has more than 17 years of experience in the health and fitness industry, and recently relocated from Florida where he served as Co-President of Yoga for Men and the Owner/Operator of Warrior Spirit Yoga. He previously led operations at RHBSolutions in Atlanta, Georgia and Crunch Fitness in New York City.

## Planning and Community Affairs

### Increasing Influence in Columbia Planning and Development

Staff from the Office of Planning and Community Affairs continued to participate in and monitor proposed and on-going development projects in and around Columbia, which included participation in various meetings related to planning and development.

- Reviewed proposed development materials and attended meetings of the Design Advisory Panel related to several proposed projects within and near Columbia, including the Long Reach Village Center redevelopment; the proposed 63-acre Erikson Living development (continuing care retirement community project) in Clarksville; and the Clarksville Square retail development project.
- Staff also attended the pre-submission community meeting for the Long Reach Village Center redevelopment, and a pre-submission meeting for the five Community Homes properties in the Villages of Wilde Lake and Harper's Choice, which addressed the potential redevelopment of these sites as mixed income housing communities. The latter project proposes to retain the number of affordable homes and replace the existing homes with new units in combination with new market rate homes.

## Communications and Marketing

A survey is currently posted on CA's homepage and several other pages on the website to gain feedback as to the primary sources used by individuals to obtain information about CA. The survey will remain up through the end of January.

### Marketing Initiatives

CA has launched a new membership marketing campaign theme entitled *CA Has It!* The campaign will run for approximately 1.5 years. The campaign graphics appear on direct mail pieces, digital and mobile ads, lead landing pages, and print ads. A video explaining the choice of theme was included in the 5 January 2018 employee eNewsletter; a version for external audiences is being prepared.

### Publications

*CA Monthly* is now *CA Update*, a single page publication (printed on both sides) covering Community Events, CA's Board of Directors meetings, and other essential information.

The January issue of *CA Today* had a cover story on BOGAFit, and the cover for February, in recognition of Valentine's Day, is about working out together and other fun CA date-night ideas.

### Upcoming Events

Excite Columbia, CA's Citizen Academy, is open for registration, with the spring sessions scheduled for 6, 13 and 20 March.

Dog Day has been moved to fall and is scheduled for 13 October.

Kids Day is scheduled for 9 June.

## **Open Space and Facility Services**

### **General Construction**

The Long Reach Indoor Tennis Center is in its final stages of completion. The mechanical and court lighting systems for the building have been installed and are operational. Interior and exterior finishes are underway, as well as final landscaping and associated parking lot work. The Long Reach Indoor Tennis Center will open spring 2018.

Wilde Lake dredging is substantially complete and the contractor will be de-mobilizing and moving off-site within several weeks.

Pathway renovations, including repaving of 4,000 linear feet of pathway in Hickory Ridge from Swansfield to Gray Star, have been completed.

Roof replacements on the Phelps Luck bath house and Linden Hall were completed in December. Oakland Manor's veranda sprinkler project also was also completed in December.

### **Open Space**

CA will begin a detailed inventory of trees in Merriweather Park at Symphony Woods (Park) later this winter. The inventory is the first step in developing best management practices to protect and enhance the health of the trees. Staff will work closely with the Inner Arbor Trust and other organizations/entities that stage events in the Park to implement these practices.

### **Energy**

Planning continues for the 20 February community energy meeting in Owen Brown. The primary focus is promoting CA's solar cooperative program for residents, together with the Home Performance with ENERGY STAR program.

## **Community Services**

### **Columbia Art Center**

Columbia Art Center's Ceramics Program hosted an outreach Raku firing workshop on 3 December for participants at the Bain Center of Howard County. Fifteen individuals participated in the workshop.

The Art Center hosted its annual holiday show, "Singular Sensations," with a reception on 7 December which was attended by more than 100 individuals. The 2017 holiday sale marked its 20th anniversary. The gallery show featured all media for sale at \$200 or less. More than 325 works created by 70 artists were featured. The annual community show provides a wonderful venue for holiday shopping, home decorating and collecting art. Music was provided by local guitarist and singer Ken Friedman. Sales at the show, including gift shop sales, totaled more than \$5000, which was the highest in sales in three years.

The Art Center hosted a New Member Open House on 14 December. Attendees enjoyed browsing the holiday show and gift shop, taking tours of the ceramics studio, and creating a small canvas painting of a snowman.

The Art Center hosted a craft workshop at the North Laurel 55+ Center on 16 December with 12 participants. The group created painted cards for use during the holiday season. The quarterly workshops at North Laurel have grown from an average of 5 participants to 12-15 participants per workshop.

The Art Center hosted a reception on 11 January for the Howard County Public School System (HCPSS) show entitled “Developing Understanding: The Photographer’s Eye.” More than 100 photographs taken by Howard County high school students (grades 9-12) were on exhibit in both the Main and Window Galleries. The annual theme HCPSS show is presented each year in January as part of the Art Center’s ongoing partnership with the HCPSS.

The Art Center’s Youth Program has implemented new quarterly *Meetings of the Minds* with youth art teachers to refine “school’s out” offerings. The internal meetings generate timely and innovative new ideas for projects that relate to art history and culture. The first meeting was held in December 2017.

### **Columbia Community Exchange**

Columbia Community Exchange (CCE) hosted a Time Bank SkillShare Fair & Swap in collaboration with Transition Howard County’s Repair Cafe on 13 January at Emmanuel United Methodist Church in Laurel. The event featured demonstrations of simple Do It Yourself tasks such as basic sewing, tool care, and homemade toiletries, plus a Time Bank Swap of small kitchen appliances and items. The Repair Cafe offers simple repairs on items such as vacuum cleaners, sewing machines, jewelry, and garments.

CCE Time Bankers collaborated with Winter Growth, Inc. adult day programs to offer a cookie and card writing social. The event focused on sharing, supporting, and socializing with older adults with cognitive and/or physical challenges.

### **Youth and Teen Center**

On 15 January 2018, the Youth and Teen Center (YTC) hosted the culminating activity for Howard County’s Achieve 24/7 MLK Youth Service Project: CommUnity Toiletry Drive. The toiletry drive is a community effort with various organizations that include the Oakland Mills Local Leadership Team, Howard County Police Department, Jacaranda Center for Family and Youth Development, Oakland Mills Middle School Youth Advisory Group, and Oakland Mills High School VIBES mentoring group.

YTC’s Coordinator, Safire Windley, continues to be an integral partner with the Oakland Mills Local Leadership team. The group was established to highlight the overlapping resources in the Stevens Forest corridor of the Village of Oakland Mills, and to recognize and use all of the resources to improve the quality of life for the youth and families in that area. The group is also creating various program opportunities in the Village of Oakland Mills to bring pride and a sense of community to the targeted area.

### **School Age Services**

School Age Services (SAS) completed another “Litter to Glitter” campaign in December. Students transformed recyclable materials into art projects, which were sold during program times. A donation of \$2,800 was made to FISH of Howard County from this service project.

SAS is working with outside agencies to provide therapeutic services to children enrolled in the After School Program. In compliance with the Americans with Disabilities Act, and recognizing that services are best provided in a child's natural environment, the efforts of SAS have made it possible for tutors, occupational therapists, behavioral therapists, and others to work with children with diagnosed disabilities during their after school time.

## **Upcoming Events**

### **Columbia Art Center**

The Columbia Art Center Ceramics Program will host a visiting guest artist workshop with internationally recognized ceramics artist Gay Smith on 3 February 2018, 10am-4pm. The workshop is designed for students continuing their work in ceramics, and will include demonstrations and hands-on exercise with new glaze and throwing techniques.

The Art Center, together with Little Patuxent Review, will host a salon series presentation on 10 February at 6pm, entitled "Black Books Live: A Literary Podcast" which features literature by black authors. Writer, publisher and podcast creator Jason Harris and local authors will read new works and the works of well-known black authors, such as James Baldwin, Zora Neale Hurston and Toni Morrison, in honor of Black History Month. The event is free of charge and open to the public.

HoCoPoLitSo will host the Wilde Literary Reading Series at the Columbia Art Center with a free presentation on 13 February, 7-8:30pm. Authors Hiram Larew and Ann Philips will talk about their recently published works. The evening event is free of charge and open to the public.

Inner Arbor Trust, Jan 2018

## Board Profile

The Trust is proud to announce the election of Ellen Flynn-Giles to the Board of Directors. Ellen, a senior Editor and analyst for McGraw Hill Financial, is a former chair of the Howard County School Board and ardent supporter of the arts in Howard County. She serves on the boards of the Friends of the Library and the Arts Council.

Mary Ann Scully, Chairman and CEO of Howard Bank, voted 2017 Banker of the Year, former chair of the Maryland Bankers Association, and a Community Advisory board member of the FDIC., has served on numerous community non-profit boards such as the Howard Community Foundation. Mary Ann joined the Board in 2017.

Eric Metzman, Partner in Vision Financial Group, is also a respected professional musician and former member of the Howard County Economic Development Authority. Eric also joined the Board in 2017.

Dave Sciamarelli, with MacKenzie Commercial Real Estate, has been on the Board since 2014 and is active in the Howard County Chamber of Commerce.

Board members nominated by the Columbia Association include:

Milton Mathews, President of the Columbia Association and is a director of both the Downtown Partnership and the Downtown Columbia Arts and Culture Commission, along with a host of other county boards.

Attorney Gregg Schwind is the longest serving board member and the Trust's institutional memory.

Chair Lin Eagan, is a REALTOR and veteran of many Howard County boards including the Columbia Foundation, the Howard County Board of Appeals, the Chamber of Commerce, and the Columbia Festival of the Arts.

Bill Woodcock, Financial manager at Johns Hopkins APL and veteran community activist, is the new Treasurer of the Trust.

Nina Basu, President and CEO since May, 2017, heads the Basu Law Firm, chairs of the Long Reach Village Board, and is a former chair of the Howard County Commission for Women, as well as being an ardent supporter of the arts. Her comprehensive background in both business and the arts is a rare combination that has brought diverse arts and culture to Columbia. She has formed strong alliances with many groups and communities that will support the mission of the Trust going forward.



To: Columbia Association Board of Directors  
From: Jane Dembner, Office of Planning and Community Affairs  
Subject: Update on Proposed Development of the Lakefront Core  
Date: January 19, 2018

In late spring of 2017, Howard Hughes Corporation proposed development of the Lakefront Core area of Downtown Columbia. They propose the following maximum amount of net new development in the Lakefront Core Neighborhood: 509 residential units, 113,402 square feet of office and 54,244 square feet of retail/restaurant as well as new amenity and green spaces.

To recap, the process has included the following development review steps, as required by Howard County government development regulations for Downtown Columbia:

- Pre-submission public meeting (held in June) where there is an opportunity for community input
- Design Advisory Panel meeting (held in June) where this is an opportunity for written community input
- Submission of FDP and related documents to the Department of Planning and Zoning (DPZ) (HRD submitted plans in July)
- County staff technical review of the plans (community input to DPZ by phone, email or letter)
- DPZ meeting with and written comments to applicant (September 6, 2017)
- Applicant re-submittal of plans within specified timeframe (Late October 2017)
- County staff review of revised submission
- County staff determination that application is complete
- DPZ schedules Planning Board public hearing (Scheduled for February 1, 2018)
- County Planning Department issues the technical staff review and recommends Planning Board approval (January 18, 2018)
- DPZ schedules Planning Board public hearing (Scheduled for February 1); Planning Board has approval authority

This process will be followed by the site development plan (SDP) review process and related public, county staff and Planning Board review and approval.

In September 2017, the CA Board discussed the proposed development at both its work session and board meeting. Prior and during this time, CA planning staff worked closely with the Howard County Planning and Zoning staff to make sure that CA Board questions and concerns

were understood by the developer and County staff. In the intervening month's the county has reviewed revised documents provided by HHC and issued its Technical Staff Report on Thursday, January 18 in which the Department of Planning and Zoning recommends approval of the Lakefront Core Neighborhood Concept Plan, Neighborhood Design Guidelines, Implementation Plan and Final Development Plan. All these documents are available on the county's Planning Board website at <https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Planning-Board>

Below we provide an update on the major issues the CA Board had discussed in September 2017.

### **Building Mass and Setbacks**

While the details of the buildings and their massing are addressed at the SDP stage, HHC has addressed concerns related to the height and scale of the buildings. The January 2018 version of the Neighborhood Design Guidelines specifically include architectural guidelines that call for articulation of a base, middle and top/cap for each building and include guidance on setbacks. In addition, the guidelines include specific language about the massing of the two buildings proposed adjacent to the new primary amenity space to ensure that the buildings include variation in height, with taller portions (up to 15 stories) not exceeding 50 percent of the building footprint and lower portions of the building stepping down to 12 stories or less.

### **Parking**

CA planning staff had expressed concern about the screening of exposed parking garages. The neighborhood design guidelines include strong language that states that: "Parking decks exposed to the public realm on primary streets or amenity space should be designed to be compatible with adjacent buildings to the extent practical and shall be screened with walls, architectural detailing, green (vegetated) screens, or landscaping." This is strong language.

Specific parking calculations are required at the SDP stage, not at this FDP stage. What we do know is that there is publicly-available parking today on the American City Building lot, the Exhibit Building lot and the parking garage and deck adjacent to the former Copelands restaurant site. These sites are proposed to be developed with new office and retail/restaurant uses and publically available parking will be required for these new uses.

The exact uses and square footage and related parking requirements are determined at the SDP stage. Today, all parking, except the few on-street parking spaces, are on privately-owned and publicly-available property. In the future, as development occurs, new publicly-available parking will be constructed and will be predominantly in structured parking decks. Parking will also be required for the residential units.



CA staff does not anticipated loss of publicly-available parking at Lakefront. Various users today, and in the future will park at these privately-owned resources at various times of the day and week: shoppers, visitors, restaurant-goers, office workers, those enjoying outside concerts as well as open and amenity spaces. That is, visitors to Lakefront's surface spaces today will be served in the future by new parking resources that will also be available to the public, as are the majority of Downtown Columbia parking spaces today.

### **Wincopin Connector and its Character**

HHC has added more details about this proposed new private street and its design. The neighborhood guidelines include diagrams and the following new text that makes it clear the intent is for a pedestrian-oriented street to connect two parts of the Lakefront: "The Wincopin extension will improve connectivity for all transportation modes and increase the viability of retail uses along the new street. This new portion of Wincopin, adjacent to the Lakefront Plaza, should be designed to extend the plaza up to the building face of the future development, with corresponding design elements that could include flush curbs, special paving/pavers, and/or bollards. Having the ability to close down this section of the street will allow for greater flexibility for programmed events, temporary outdoor dining, and community festivals."

### **Public Art**

There has been some public discussion about public art at the Lakefront and how it might be impacted by development. To address concerns about this, HHC has included language on the FDP (which, when approved is recorded in the land records), that states that all the existing public art in the boundaries of the FDP (the FDP does not include CA's properties or public art) will be treated in the following manner: "With the exception of "Sail", the existing art sculptures located within the FDP area will be preserved and relocated within the Lakefront Core Neighborhood. Final art locations are to be determined by the Developer and the timing of art relocation will be coordinated with the development activity within the Lakefront Core Neighborhood. It is anticipated that "Sail" will be relocated proximate to Lake Kittamaqundi but outside the Lakefront Core Neighborhood. To the extent necessary, existing public art, prior to its relocation, will be stored off-site and maintained in good condition until relocated."

In addition, the neighborhood guidelines also state: "The existing Lakefront Plaza amenity space shall retain its identity as an important historic and symbolic gathering place in Columbia. Iconic sculptures such as the People Tree and The Hug are landmarks in the community and should be retained within the Lakefront area."

### **Closing**

CA Staff is continuing to review the just-released Howard County Technical Staff Report and the revised FDP and related materials and will be ready to answer Board member questions at the Thursday, January 25th Board meeting.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: December 14, 2017**

To be approved: January 25, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, December 14, 2017 at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind (arrived at 8:21 p.m.), Ginny Thomas, and Shari Zaret. Also present were CA Vice President/CFO Susan Krabbe.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:50 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 **Architectural Resource Committee** held a closed meeting on November 13, 2017. Members present were Sheri Fanaroff, Deb Bach, Evamarie Lambright, and Tom Mungo. The vote to close the meeting was 4-0-0.

For: Mmes. Fanaroff, Bach, and Lambright and Mr. Mungo

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv), Consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:05 p.m. until 3:15 p.m. to discuss new and ongoing covenant cases.

The **Board of Directors** held a closed meeting on November 27, 2017. Members present were Chairman Andrew Stack, Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, and Shari Zaret. The vote to close the meeting was 8-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(i), Discussion of matters pertaining to employees and personnel. The meeting was closed from 8:38 p.m. until 9:30 p.m. to discuss the mid-term evaluation of the CA President/CEO.

The **Architectural Resource Committee** held a closed meeting on December 11, 2017. Members present were Deb Bach, Evamarie Lambright, and Tom Mungo. The vote to close the meeting was 3-0-0.  
For: Mmes. Bach and Lambright and Mr. Mungo

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv), Consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:03 p.m. until 2:40 p.m. to discuss new and ongoing covenant cases.

The **Audit Committee** held two closed meetings on December 11, 2017. Members present were Nancy McCord, Andrew Stack, Gregg Schwind, and James Young. The vote to close the first meeting was 4-0-0 and the vote to close the second meeting was 4-0-0.

The closed meetings were authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4)(i), Discussion of matters pertaining to employees and personnel; and (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 first meeting was closed from 7:05 p.m. until 8:14 p.m., and the second meeting was closed from 9:20 p.m. until 10:17 p.m. The purposes of the closed meetings were (1) review of an outsourced report and (2) review of several internal audit reports and consultation with staff personnel on legal matters.

### 3. Approval of Agenda

Ms. Thomas made a motion to discuss adding the “BWI Noise Issue” topic back on the agenda for the January 25, 2018 Board meeting. Mr. Klein seconded the motion. Mr. Stack agreed to add the discussion as item 6(b)3 of the December 14, 2017 Board meeting agenda.

**Action:** Ms. McCord moved to approve the agenda as amended. Ms. Thomas seconded the motion, which passed unanimously. Vote: 7-0-0. (Mr. Schwind had not arrived at the time the vote was taken.)

### 4. Disclosure of Conflict of Interest: none

### 5. Reports/Presentations

#### (a) President’s Report

Discussion centered on why Haven on the Lake had its own page on the CA website, while other CA entities did not. A revisit of CA’s social media policy will be added to the Agenda Topics Log. Mr. Matthews will update the Board on village signage. Mr. Klein asked if parking would be provided for Haven on the Lake patrons during, and after, construction of the new building on the existing Haven parking lot. Mr. Matthews said designated parking places for Haven on the Lake would be included in the parking garage in the new building. It was noted that CA’s lease with Howard Hughes Corporation requires that parking be provided at all times.

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

Discussion centered on the status of the Butterfly and the layout of the pathways. Mr. Stack suggested Board members send their questions about the Butterfly and the pathways to Ms. Eagan and Messrs. Matthews and Schwind via e-mail.

#### (c) Financial Reports

The Audit Committee reviewed the FY 18 2<sup>nd</sup> Quarter Financial Report and the FY 18 2<sup>nd</sup> Quarter Financial Statements and had no concerns. Both were accepted by the Board of Directors.

### 6. Board Action

#### (a) Consent Agenda

##### 1. Approval of Minutes – November 9, 2017

Hearing no objection, the minutes were approved.

#### (b) Board Votes

##### 1. Approval of IRS Forms 990 and 990T

The IRS Forms 990 and 990T were reviewed by the Audit Committee and sent to the Board of Director for approval.

**Action:** Mr. Boulton moved that the Board of Directors approve the IRS Forms 990 and 990T. Ms. Evans seconded the motion. The vote to approve the forms was unanimous.

##### 2. Approval of the Independent Auditors for FY 2018

The Audit Committee reviewed the selection of CliftonLarsonAllen LLP as the independent auditors for FY 2018 and recommended the selection be sent to the Board of Directors for approval.

**Action:** Mr. Boulton moved the Board of Directors approved the selection of CliftonLarsonAllen LLP

as the independent auditors for FY 2018. Ms. Evans seconded the motion. The vote to approve was unanimous.

- (c) Addition of the “BWI Noise” Topic to the January 25, 2018 Board of Directors Meeting Agenda  
Ms. Thomas requested the Board reconsider the decision to remove the BWI Noise topic from the January 25, 2018 Board meeting agenda. Adding the topic back on the agenda would allow the CA Board to hear the concerns of residents. Discussion focused on other entities established to hear concerns about the noise; possible legal action against the FAA on the noise problem by states’ attorneys general; time constraints at the January 25 meeting that would preclude the addition of the topic to the agenda; and what impact, if any, Columbia Association would have in resolving the problem.

**Action:** Ms. Thomas repeated her initial motion that the Board add 15 minutes to the January 25, 2018 Board meeting agenda to hear residents’ concerns about BWI noise, that staff give the Board more information on the current status of the issue in advance of the meeting, and that staff explore placing a link on the CA website to the Maryland committee established to hear residents’ concerns about the noise. The motion failed by a vote of 4-4-0.

For: Mmes. Evans and Thomas and Messrs. Boulton and Klein

Against: Mmes. McCord and Zaret and Messrs. Schwind and Stack

Mr. Stack will work with Mr. Matthews to get an update on the status of the issue. Any information obtained will be included in the “For Your Information” section of the January 25, 2018 Board meeting agenda. Mr. Matthews will also investigate getting a link on CA’s website to the DC Metroplex BWI Community Roundtable, the group established by the Maryland Aviation Authority to hold hearings on, and hear from residents about, noise concerns.

## **7. For Your Information**

CA’s press released entitled “CA wants to hear from millennials” was included in the packet.

## **8. Tracking Forms**

(a) Tracking Form for Board Requests

(b) Tracking Form for Resident Requests

## **9. Talking Points:** Recording Secretary Janet Loughran read the Talking Points.

## **10. Adjournment:** The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Janet F. Loughran

Recording Secretary



## ***Kings Contrivance Community Association***

***Amherst House 7251 Eden Brook Drive, Columbia, Maryland 21046***

***(410) 381-9600 Fax (410)381-9628***

***[kingscontrivance@columbiavillages.org](mailto:kingscontrivance@columbiavillages.org)***

January 18, 2018

Watershed Advisory Committee  
Columbia Association  
6310 Hillside Court  
Suite 100  
Columbia, MD 21046

**Subject: Gail Holm**

Dear Members of the Watershed Advisory Committee,

At the regularly scheduled Kings Contrivance Village Board meeting on January 17, 2018, the village board unanimously approved a motion recommending the appointment of Gail Holm as the Kings Contrivance representative to the CA Watershed Advisory Committee. We are grateful for her volunteering to serve our community.

Sincerely,

Beverley Meyers  
Village Manager

Cc: Gail Holm



December 8, 2017

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

From: Dennis Matthey, Director of Open Space and Facilities Services  
John McCoy, Watershed Management and Improvements

cc: Susan Krabbe, Vice President and Chief Financial Officer  
Sheri Fanaroff, General Counsel

Subject: Transfer of unspent capital funds in watershed-related capital projects between fiscal years.

The purpose of this memo is to request CA Board approval to transfer unspent funds between several watershed-related capital projects over more than one fiscal year to complete two projects and to request general Board approval to transfer unspent funds, not to exceed \$75,000, from completed watershed capital projects to underfunded watershed capital projects in different fiscal years.

## **Background**

Watershed projects are particularly hard to estimate due to regulatory requirements, adjustments in scope resulting from storm event impacts and project savings accrued when work is completed by CA staff as time and other commitments allow. CA's Board of Directors already allows for adjustments in funding levels in any given year, and this request would allow staff flexibility to move funding between fiscal years, as required. As some watershed-related capital projects continue to be completed under budget, staff has requested and received approval to transfer funding from one fiscal year to another. An example of a CA Board approval is attached.

There are currently two sets of projects where we would like to transfer unexpended funds to projects in need of funds. In the first set, the bioretention facility at Snowy Reach in FY 17 (P02-17-2) was completed for \$38,254, leaving

\$31,745 in available funds. The retrofit of the stormwater management facility treating the employee parking lot at the maintenance facility, FY 14, SE6, has \$45,571 available. The construction estimate by CA's on call contractor is \$73,000 for that project. Staff would like to move the remaining funds from the Snowy Reach project (P02-17-2) to SE6 to complete the retrofit of the stormwater management facility at the maintenance facility.

In the second set of projects, staff would like to move \$100,000 of the remaining funds available in FY 15 Watershed Improvement Projects (P02-15-3) to FY 16 Columbia-Wide Water Quality (P02-16-1). The funds in P02-15-3 were to be used to stabilize a segment of the stream channel between Little Patuxent Parkway and Lake Kittamaqundi. A segment of the same channel, but above Little Patuxent Parkway between the roadway and the Wilde Lake Dam, is in greater need of immediate stabilization. The \$100,000 would be used there. The segment below Little Patuxent Parkway is part of the grant application to the Maryland State Highway Administration (SHA), and staff is optimistic that this grant will be approved.

Staff believes a blanket approval, not to exceed \$75,000, to transfer unspent capital funds from completed watershed related projects to underfunded projects not in the same fiscal year would simplify the funding process and speed the flow of projects towards completion.

#### Requests

1. Board approval is requested to transfer the remaining funds of \$31,745 from the FY 17 Snowy Reach project (P02-17-2) to the FY 14 Maintenance Facility - Stormwater Detention Pond (SE6) to complete this estimated \$73,000 stormwater management project.
2. Board approval is also requested to transfer \$100,000 of the remaining funds available in FY 15 Watershed Improvement Projects (P02-15-3) to FY 16 Columbia-Wide Water Quality (P02-16-1) to stabilize a segment of the stream channel between the Wilde Lake Dam and Little Patuxent Parkway.
3. Staff requests that CA's Board of Directors approve the transfer of unspent funds up to \$75,000 among Board-approved water quality projects in different fiscal years, without requesting Board approval for each transfer. Any transfer request over \$75,000 would still require Board approval. The Board has previously given staff the ability to transfer Board-approved funds among water quality projects within a fiscal year.



February 3, 2017

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

From: Dennis Matthey, Director of Open Space & Facilities Services  
John McCoy, Watershed Management & Improvements

cc: Susan Krabbe, Vice President & CFO

Subject: Use of FY 15 Watershed Improvement Projects Capital Funds to  
Supplement Funds Approved for FY 13 Watershed Improvement  
Project RZ4

## **Background**

The purpose of this memo is to request CA Board of Directors approval to move \$24,304 in unused FY 15 Watershed Improvements funding to FY 13 capital project RZ4 for work associated with repairs to the forebay at Jackson Pond.

Capital project RZ4 provides funding to repair an in-stream flow control structure left in place after an EPA and State of Maryland study of sediment control practices during the construction of the Village of Long Reach. The cover of the report, abstract and a picture of the structure from 1972 are included as Attachment 1.

The repair is necessary because downstream erosion threatens to undercut the structure and a failure of the structure would release all of the sediment stored behind it into Jackson Pond. Design and engineering for the project was more expensive than budgeted requiring an extensive topography survey of the stream and the examination of options for the repair. Removing the weir and the



sediment behind the weir was explored but determined not to be feasible. This project required State and Federal permits, adding to the engineering costs. The low bid for the repair project is \$82,431. Staff recommends including a 10% construction contingency in the cost of work (\$8,243), bringing the total required project funding to \$90,674 which exceeds the remaining available balance in RZ4 (\$66,370) by \$24,304.

The Board-approved FY15 Watershed Improvement Projects included seven capital projects. Funds were designated for: a bioretention facility for the Dog Park Parking Lot; design, engineering and permitting to enhance the sand filter at the Maintenance Facility; a bioretention facility at the end of Linden Linthicum in River Hill; a step-pool conveyance to convey runoff along the path behind Phantom Court in Harper's Choice; phase 1 for the stream bank stabilization between Little Patuxent Parkway and Lake Kittamaquandi; a bioretention facility below Long Look Lane in Oakland Mills; and, bank stabilization below New Leaf Court in Oakland Mills.

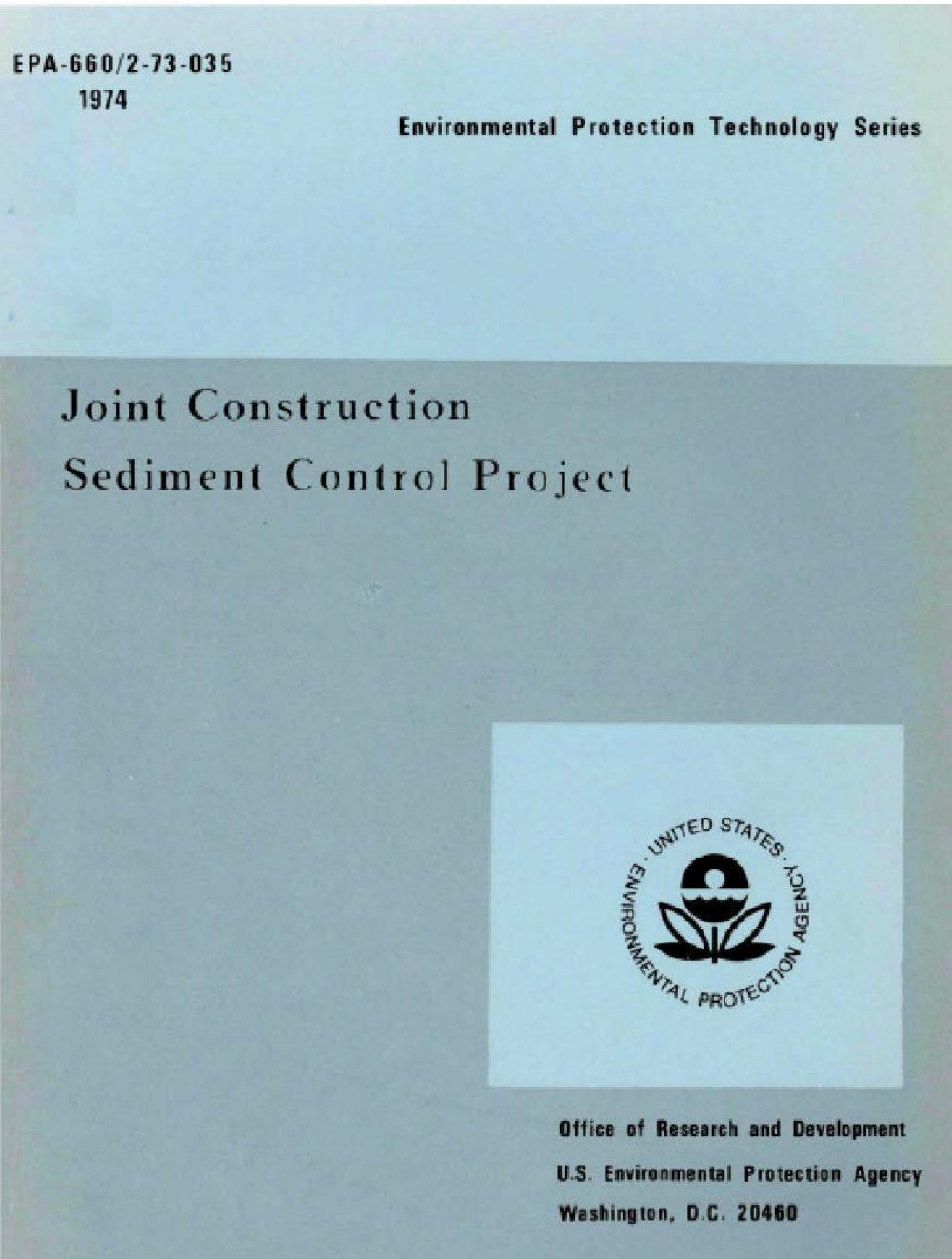
The Dog Park bioretention facility and the work on the Phantom Court projects have been completed. The Long Look project is going to construction and the New Leaf project is awaiting permits. The sand filter project at the Maintenance Facility is still in engineering. The bioretention facility at the end of Linden Linthicum and the stream bank stabilization project between Little Patuxent Parkway and Lake Kittamaquandi are on hold. The flooding issue at the end of Linden Linthicum was solved during a routine pathway repair, and CA staff and Village staff have not agreed on a replacement project to be submitted for CA Board approval. The stream bank repair project is on hold while the State Highway Administration looks at the same stream reach as a possible state project.

The total budget allocation for FY 15 Watershed Improvement Projects is \$440,000, of which \$212,330 remains. To date, the completed projects have come in at budgeted cost or below. Staff was able to complete the Dog Park bioretention facility project for 50% of the budgeted cost of \$80,000 by keeping design and engineering costs low, keeping the size of the project under the threshold for County permits and building the project in house.

## **Recommendation**

Staff requests that the CA Board of Directors approve use of \$24,304 in FY 15 Watershed Improvement Projects funds to complete Capital Project RZ4.

Attachment 1 Joint Construction Sediment Control Project Report Cover, Abstract and picture of the weir above the forebay at Jackson Pond.



## ABSTRACT

During the period of this demonstration, a natural and agricultural region is being converted to an urban community. This project consists of (1) the implementation, demonstration, and evaluation of erosion control practices; (2) the construction, operation, and demonstration of the use of a stormwater retention pond for the control of stormwater pollution; and (3) the construction, operation, and maintenance of methods for handling, drying, conditioning, and disposing of sediment. In addition, a gaging and sampling program was conducted as part of this project to determine the effects of urbanization on the hydrology and water quality of natural areas. This project was conducted in the Village of Long Reach, Columbia, Maryland.

This report was submitted in fulfillment of Grant No. 15030 FMZ by the Water Resources Administration, State of Maryland, under the partial sponsorship of the Environmental Protection Agency. Work was completed as of June 1973.



Figure 6. Gaging Station Above Pond



## Easement Request Form

Date: 1/3/2018

Easement Grantee: Howard County

Project Name: Kings Meade Pond Repair

### Proposed Easement Location:

Stormwater management pond adjacent to Eden Brook Drive and Copperwood Way; Columbia Rivers Corporate Park Section 1, Lot 3

### Purpose of Proposed Easement:

To add 0.1665 acres to the existing public drainage and utility easement for the construction a new emergency spillway and stream channel step pool structures as well as a temporary construction easement. Pond structures and improvements to be maintained by Howard County.

### Alternatives to Proposed Easement:

There are no alternatives to the easement as the area requiring stream stabilization is on CA property.

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

Residents in the King's Meade community nearest the construction may be impacted with construction noise. County funded construction and ongoing maintenance is a benefit to King's Meade community and CA.

### Additional Notes:

The proposed repairs to the pond were identified during a Howard County maintenance inspection and will improve stream stabilization on CA property and eliminate the threat of pond dam failure.

### Contact Information

Name: Al Edwards  
E-mail: [albert.edwards@columbiaassociation.org](mailto:albert.edwards@columbiaassociation.org)  
Phone #: 410.381.3551

## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association ("CA") Board of Directors (the "Board") has considered whether to grant an easement, subject to staff final review, to Howard County, Maryland relating to Stormwater Management Pond Repairs for King's Meade, a copy of which is attached to this Resolution (the "Easement"). The Board makes the following findings with respect to the Easement:

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

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

**BE IT SO RESOLVED**

\_\_\_\_\_, 2018



TRANSFER TO GOVERNMENT  
Exempt from Recordation Tax and Transfer Tax under  
Annotated Code of Maryland, Tax Property Article,  
Sections 12-108 (a) and 13-207(a), respectively, and  
exempt from Recording Fees under Annotated Code of Maryland,  
Real Property Article, Section 3-603

Tax I.D. No. 16-177563  
**Project No. D-1159**

## DEED OF EASEMENT

**THIS DEED OF EASEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

**WHEREAS**, the Grantee funded Capital Project Number D-1159 (the "Project") to construct stormwater management pond repairs and other public utilities and services needed to serve the citizens of Howard County, Maryland as shown on the construction drawings for the Project (collectively the "Public Improvements").

**WHEREAS**, the Grantor owns that certain real property commonly shown as Parcel 322, Lot 3, on Tax Map 42 (the "Property").

**WHEREAS**, the location of the Public Improvements requires access in, on, over, across and through certain portions of the Property particularly described below.

**WHEREAS**, the Grantor is willing to grant an easement to the Grantee to use certain portions of the Property, as more particularly described below, for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

**NOW, THEREFORE**, in consideration of the payment of **Zero Dollars (\$0.00)** to the Grantor, upon execution of this Deed of Easement, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor and the Grantee covenant and agree as follows:

The Grantor hereby grants and conveys to the Grantee, its successors and assigns, a non-exclusive easement, in perpetuity ("Easement"), to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement Area (as hereinafter defined), said Easement running with the land and more particularly described as follows:

**ALL OF THE EASEMENT IN THE AREA ("EASEMENT AREA")** SITUATE in the Sixth Election District of Howard County, Maryland comprising 0.1596 acres, plus or minus described and shown as "Public Drainage and Utility Easement" on a revision plat titled "Revision Plat, Columbia, Rivers Corporate Park, Section 1, Area 1, Lot 3, Tax Map 42 Parcel 322" and recorded among the Land Records of Howard County,

Maryland as Plat No. \_\_\_\_\_ (“Plat”).



**THE EASEMENT AREA BEING A PART** of the Property acquired by the Grantor by deed from The Howard Research and Development Land Company, said Deed dated October 29, 1991 and recorded among the Land Records of Howard County, Maryland in Liber 2427, folio 450.

**FURTHER**, the Grantor hereby grants unto the Grantee the right ("Construction Easement") to use a temporary construction strip or parcel of land on the Property described by metes and bounds and shown as "Temporary Construction Easement" on the Plat, comprising 0.0300 acres, plus or minus (the "Temporary Construction Easement Area"), for the period of the construction of the Public Improvements and for all purposes pertinent thereto. (The Easement and the Temporary Construction Easement are collectively referred to herein as the "Easements"; and the Easement Area and the Temporary Construction Easement Area are collectively referred to as the "Easement Areas").

**THE GRANTOR** hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives, upon five (5) days' notice to the Grantor (unless emergency circumstances require a shorter notice period), shall have the right and privilege to enter upon the Easement Areas to construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements as needed for the public health, safety, and welfare.

**IT IS FURTHER AGREED** that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement Area by the Grantor or its successors or assigns. The Grantor shall not itself and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

**THE GRANTEE** will maintain the Easement Area, and following the construction or any repair of the Public Improvements, Grantee shall restore the condition of the Easement Area to its condition prior to entry by Grantee, reasonable wear and tear excepted, and, where applicable, to the condition as required by the construction drawings for the Project.

**THE GRANTOR** represents and warrants, as of the date of this Deed of Easement, that the Grantor (i) is the sole owner and lawfully seized of a fee simple estate in the Property, and (ii) has the right and is legally competent to grant the Easement in, on, over, across and through the Property, and that there exist no liens, security interests or other encumbrances on or with respect to the Property. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Property, that the Grantor warrants specially the Property, and that the Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Property, then all lien holders, if so required, will subordinate their lien interests to the Property by executing either a subordination to this Deed of Easement or a joinder attached hereto and made a part hereof.

**GRANTOR FURTHER** represents and warrants that the Grantor has all requisite authority to grant the Easements to Grantee, that the grant of the Easements cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easements is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to the "Grantor" shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean Grantor and Grantor's successors and assigns.

All grants, rights, terms and provisions made and set forth in this Deed of Easement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns and shall run with the land in perpetuity.

Subject to the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use by the Grantee of the Easements or any part thereof occasioned by the sole negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

[Signatures follow on next page.]

**IN WITNESS WHEREOF**, the Grantor has caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officer or official, on the date first above written.

**WITNESS/ATTEST:**

\_\_\_\_\_  
Sheri Fanaroff  
Corporate Secretary

**GRANTOR:**  
**COLUMBIA ASSOCIATION**  
a Maryland corporation

By: \_\_\_\_\_ (SEAL)  
Milton W. Matthews  
President/CEO

**STATE OF MARYLAND, \_\_\_\_\_ COUNTY/CITY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President/CEO of Columbia Association, Inc.(the "Corporation"), a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[Signatures continue on the following page.]



**ACCEPTED** by the Grantee on this \_\_\_\_ day of \_\_\_\_\_, 2017.

**ATTEST:**

**HOWARD COUNTY, MARYLAND**

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Allan H. Kittleman  
County Executive  
Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
James M. Irvin, Director  
Department of Public Works

**APPROVED FOR SUFFICIENCY OF FUNDS:**

\_\_\_\_\_  
Stanley J. Milesky, Director  
Department of Finance

**APPROVED FOR FORM AND LEGAL SUFFICIENCY**  
this \_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Gary W. Kuc  
County Solicitor

Reviewing Attorney:

\_\_\_\_\_  
Morenike Euba Oyenusi,  
Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:  
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**THIS IS TO CERTIFY** that this instrument was prepared by Howard County, Maryland, the Grantee named in the within Deed of Easement.

\_\_\_\_\_  
Melanie A. Bishop, Chief  
Real Estate Services Division

**After Recording, Return To:**  
Howard County, Maryland  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043

## **Project Description**

### **Howard County Capital Project D-1159 Kings Meade Pond Repair Project**

Howard County is undertaking the repair of an existing stormwater management pond located adjacent to Eden Brook Drive and Copperwood Way in Columbia, MD. The repairs to the pond were identified during maintenance inspection which identified that the existing CMP riser structure is failing, the trash rack is detached from the riser, and the CMP principal spillway barrel is corroded and in disrepair. The outfall end section of the principal spillway is also corroded, and a head cut exists below the outfall to the stream. In addition, the existing pond does not have an emergency spillway.

The request for the easement has two components:

- 1) To revise the existing public drainage and utility easement (shown as public drainage and utility easements 1 and 2 on the revised plat) over a portion of Parcel 322 of Columbia, Rivers Corporate Park, Section 1, Area 1, Lot 3, Tax Map 42 to add approximately 0.1665 acres to this easement. The purpose of this easement is for the construction of the new emergency spillway and stream channel step pool structures. The County would then maintain this area, the emergency spillway, and stream structures; and
- 2) A temporary construction easement (1,306 sq. ft. or approximately 0.0300 acres) to allow access for construction equipment work. This temporary construction easement would only be needed during the construction phase of the project.

The pond is owned by the Kings Meade Section 2 Association, Incorporated with a maintenance agreement conveyed to the County in 1986.

The project work will include the following features:

- Slipline the principal spillway barrel;
- Construct a new concrete box riser structure with a low flow orifice and two-stage weir;
- Construct an emergency spillway; and
- Construct a series of step pool structure at the outfall to stabilize the outfall slope and connect to the stream

Construction work is anticipated to start in late January 2018 and be completed before stream closure begins in March 2018.

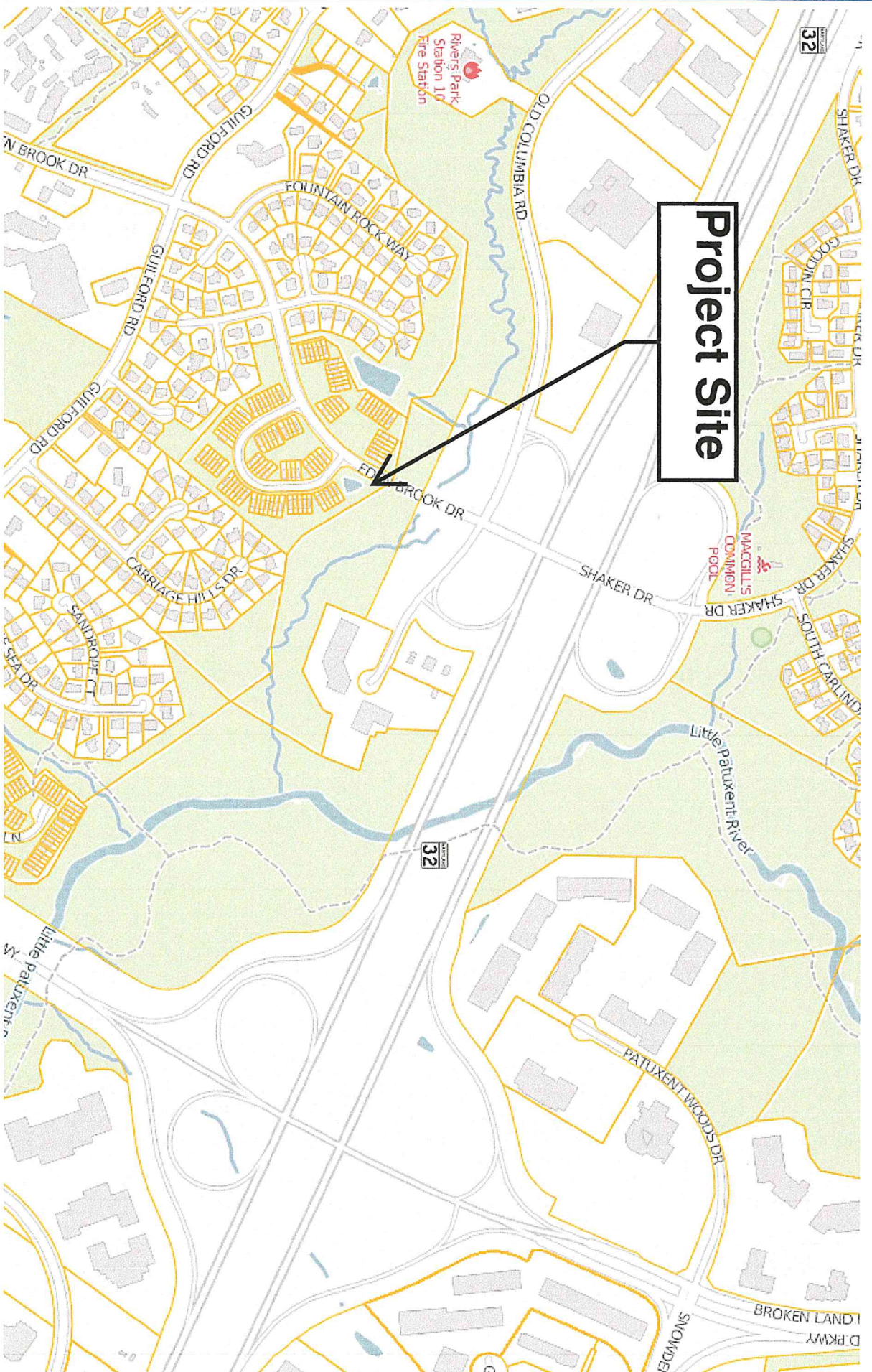












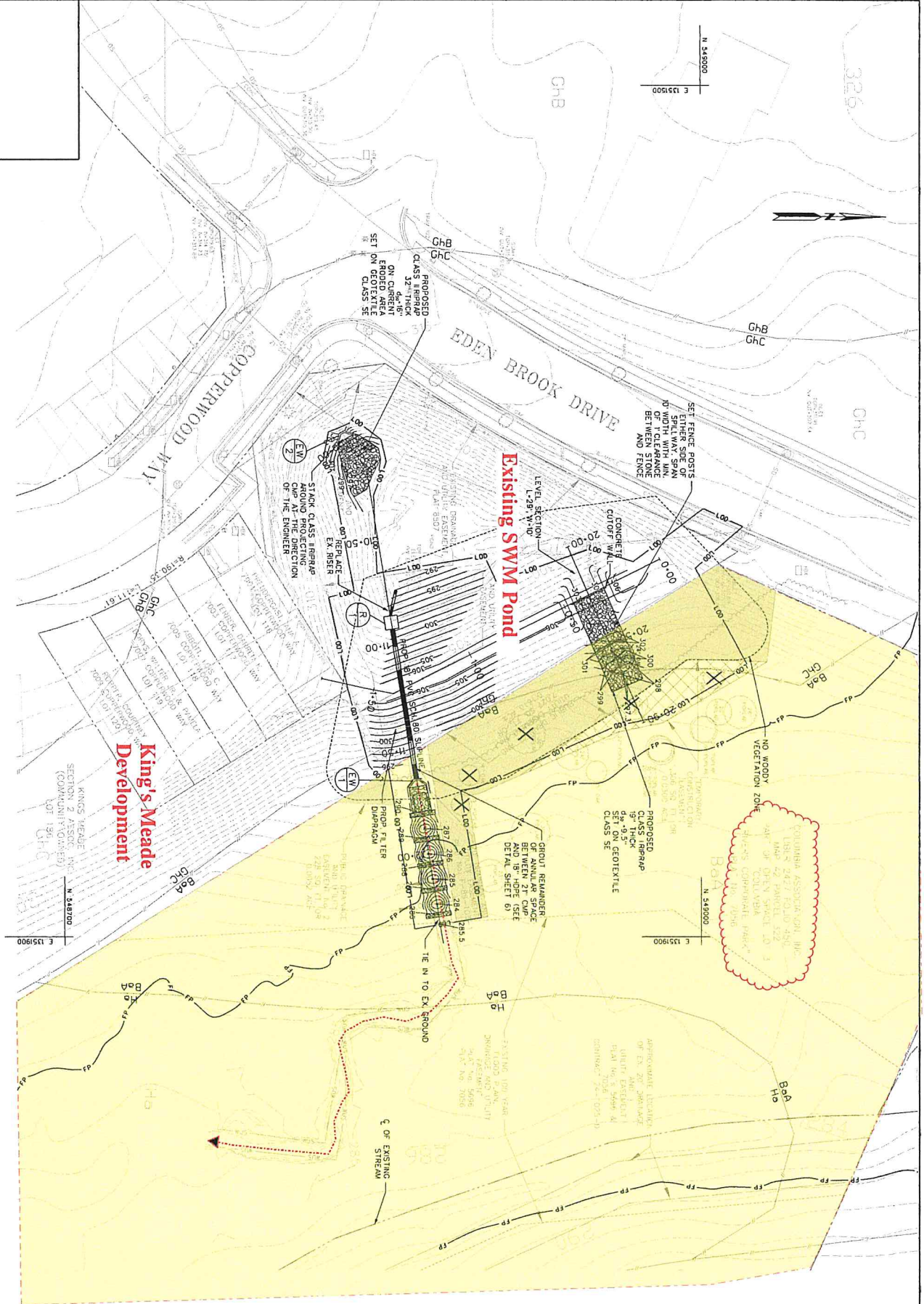


PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MARYLAND, LICENSE NO. 10131, AND THAT I AM THE DESIGNER OF THIS PROJECT. MY EXPIRATION DATE IS JANUARY 24, 2018.

DEPARTMENT OF PUBLIC WORKS, HOWARD COUNTY, MD  
 CHIEF, BUREAU OF ENVIRONMENTAL SERVICES

DATE

NOTE: FIELD RUN SURVEY WITHIN THE PROJECT LIMITS HAS BEEN SUPPLEMENTED WITH AERIAL TOPOGRAPHY PROVIDED BY HOWARD COUNTY.





## Easement Request Form

Date: 1/3/2018

Easement Grantee: BGE

Project Name: Crescent Neighborhood Parcel D

### Proposed Easement Location:

CA open space Lot 4 adjacent to the South East side of HRD Parcel D and the existing BGE right of way.

### Purpose of Proposed Easement:

To extend electric service from the BGE right of way across CA open space Lot 4 to HRD Parcel D.

### Alternatives to Proposed Easement:

There are no alternatives to the easement as the only route from the BGE right of way to Parcel D is across CA open space

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

No impact to any residents or to CA open space.

### Additional Notes:

There is a provision in the easement that no above ground equipment is permitted within the easement

### Contact Information

Name: Al Edwards  
E-mail: [albert.edwards@columbiaassociation.org](mailto:albert.edwards@columbiaassociation.org)  
Phone #: 410.381.3551

## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant a utility easement to BGE relating to a utility extension of BGE electric service across CA open space Lot 4 Downtown Columbia, Crescent Neighborhood, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

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

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

BE IT SO RESOLVED

\_\_\_\_\_, 2018



(MLS\*/12-20-2017)

**RIGHT OF WAY AGREEMENT**

The undersigned, herein called the "Grantor," hereby grants to BALTIMORE GAS AND ELECTRIC COMPANY ('BGE'), its successors, licensees and assigns, for value received, the right to construct, install, reconstruct, operate and maintain electric and communication lines, including, but not limited to, wires, cables, mains, pipes, conduits, appurtenant equipment and enclosures upon, under and across the land of the Grantor situated on the north side of Broken Land Parkway west of Columbia Pike (U.S. Route 29) in the Fifth District of Howard County and acquired from The Howard Research and Development Corporation by Deed dated November 17, 2016, recorded among the Land Records of Howard County in Liber W.A.R., No. 17327, Folio 496.

Together with the right of access at all times to the above-mentioned facilities, the right to extend lines to adjacent properties, the right to trim, top, cut down and remove trees and/or shrubs adjacent to said facilities to provide proper operating clearance, and the right to make necessary openings and excavations for the purpose of examining, repairing, replacing, altering or extending said facilities provided that all openings or excavations shall be properly refilled and the property left in good and safe condition. No buildings or structures are to be erected under or over the lines.

The lines are or are to be located within the designated Easement Area as shown on a Sketch of an Easement Area Across Open Space Lot 4 "Downtown Columbia, Crescent Neighborhood" and a Description of Easement Area prepared by Gutschick, Little & Weber, P.A. dated December 2017, a copy of which is attached hereto and made a part hereof as Exhibits A-1 and Exhibit A-2. Adequate horizontal clearances have been included in said Easement Area. No above-grade underground BGE facilities are to be included in the Easement Area.

IN WITNESS WHEREOF, the Grantor has caused this agreement to be properly executed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

WITNESS:

Columbia Association, Inc.

\_\_\_\_\_  
Milton Matthews  
President/CEO

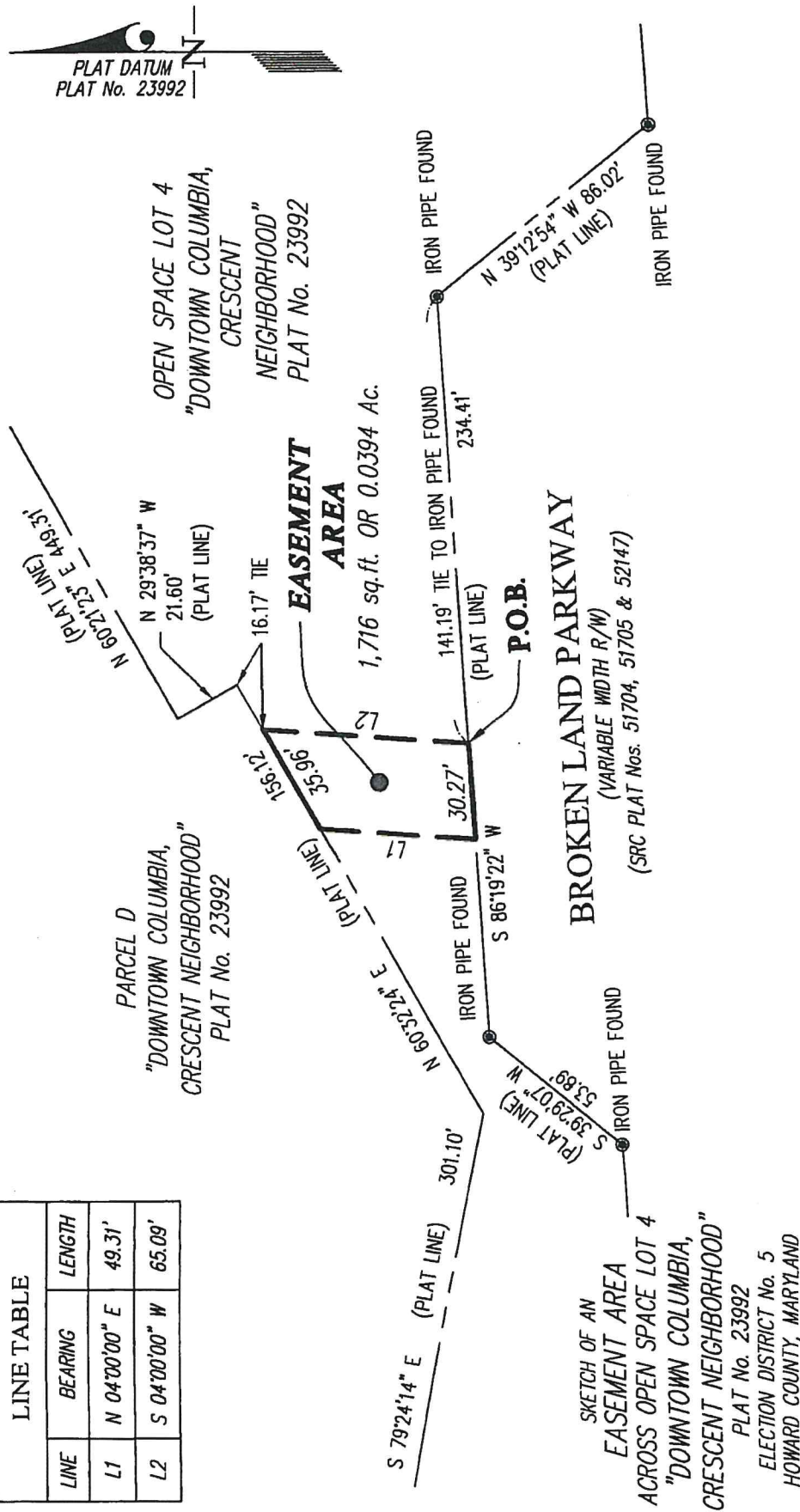
STATE OF MARYLAND, COUNTY OF \_\_\_\_\_, TO WIT:

I HEREBY CERTIFY, that on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, before me, the subscriber, a Notary Public of the State of Maryland, in and for the city/county of \_\_\_\_\_ aforesaid, personally appeared Milton Matthews, President/CEO of Columbia Association, Inc. and acknowledged the foregoing agreement to be its act and deed, and said act and deed was made without monetary consideration.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

LINE TABLE		
LINE	BEARING	LENGTH
L1	N 04°00'00" E	49.31'
L2	S 04°00'00" W	65.09'



GLWGUTSCHICK LITTLE &amp; WEBER, P.A.

**CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS, LANDSCAPE ARCHITECTS**  
3909 NATIONAL DRIVE - SUITE 250 - BURTONSVILLE OFFICE PARK  
BURTONSVILLE, MARYLAND 20866

TEL: 301-421-4024 BALT: 410-880-1820 DC/VA: 301-989-2524 FAX: 301-421-4186  
BORTONSWILL, MARYLAND 20800

**REFERENCE :**

PLAT No. 23992

DRAWN BY :	DATE :	G.L.W. FILE No.
------------	--------	-----------------

DATE: **DECEMBER 2017**

CHECKED BY :	SCALE :	4" 50'
--------------	---------	--------

11-071

© GLW 2017



FOR: GUTSCHICK, LITTLE & WEBER, P.A.  
THOMAS C. O'CONNOR, Jr.  
PROFESSIONAL LAND SURVEYOR  
MD REG. No. 10954 (EXP./RENEWAL DATE: 07/03/2018)



# GLW GUTSCHICK, LITTLE & WEBER, P.A.

CIVIL ENGINEERS, LAND SURVEYORS, LAND PLANNERS, LANDSCAPE ARCHITECTS

## Exhibit A-2

### DESCRIPTION OF AN EASEMENT AREA

#### ACROSS OPEN SPACE LOT 4 DOWNTOWN COLUMBIA, CRESCENT NEIGHBORHOOD PLAT No. 23992

BEING a strip of land situate, lying and being in the Clarksville Election District No. 5, Howard County, Maryland and running in, through, over and across Open Space Lot 4, as shown on a Plat of Subdivision entitled "Downtown Columbia, Crescent Neighborhood, Parcels B Thru H and Non-Buildable Bulk Parcels J Thru R and Open Space Lots 1 Thru 8 And Merriweather Symphony Woods Neighborhood, Open Space Lot 1 and Non-Buildable Bulk Parcel A" and recorded among the Land Records of Howard County, Maryland as Plat No. 23992, and being more particularly described in Plat Datum as follows:

BEGINNING for the same at a point lying on the southerly or South 86°19'22" West, 234.41 foot line of said Open Space Lot 4, 141.19' southwesterly from an iron pipe found at the northeasterly end thereof; said point also lying on the northerly right-of-way line of Broken Land Parkway, as shown on said Plat of Subdivision; thence running with and along a part of said southerly lot line and said right-of-way line

- 1) South 86°19'22" West, 30.27 feet to a point; thence leaving the aforesaid southerly lot line of said Open Space Lot 4 and right-of-way line and running in, through, over and across the aforesaid Open Space Lot 4
- 2) North 04°00'00" East, 49.31 feet to a point on the northwesterly or North 60°32'24" East, 156.12 foot lot line of Open Space Lot 4, 52.13 feet southwesterly from the northeasterly end thereof; thence running with and along a part of said northwesterly lot line
- 3) North 60°32'24" East, 35.96 feet to a point; thence leaving the aforesaid northwesterly lot line and running in, through, over and across said Open Space Lot 4
- 4) South 04°00'00" East, 65.09 feet to the point of beginning, containing 1,716 square feet or 0.0394 of an acre of land.

I hereby certify that I was in responsible charge over the preparation of this description and the surveying work reflected herein, all in compliance with COMAR Title 09, Subtitle 13, Chapter 06, Regulation .12.



For: Gutschick, Little & Weber, P.A.  
Thomas C. O'Connor, Jr.  
Professional Land Surveyor  
MD Reg. No. 10954 (Exp./Renewal Date: 07/03/2018)

12/20/2017  
Date





## Easement Request Form

Date: 1/3/2018

Easement Grantee: Howard Research and Development

Project Name: Lot 23 Town Center Section 1

### Proposed Easement Location:

Service area of Merriweather Post Pavillion

### Purpose of Proposed Easement:

To correct the location of a public water easement that supplies service to the Merriweather Post building

### Alternatives to Proposed Easement:

There are no practical alternatives available

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

No impacts to an residents or the open space. All utilities are below grade.

### Additional Notes:

This will extinguish an existing easement already granted and establish a new easement in the location of the as-built utility

### Contact Information

Name: Al Edwards  
E-mail: [albert.edwards@columbiaassociation.org](mailto:albert.edwards@columbiaassociation.org)  
Phone #: 410.381.3551



## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to extinguish an easement and grant a revised Public Water and Utility Easement to Howard Research and Development relating to a public water utility on Lot 23 Town Center Section 1, near Merriweather Post Pavilion, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

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

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

BE IT SO RESOLVED

\_\_\_\_\_, 2018









## Agreement Request Form

Date: 1/3/2018

Easement Grantee: Howard Research and Development

Project Name: Crescent Neighborhood Parcel D Grading

### Proposed Agreement Location:

NW, SE, & SW of HRD Parcel D in the Town Center Crescent Property

### Purpose of Proposed Agreement

To allow temporary right of entry for grading in three areas of Parcel D to lay back slopes associated with the development of the parcel.

### Alternatives to Proposed Agreement

This grading is necessary to complete the improvements for Parcel D

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

No residents will be impacted

### Additional Notes:

The agreement is subject to staff final review of the details on the construction drawings. Special slope stabilization will be required and landscaping will be proposed as appropriate.

### Contact Information

Name: Al Edwards  
E-mail: [albert.edwards@columbiaassociation.org](mailto:albert.edwards@columbiaassociation.org)  
Phone #: 410.381.3551

## **RESOLUTION AUTHORIZING RIGHT OF ENTRY**

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant a temporary right of entry for grading and construction, subject to staff approval, to Howard Research and Development (“HRD”) relating to the development of HRD Parcel D, a copy of which is attached to this Resolution (the “Agreement”). The Board makes the following findings with respect to the Agreement:

1. The execution and performance of the Agreement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Agreement is expected to produce civic betterments or social improvements consisting of additional landscape and slope stabilization to protect the environmental areas; and
3. The Agreement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

\_\_\_\_\_, 2018



January 3, 2018

Columbia Association, Inc.  
6310 Hillside Court  
Columbia, MD 21046

Re: Right-of-entry – Open Space Lots 3 and 10, Crescent Neighborhood

Gentlemen:

In connection with the development of Parcel D (aka "Area 3") of the Crescent Neighborhood in Downtown Columbia, The Howard Research And Development Corporation ("HRD") is required to undertake certain grading operations (the "Work") on property owned by Columbia Association, Inc. ("Owner"), in particular, Open Space Lot 3, as shown on the Plat of Crescent Neighborhood recorded among the Land Records of Howard County, Maryland, as Plat No. 23993, and Open Space Lot 10 (being a resubdivision of Lot 4), as shown on the Plat of Crescent Neighborhood to be recorded in the Land Records aforesaid (together, the "Open Space Lots"). The Work is more particularly described on the plans designated as \_\_\_\_\_, dated \_\_\_\_\_, and approved by Howard County and Owner (the "Approved Plans"). The Exchange Agreement (Crescent) between HRD and Owner dated December 9, 2015, contemplates the need for HRD to obtain access to Owner's property in order to conduct the Work; therefore, HRD is requesting permission to enter upon the Open Space Lots for the purposes of performing the Work.

In that regard, Owner hereby grants to HRD the right to enter upon the Open Space Lots to perform the Work subject to the following terms and conditions:

- a. HRD shall use the Open Space Lots solely for the purpose of performing the Work and for access to the specific Work sites and for no other purpose.

Following completion of the Work, HRD shall repair all damage to and stabilize all disturbed areas of the Open Space Lots in accordance with specifications approved by Owner.

- b. HRD shall take all precautionary measures necessary to prevent damage to the Open Space Lots. No hazardous condition may be created on the Open Space Lots.

Prior to commencing use of the Open Space Lots, HRD shall obtain all permits and licenses from governmental agencies having jurisdiction with regard to the Work. HRD shall comply with all governmental laws, codes and regulations relating to performing the Work on the Open Space Lots.

- c. HRD shall keep the Open Space Lots free and clear from any and all liens of every kind. Any mechanic's lien filed or threatened against the Open Space Lots shall immediately be discharged or bonded to Owner's satisfaction by HRD.
- d. HRD shall obtain, and shall require its contractors and subcontractors to obtain, during the term of this license and such other times as HRD's contractors are working on the Open Space Lots, commercial general liability insurance policies, including, but not limited to,

contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protective liability coverage, to afford protection with limits per person and for each occurrence, of not less than \$2,000,000, combined single limit, and with respect to personal injury, bodily injury and death and property damage, Four Million Dollars (\$4,000,000) aggregate (occurrence form) and Two Million Dollars (\$2,000,000) aggregate completed operations. All such policies shall include Owner as additional insured and shall be primary, noncontributory and not excess with regard to any other insurance carried by Owner, and shall not be cancelable without at least thirty (30) days prior notice to Owner. HRD shall furnish certificates of such insurance to Owner prior to entry onto the Open Space Lots.

- e. HRD agrees to indemnify, hold harmless, reimburse and defend Owner and the agents, contractors, employees and assigns of Owner, against any and all claims, loss, damage, cost and expense arising from injury to or death of persons or damage to, or destruction of, property occurring on the Open Space Lots, wholly or in part, as a result of the exercise of this right of entry by HRD or any contractor or subcontractor of HRD or the employees or agents or invitees of any of them, except to the extent caused by the act or omission of Owner or its agents, contractors or employees.
- f. HRD shall have the right, with notice to Owner, to assign its rights, obligations and indemnities under this Agreement to an entity existing or to be formed for the purpose of development of Crescent Neighborhood Area 3, any such entity to specifically assume such obligations and indemnities in writing. In the event of any such assignment and assumption, Owner shall release and relieve HRD of its obligations hereunder.
- h. This Right of Entry shall not be construed as conveying a real property interest in the Open Space Lots.

Sincerely,

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Authorized Officer

AGREED:  
COLUMBIA ASSOCIATION, INC.

BY: \_\_\_\_\_  
Name:  
Title:  
Date: \_\_\_\_\_









## Easement Request Form

Date: 1/3/2018

Easement Grantee: Howard Research and Development

Project Name: Crescent Neighborhood Open Space Lot 3

### Proposed Easement Location:

North West side of Downtown Columbia Crescent Neighborhood open space Lot 3

### Purpose of Proposed Easement:

To allow access to maintain a portion of a retaining wall built by HRD on CA open space Lot 3.

### Alternatives to Proposed Easement:

The alternative is to not construct the retaining wall and significantly increase the amount of grading in CA open space. This is not an acceptable alternative.

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

No residents will be impacted.

### Additional Notes:

Please note that the entirety of the above ground portion of the wall is built on HRD Parcel D. No visible portion of the wall will be built on CA open space. Additional landscape and evergreen screening was required along the disturbed area in front of the wall.

### Contact Information

Name: Al Edwards  
E-mail: [albert.edwards@columbiaassociation.org](mailto:albert.edwards@columbiaassociation.org)  
Phone #: 410.381.3551

## **RESOLUTION AUTHORIZING EASEMENT**

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to grant a right of entry and a maintenance easement to Howard Research and Development (“HRD”) for access to maintain a portion of a retaining wall to be built on CA open space Lot 3, a copy of which is attached to this Resolution (the “Easement”). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
2. The Easement is expected to produce civic betterments or social improvements by preserving tree coverage and environmental protected areas within the open space; and
3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

\_\_\_\_\_, 2018

EASEMENT AGREEMENT

THIS EASEMENT AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between COLUMBIA ASSOCIATION, INC., a Maryland non-profit corporation ("Grantor") and THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION ("Grantee").

Preliminary Statement. Grantee is the owner of Parcel D ("Parcel D") and Grantor is the owner of Open Space Lot 3 ("Lot 3"), both as shown on the Plats entitled, "DOWNTOWN COLUMBIA, Crescent Neighborhood, Parcels B thru H and Non-Buildable Bulk Parcels J thru R and Open Space Lots 1 thru 8 and Merriweather-Symphony Woods Neighborhood, Open Space Lot 1 and Non-Buildable Bulk Parcel A, Sheets 2 and 3, respectively, of 22," which Plats are recorded among the Land Records of Howard County, Maryland, as Plat Nos. 23992 and 23993. Grantee wishes to obtain from Grantor an easement (a) to install and maintain on Lot 3 a footing for a retaining wall to be constructed on Parcel D (the "Footing Easement"), and (b) to use Lot 3 temporarily for construction of the retaining wall on Parcel D, and thereafter for periodic maintenance of the retaining wall from Lot 3 (the "Construction and Maintenance Easement"); and Grantor is willing to grant such an easement upon the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Grantor and Grantee agree as follows:

1. Grant of Easement. Grantor hereby conveys unto Grantee, as the owner of and for the benefit of Parcel D, and the successors and assigns of Grantee, the Footing Easement and the Construction and Maintenance Easement, each in the specific locations upon Lot 3 described on Exhibit A attached hereto and made a part hereof.



2. Construction and Maintenance.

Installation of the retaining wall footing within Lot 3 shall be in accordance with plans and specifications prepared by Grantee and approved by the appropriate agencies of Howard County and by Grantor. Grantee shall notify Grantor prior to commencing installation of the footing, construction or maintenance ("Work") within Lot 3, and Grantor shall have the right to have its representatives present at all times during the conduct of Work within Lot 3.

Prior to commencing any Work, Grantee shall obtain all permits and licenses from governmental agencies having jurisdiction. Grantee shall comply with all governmental laws, codes and regulations relating to performing the Work on the Lot 3.

Grantee shall keep the Lot 3 free and clear from any and all liens of every kind. Any mechanic's lien filed or threatened against Lot 3 shall immediately be discharged or bonded to Grantor's satisfaction by Grantee.

Grantee shall take all precautionary measures necessary to prevent damage to Lot 3 and no hazardous condition may be created on Lot 3 during the conduct of the Work. Following completion of any Work within the Easement Areas, Grantee shall repair all damage to and stabilize all disturbed areas of Lot 3 in accordance with specifications approved by Grantor.

3. Indemnification. Grantee agrees to pay, indemnify and save harmless Grantor from and against any and all liabilities, losses, damages, costs, expenses (including reasonable attorneys' fees and expenses), in connection with third-party causes of action, suits, claims, demands or judgments of any nature arising from any injury to or death of persons or loss of or damage to property occurring as a direct result of the use of Lot 3, and arising from or out of any negligent or tortious acts of, Grantee or any of its contractors, representatives, agents or employees, except to the extent caused by the negligence or tortious acts of Grantor.

4. Insurance. Grantee shall keep the Easement Area and Signage insured with respect to Grantee's negligent acts, against the following:

i. Claims for bodily and personal injury, death and property damage, under a comprehensive general liability insurance policy or policies, with limits not less than Two Million Dollars (\$2,000,000.00) per occurrence, and Five Million Dollars (\$5,000,000.00) in the aggregate.

ii. In addition, umbrella or excess liability policies shall be supplied by Grantee, for a limit of liability not less than Five Million Dollars (\$5,000,000.00) per occurrence with a Ten Million Dollar (\$10,000,000.00) aggregate.

Grantor shall be a named additional insured on each policy of insurance required under this Agreement. All insurance provided for in this Agreement shall be effected under enforceable policies issued by insurers of recognized responsibility and licensed to do business in the State of Maryland and shall be subject to Grantor's approval, not to be unreasonably withheld. Each policy shall provide for at least thirty (30) days' notice to Grantor of any change or cancellation thereof. Certificates of insurance evidencing the requisite coverage and payment of premium shall be delivered to Grantor prior to commencement of any Work upon Lot 3, and thereafter upon request of Grantor, but not more often than annually.

5. Binding Effect. This Agreement shall run with the land and shall benefit and be binding upon Grantor and Grantee and their respective successors and assigns.

IN WITNESS WHEREOF, Grantor and Grantee have executed this Agreement as of the day above written

COLUMBIA ASSOCIATION, INC.

By: \_\_\_\_\_  
Name/Title:

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION

By: \_\_\_\_\_  
Authorized Officer

STATE OF MARYLAND

TO WIT:

COUNTY OF HOWARD

I HEREBY CERTIFY that, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged herself/himself to be the \_\_\_\_\_ of COLUMBIA ASSOCIATION, INC., a Maryland corporation, and that she/he, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of the Corporation by signing her/his name as such officer.

WITNESS my hand and notarial seal.

\_\_\_\_\_  
Notary Public

My commission expires:

STATE OF MARYLAND

TO WIT:

COUNTY OF HOWARD

I HEREBY CERTIFY that, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself to be the Vice President of THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION, and that he, as such Vice President, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of the company by signing his name as Vice President.

WITNESS my hand and notarial seal.

\_\_\_\_\_  
Notary Public

My commission expires:









Construction and Facilities Management  
9450 Gerwig Lane  
Columbia, MD 21046  
Fax 410-381-0290  
[ColumbiaAssociation.org](http://ColumbiaAssociation.org)

January 4, 2018

Board of Directors  
Columbia Association

**RE: Creation of a resident advisory committee focused on environmental sustainability**

Columbia residents have recently proposed the creation of a new resident advisory committee focused on climate change. Columbia Association (CA) staff is excited about the increased interest in this issue, but would propose refining the scope of the existing watershed advisory committee to be focused on broader environmental sustainability issues with the community as a more optimal step. This is based on the following aspects: 1) it is difficult to maintain the viability of existing advisory committees; 2) CA's climate-related programming is already very mature and among the best in the region; 3) broader environmental sustainability issues such as waste management and procurement could use increased focus. Additional details on the above aspects supporting the creation of a broader environmental sustainability advisory committee are provided below.

- 1) It is difficult to maintain the viability of existing advisory committees:
  - There are currently 10 advisory committees in various states of operation; and
  - The watershed advisory committee has been consistently deficient in village representatives and is currently short three members; meetings have been shifted to bi-monthly to encourage participation.
- 2) CA's climate-related programming is already very mature and among the best in the region:
  - CA has reduced its carbon footprint by more than 50 percent, reduced its energy usage intensity by 20 percent, and has offset 100 percent of its electricity consumption with wind and solar sources; and
  - CA established an energy management plan in 2014 and is completing an update for 2018 – this document serves as a climate action plan in many respects.
- 3) Broader environmental sustainability issues such as waste management and procurement could use increased focus:
  - There are numerous aspects of CA's operations that have environmental impact and warrant the focus of the organization, for example, waste, recycling, procurement, and chemical usage;
  - A broader environmental focus could possibly be that next step to gain increased participation from the village level and provide a setting for further conversations and actions on topics, such as climate change; and
  - CA's watershed and energy managers already collaborate regularly on community engagement efforts (e.g., GreenFest) and would expand this effort through a sustainability focused advisory committee.

We believe that increased programming on climate change, especially with respect to engagement through the villages, would benefit the Columbia community. It is our recommendation that the most effective and results producing approach for a broader environmental sustainability effort would be to expand the charter of the existing Watershed Advisory Committee. Other activities, such as developing a plan for addressing climate change through the implementation of adaptation and resiliency strategies into the day-to-day operations at CA is a task that should take place independent of the activities of an advisory committee.





**DATE:** January 19, 2018  
**TO:** CA Board of Directors  
**FROM:** Andrew C. Stack  
**SUBJECT:** **Guest Attendees – April 2018 Stakeholders Dinner**

Governing documents for the Board of Directors state that, at the January CA Board meeting, the Board will decide which organization(s) to invite for the April Stakeholders dinner. Suggestions for attendees from local community-oriented organizations will be made at the meeting for the Board's consideration.



January 19, 2018

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

From: Susan Krabbe, Vice President and Chief Financial Officer

Cc: Dan Burns, Director; Department of Sport and Fitness  
Norma Heim, Director; Department of Communications and Marketing  
Lynn Schwartz, Director of Finance/Treasurer

Re: Dashboard Metrics

The dashboard for the second quarter of FY 2018 is attached for your information. The table below describes the metrics, and notes the data source and date of the measurement.

	Metric	Description/Purpose	Data Source	Date of Measurement
1	Past Due Membership Accounts	To monitor collections by tracking the trend in the dollars/number of membership accounts over 90 days past due	Spectrum NG reports	As of October 31, 2017
2	Net Membership Changes	To monitor member retention/growth by major membership category over time	Spectrum NG reports and sales data collected by the Customer and Member Service Center	Data as of October 31, 2017 This was provided with the financial reports in December 2017.
3	CA People Productivity = personnel costs divided by non-annual charge revenue	To monitor the revenue production from CA's investment in the work force	Infor (Lawson) reports	Actual data through the second quarter of FY 18
4	Free Cash Flow	To monitor liquidity by tracking cash flow from operations less debt principal payments less paid capital expenditures	Infor (Lawson) reports	Projected data using the second quarter FY 18 estimate
5	Net Assets to Debt Service (should be greater than 1.25:1.00)	To monitor CA's financial condition, in accordance with the terms of existing financing	Infor (Lawson) reports	Actual audited data through April 30, 2017
6	Total Liabilities to Total Net Assets (should be less than 1.30:1.00)	To monitor CA's financial condition, in accordance with the terms of existing financing	Infor (Lawson) reports	Actual audited data through April 30, 2017

	Metric	Description/Purpose	Data Source	Date of Measurement
7	Return on Investment – Buildings, Major Amenities	To measure and monitor the cost of maintaining CA's major facilities by comparing annual repairs and maintenance costs to revenue and square footage	Infor (Lawson) reports	Actual data through the second quarter of FY 18
8	Market share for memberships and Columbia Cards	Per Board request – to track memberships per housing unit	Spectrum NG reports and Howard County data	Actual membership data through October 31, 2017. Housing data is updated annually by Howard County.
9	Marketing Cost per Membership	To monitor marketing effectiveness	Spectrum NG reports and marketing expenditure data tracked by staff	Actual data as of October 31, 2017
10	Top 50 Associated Words by Volume	Indicates general satisfaction/dissatisfaction of program and facility users	Clarabridge surveys	Responses as of October 31, 2017
11	Survey results for various topics such as cleanliness, satisfaction with staff, facilities, classes, etc.	Provides more specific feedback from program and facility users to drive improvements	Clarabridge surveys	Responses as of October 31, 2017
12	Summarized Survey Results by Survey Source	Very high-level survey results by the source of the survey, such as the CA website, Facebook, etc.	Clarabridge surveys	Responses as of October 31, 2017
13	Net Promoter Score (“NPS”) – Overall CA (Sport & Fitness)	Numerical value that indicates survey responses as to the likelihood a customer will refer the program to someone else – overall CA. To be tracked over time.	Clarabridge surveys	Responses as of October 31, 2017
14	NPS – Pools	See above – pools	Clarabridge surveys	Responses as of October 31, 2017
15	NPS – Fitness Clubs	See above – fitness clubs	Clarabridge surveys	Responses as of October 31, 2017
16	NPS – Golf	See above – golf courses	Clarabridge surveys	Responses as of October 31, 2017
17	NPS – Haven on the Lake	See above – Haven on the Lake	Clarabridge surveys	Responses as of October 31, 2017
18	NPS - Tennis	See above – indoor and outdoor tennis	Clarabridge surveys	Responses as of October 31, 2017
19	Volume of Survey Results by Program or Facility	Provides more context for other metrics by showing how many surveys were received per program	Clarabridge surveys	Responses as of October 31, 2017

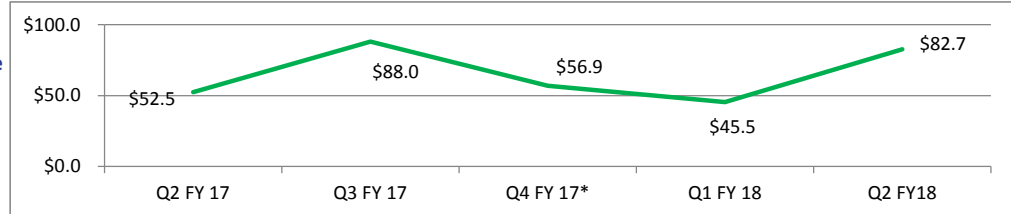


# Dashboard - Metrics 1, 3-7

As of October 31, 2017 (\$'000)

## METRIC 1

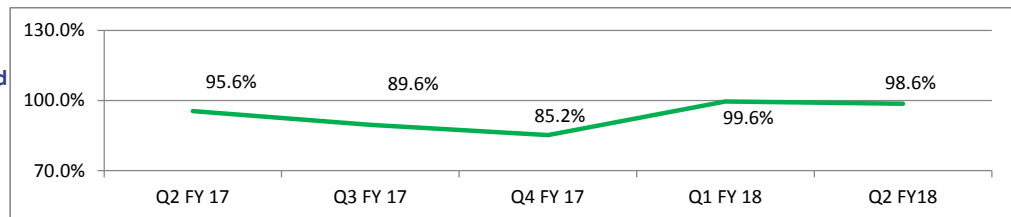
Net Change in Past Due Membership Accounts over 90 Days



\*Excludes write-off in Q4 of balances > 42 months old

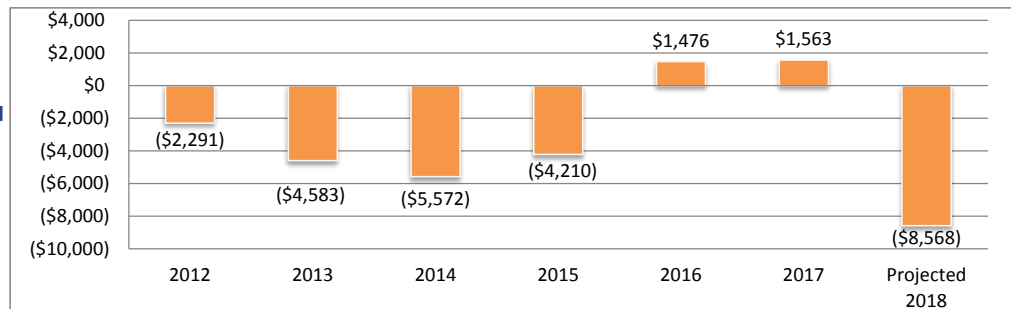
## METRIC 3

People Productivity (personnel costs divided by non-annual charge revenue)



## METRIC 4

Free Cash Flow (cash flow from operations less debt repayments and capital expenditures)



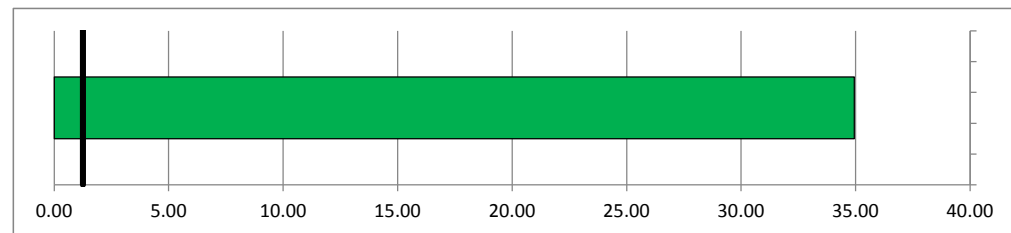
## METRIC 5

Audited - As of April 30, 2017

Net Assets to Debt Service (debt service equals principal payments on long-term debt plus interest expense)

\$91,112/\$2,608

Actual 34.94



Should be greater than 1.25 to 1.00 on an annual basis

## Dashboard - Metrics 1, 3-7

As of October 31, 2017 (\$'000)

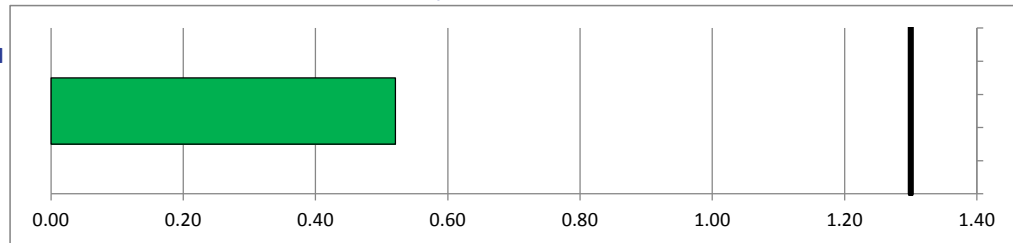
### METRIC 6

Audited - As of April 30, 2017

Total Liabilities to Total  
Net Assets

\$47,432/\$91,112

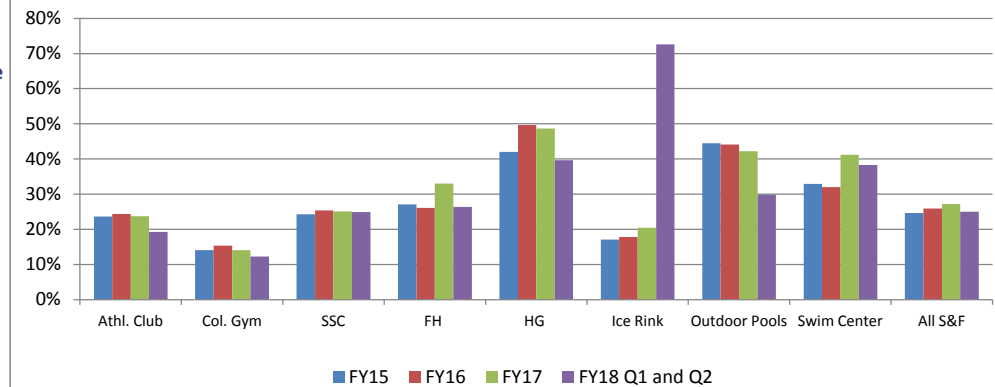
Actual .52



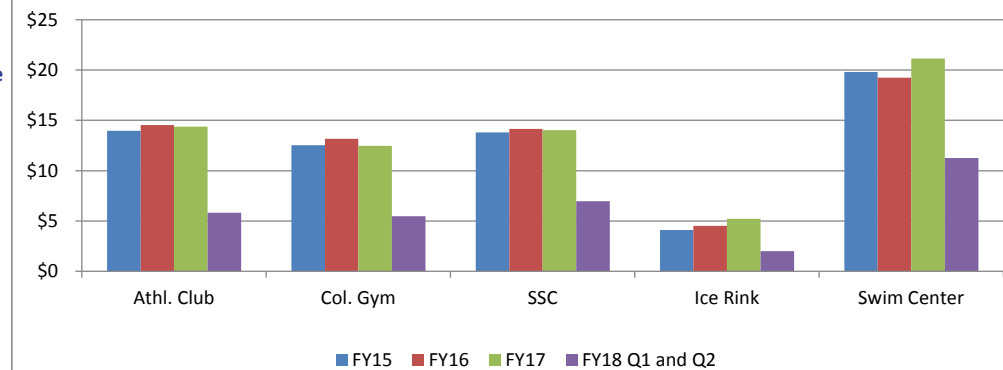
Should be less than 1.30 to 1.00 on an annual basis

### METRIC 7

Depreciation and  
Repairs & Maintenance  
Expense as a % of  
Revenue



Depreciation and  
Repairs & Maintenance  
Expense per Square  
Foot



# Advertising Effectiveness Report *FY17 & FY18 Q2*

## "New Membership" Acquisition

Goal: \$150-\$250 Marketing Cost Per New Membership

	FY17Q1	FY17Q2	FY17Q3	FY17Q4	FY18Q1	FY18Q2
<b>Investment</b>	\$161,662.86*	\$153,660.71*	\$151,245.65*	\$156,589.32*	\$162,295.31*	\$148,223.40*
<b>Total Page Views: Buy-a-Membership</b>	N/A	14,623	16,080	13,427	22,143	16,158
<b>Total Form Submissions</b>	N/A	124	122	120	342	70
<b>New Memberships**</b>						
PP and PPP Memberships for FY17 CA Fit&Play Memberships beginning for FY18	651	449	384	292	448	213
<b>Other Memberships</b>	907	235	253	499	1523	482
<b>Total New Memberships</b>	1558	684	637	791	1971	695
<b>Cost of New Membership Acquisition</b>						
100%	\$104	\$225	\$237	\$198	\$82	\$213
90%	\$115	\$250	\$264	\$220	\$91	\$237
80%	\$130	\$281	\$297	\$247	\$103	\$267
70%	\$148	\$321	\$339	\$283	\$118	\$305
60%	\$173	\$374	\$396	\$330	\$137	\$355
<b>FY17: Average Cost of New Membership Acquisition</b>						
100%	\$197.34					
90%	\$219.27					
80%	\$246.68					
70%	\$281.92					
60%	\$328.90					

1. The cost of new membership acquisition is presented at various percentage rates to analyze effectiveness assuming 100% of new memberships were driven by advertising tactics or 90% of new memberships were driven by advertising tactics or 80%...70%...60%.
2. Total leads does not include those who go directly to the site and purchase a membership or those who call or walk in.
3. In January 2017, changes were made to ColumbiaFit.org to direct people to the Buy a Membership Online Page.
4. As of January 2017, no longer selling Package Plan Memberships.
5. March 2017 ColumbiaFit.org web views and lead submissions also included the numbers from ColumbiaFit.org/golf because most of March's print/direct mail/digital advertising was for golf memberships using the URL ColumbiaFit.org/golf.
6. Projected costs for FY18 will be higher based on extra marketing for the new membership structure.
7. Form submissions are a request to be contacted about membership. People may opt to call, come in person, or purchase a membership online.

\*Includes print, digital, broadcast and social media.

\*\*New memberships include those who have purchased 1Fit, CA Fit&Play, Play, 5Day Golf&Play, 7Day Golf, Golf Fit&Play.

## Membership Market Share (CA Residents Only)

*FY13-FY18 Q2*

Fiscal Year	Columbia Cards A	Columbia Resident Membership B	CA Residential Units C	Market Share (Including Columbia Cards) D=(A+B)/C	Market Share (Excluding Columbia Cards) E=B/C
2013	1,714	14,607	35,439	46.1%	41.2%
2014	1,218	13,392	35,439	41.2%	37.8%
2015	1,903	13,625	35,439	43.8%	38.4%
2016	2,590	13,532	36,171	44.6%	37.4%
FY 2017	3,336	13,399	36,401	46.0%	36.8%
FY 2018 Q1	3,676	12,700	36,401	45.0%	34.9%
FY 2018 Q2	3,751	12,469	36,401	44.6%	34.3%

1. "Columbia Resident Membership" (column B) includes only one membership per household. Beginning FY2018 Q1, it no longer includes employee memberships.
2. Market share percentages use Columbia housing units as the unit of measure, including housing units of employees. This information is updated annually by the Howard County Department of Planning and Zoning.
3. Beginning FY 2018 Q1, market share percentages are understated because of the exclusion of employee memberships and the inclusion of employee households.
4. In FY 2018 Q2, there are 73 memberships for households with more than one membership type.



# Advertising Tactics

## Print/DM

- Columbia Flier back page and internal ads
- Columbia Flier front page sticky notes
- Howard County Times back page
- Special insert sections in the Columbia Flier, Howard County Times, Laurel Leader, Arbutus Times, Catonsville Times (if ad is membership related)
- Membership direct mail pieces
- Howard Magazine ads (that are membership related and not part of the CA Today insert)
- Business Monthly's Columbia at 50 insert ad for corporate memberships
- Activities Guide insertion in Columbia Flier
- Howard County Public Schools student folders and book covers ads
- Howard County Chamber of Commerce's Business Directory and Buyer's Guide 2017 ad for corporate memberships

## TV/Radio

- Comcast television commercial for CA Memberships
- Comcast television commercial for Golf Memberships (through Ho Co Tourism)
- Comcast SportsNet/MASN television commercial for golf
- ESPN 980 radio ads for golf
- WYPR Radio

## Email Broadcasts

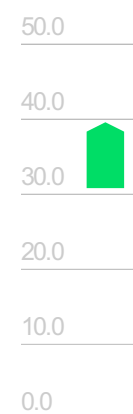
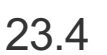
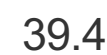
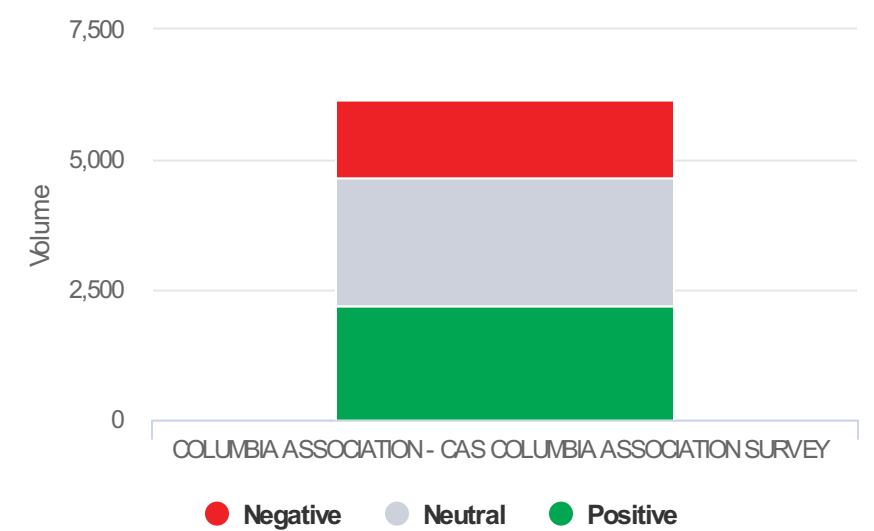
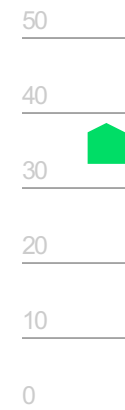
*Purchased lists to specifically targeted audiences.*

## Social Media

*Paid advertising is on Facebook, Twitter, and Instagram.*

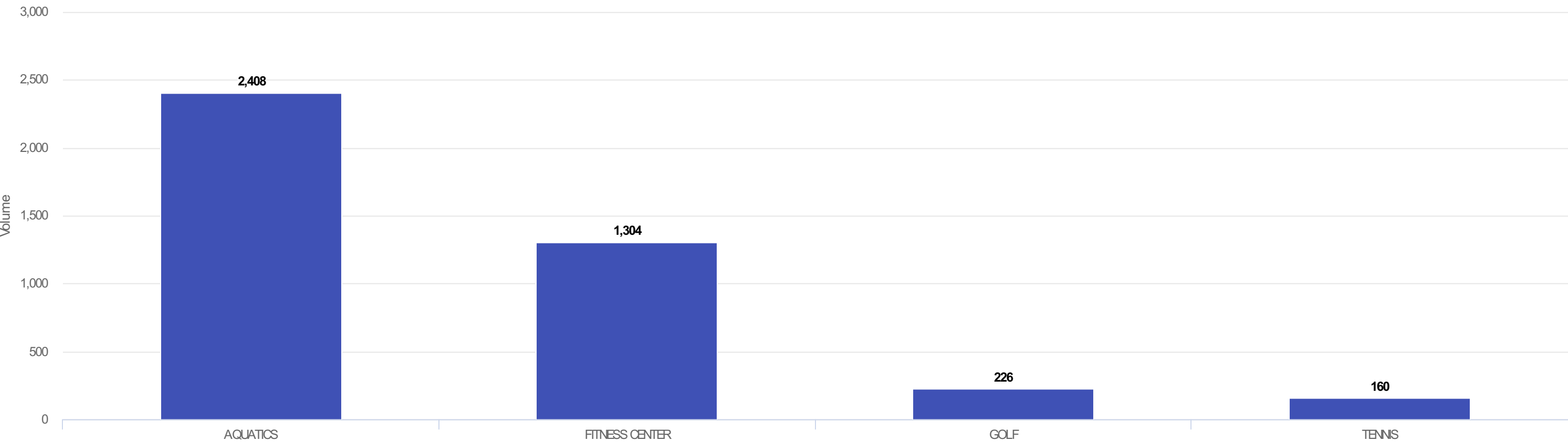
## Online/Digital

- Baltimore Sun/Explore Howard digital ads
- Baltimore Sun ad network digital ads
- Comcast Sports Net/MASN online streaming video and digital ads for Golf
- CountySportsZone website ads
- Xfinity.com streaming video and digital ads (part of Comcast Package)
- Comcast spotlight ad network streaming video and digital ads (part of Comcast Package)
- Ravens season countdown clock sponsorship
- Orioles season and playoffs countdown clock sponsorship
- Online Activities Guide
- CBS geo-targeted mobile campaigns



Volume by Region

01/02/2018 1:34 PM



Leveraging the LTR question we can identify areas that members **praise** such as:

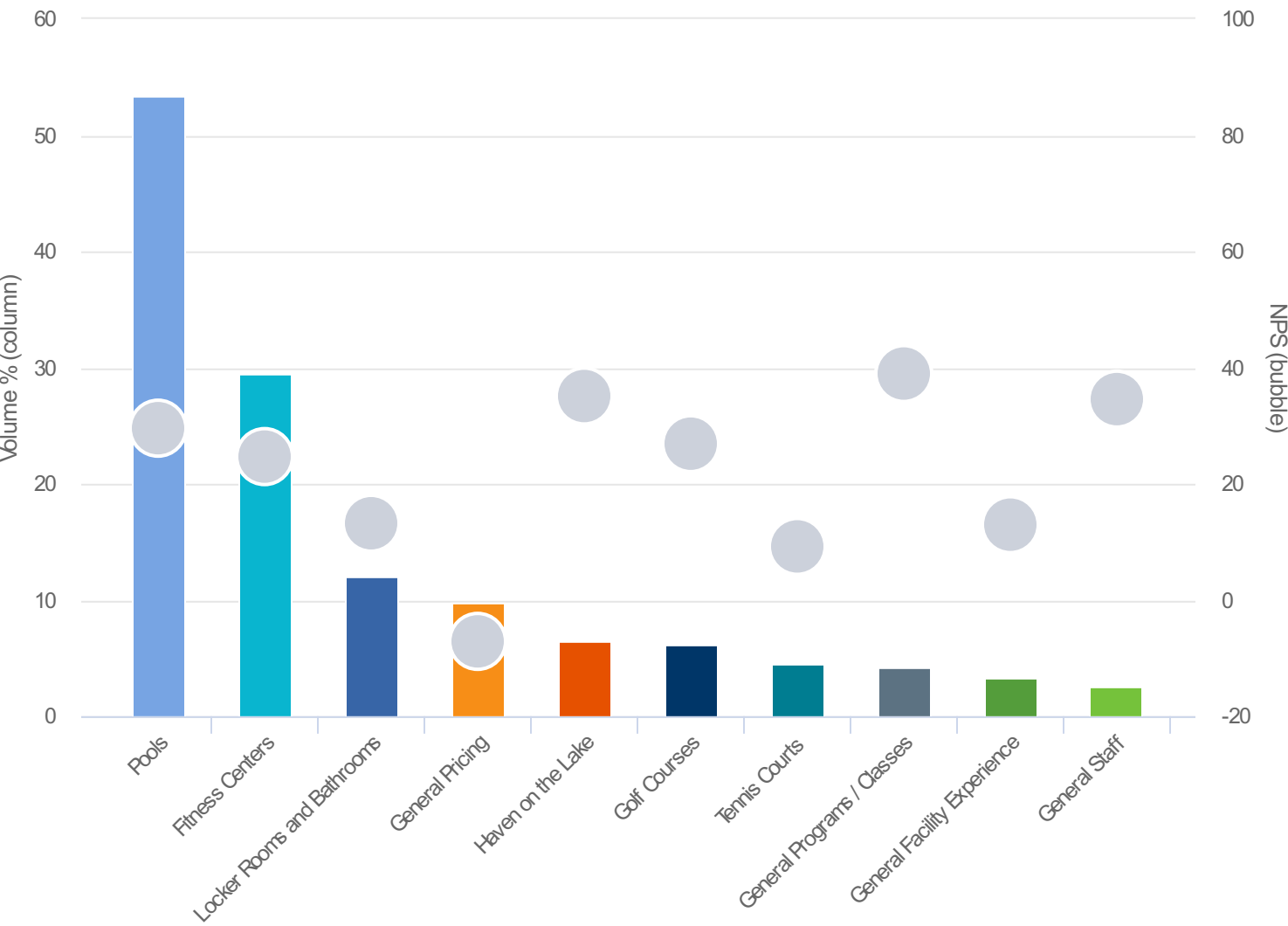
- Pools:** Members praised pool conditions and atmosphere
- Classes:** Members continue to praise the quality of classes at Haven
- Staff:** Members continue to talk highly of the Staff Attitude/Demeanor and Quality
- Facility:** Members are pleased with new equipment
- Golf Course:** Members praise the course condition of both courses

Leveraging the LTR question we can identify areas that members **want improvements** on:

- All:** Members feel all fees are too high
- Facilities:** Members feel Women's Gyms need attention
- Tennis:** Members are unhappy with the Owen Brown Tennis Bubble
- Locker Rooms:** Members feel the locker rooms need renovations
- Lifeguards:** Members feel lifeguards can do more to aid the experience

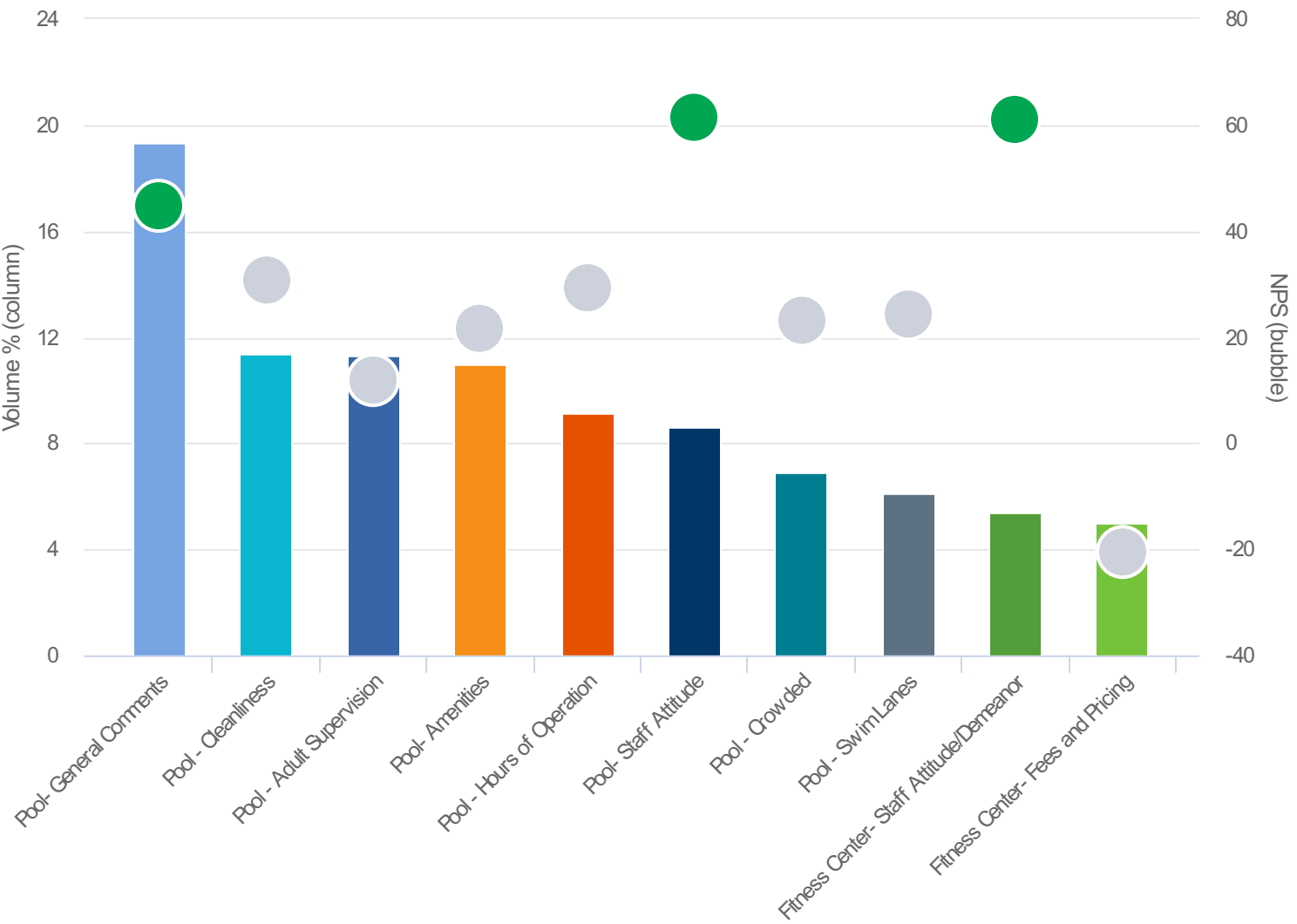
Main Areas of Conversation (High Level View)

01/02/2018 1:34 PM



Main Areas of Conversation (More Detail)

01/02/2018 1:34 PM







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December 7, 2017

Volunteer Center Serving Howard County  
6310 Hillside Court  
Columbia, MD 21046

To Whom It May Concern:

Winter Growth is very thankful for the relationship we have with the Volunteer Center Serving Howard County. Winter Growth's mission is to provide community based services for senior and disabled adults that support them in achieving their highest potential for independence, dignity, and life satisfaction. We strive to enhance the lives of seniors by offering programs that are stimulating and engaging while also providing outstanding care. Volunteers enable us to enhance our programs and have a positive impact on our staff, clients and their families.

Moreover, these wonderful volunteers have been able to grow both personally and professionally and feel good knowing they have made a difference in people's lives. It is a win-win for everyone involved and we are extremely grateful to have such a dynamic resource that enhances and supports our volunteer program. All the staff at the Volunteer Center have been extremely supportive, patient and kind.

Over the past year we have had so many wonderful volunteers. Many support our activity program. They may interact with clients, sharing life stories or talking about current events, lend a helping hand to staff during the exercise program, or assist staff during mealtime. We have had many volunteers who have gained experience and confidence by volunteering at Winter Growth and have gone on to get great jobs in the community.

The Volunteer Center has also facilitated several individuals with developmental disabilities to be a part of our volunteer group. Two have been consistently volunteering each week. The first volunteer has clocked over 500 hours within the last two years. She frequently expresses how much she enjoys helping the people we serve and staff has seen her grow tremendously in her confidence and social skills. The other has created special relationships with several of our clients. He too has already volunteered over 200 hours this past year. In addition, the once shy young man has become a social butterfly who makes sure to greet everyone he knows when he arrives for the day.



# Winter Growth

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Winter Growth is thankful for the short-term and long-term volunteers who have been recommended by The Volunteer Center. In addition, we recently have started utilizing the one-time special events program. This November eight volunteers from the 94<sup>th</sup> Intelligence Squadron stationed at Fort Meade spent their day off creating a winter miracle in the halls of Winter Growth. Instead of the usual 4 day decorating event by staff, these able bodied volunteers put up and decorated several Christmas trees and strung lights and other decorations in only 4 hours! We look forward to participating in other events such as the Martin Luther King, Jr. Day of Service in the coming year.

Based on the wonderful volunteers who have worked with us, it is clear that the Volunteer Center Serving Howard County is a trusted resource for individuals who want to make a difference in their community.

Sincerely,  
Vivian Golden

**VIVIAN GOLDEN, ADC  
VOLUNTEER COORDINATOR  
WINTER GROWTH, INC  
ADULT DAY AND ASSISTED LIVING PROGRAMS  
5460 RUTH KEETON WAY  
COLUMBIA, MD 21044  
vivian.golden@wintergrowthinc.org  
410- 964-9616**



Board Request Tracking Log  
FY 18  
As of January 19, 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	In December 2016 a response was given to Reg Avery re: Haven on the Lake. The response included a table reflecting that, for 2017, Haven was projected to lose \$1.202M (\$1.482M in income vs. \$2.684M in expenses). Please send actual 2017 numbers when the books are closed on 2017.	4/22/2017	CFO's Office	6/30/2017	E-mail sent to the BOD on 6/30/17
3	Gregg Schwind	According to the response to Reg, the \$1.482M in projected Haven income included \$616K in Package Plan allocation. When sending the actual 2017 numbers, please explain staff's reasoning for the PP allocation to the Haven and whether it will continue in the future.	4/22/2017	CFO's Office	6/30/2017	E-mail sent to the BOD on 6/30/17
4	CA BOD	Please prepare a document for the Inner Arbor Trust, Downtown Columbia Partnership, and Downtown Columbia Arts & Culture Commission showing its purpose, funding sources, and how it relates to CA	5/11/2017	Office of the CA President/CEO	7/31/2017	E-mail sent to the BOD on 7/25/17
5	Alan Klein	Where on the CA website can its policies be found?	05/25/17	Communications & Marketing	6/25/2017	E-mail sent to the BOD on 6/27/17

Board Request Tracking Log  
FY 18  
As of January 19, 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>
6	Andy Stack and Nancy McCord	Can CA have an on-line calendar, accessible to the community, which would list all CA, Village, and other CA-affiliated activities, such as the 50th Birthday? Each organization could maintain its portion of the calendar.	5/31/2017	Communications & Marketing	6/30/2017	E-mail sent to the BOD on 7/10/17
7	Alan Klein	What are the "playing" capabilities of the carillon bells, other than chimes at designated times?	6/8/2017	Open Space	7/8/2017	E-mail sent to the BOD on 6/16/17
8	Chao Wu	Is there an update on the annexation process for the Simpson Oak Development in River Hill?	6/26/2017	General Counsel	7/26/2017	E-mail sent to the BOD on 7/7/17
9	Janet Evans	Request for information related to pools, swim lanes, pool temperatures, and shutdowns as delineated in her e-mail of 8/17/17.	8/17/2017	Sport and Fitness	9/17/2017	E-mail sent to the BOD on 8/21/17
10	Gregg Schwind	Could Staff please provide a summary of what it is doing to improve the relationship between the Turn House and the golf community.	8/30/2017	Sport and Fitness	9/30/2017	E-mail sent to the BOD on 9/18/17
11						
12						
13						
14						



Resident Request Tracking Log  
FY 18  
As of January 19, 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	Russ Swatek	What is CA committing to in operating the Village Green in the Long Reach redevelopment proposal, and what are the projected expenses?	5/11/2017	Planning and Community Affairs	6/11/2017	E-mail sent to the BOD on 6/13/17
3	Kevin McAiley	Please provide him with recent membership lists for the Tennis, Teen & Middle School, and Watershed Advisory Committees.	6/13/2017	Office of the President/CEO	7/13/2017	E-mail sent on 7/7/17
4	Tom and Ginger Scott	Please provide them with a copy of the minutes of CA's Golf & Green Advisory Committee meeting at which the Committee made the following recommendation for consideration by the CA BOD: "Distribution of alcoholic beverages at Fairway Hills Golf Club from the beverage cart."	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017
5	Tom and Ginger Scott	Please provide them with a copy of the Pro Forma or similar document describing the financial projections for the sale of beer from the beverage carts operating on Fairway Hills cart paths.	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017

Resident Request Tracking Log  
FY 18  
As of January 19, 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>
6	Tom and Ginger Scott	Please provide them with a copy of the Howard County Liquor Board license for (the) Fairway Hills Golf Club.	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017
7	Tom and Ginger Scott	Questions re: vehicle from which sale of alcohol on the cart paths at Fairway Hills may take place	9/3/2017	Sport and Fitness	10/3/2017	Letter sent on 9/19/2017
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