



October 20, 2017

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, October 26, 2017 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) Department Overview – Sport and Fitness  | 30 min.   |
| 8. Board Action  |           |
| (a) Consent Agenda   |           |
| 1. Approval of Minutes – September 28, 2017  |           |
| (b) Board Votes  | 85 min.   |
| 1. Vote to include Major Capital Projects and New Operating Initiatives received to-date in the Proposed FY 2019 and Conditional FY 2020 Budgets | (45 min.) |
| 2. Assessment Share Work Group Final Report and Recommendations  | (30 min.) |
| 3. Paris Agreement on Climate Accord   | (10 min.) |
| 9. For Your Information – Howard County Economic Development Authority September 2017 STAT Report  |           |
| 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 10:15 p.m.  |           |

**Next Board Work Session and Meeting**  
**Thursday, November 9, 2017 – Board Work Session**  
**Thursday, November 9, 2017 – Board Meeting**

**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.

October 20, 2017

## Chair's Remarks October 26, 2017 Board meeting

Oct 26-31	CARNEVIL (Symphony Woods at Merriweather Park)	6:00 PM
Oct 26	Walking Tour Hickory Ridge	10:00 AM
Oct 26	<b>Risk Management Committee (Board Only)</b>	7:00 PM
Oct 26	CA Board Meeting	7:30 PM
Oct 27	Art History & Tour	10:00 AM RR
Oct 27	King's Contrivance Halloween Happenings	5:00 PM
Oct 28	Fall Community Clean-up	10:00 AM
Oct 30	FootGolf after dark	6:00 PM RR
Oct 30	Town Center Murder Mystery	7:00 PM RR
Nov 4	Fitness, Fun, & Friends	8:00 AM
Nov 8	Volunteering Made Easy	6:00 PM RR
Nov 9	CA Board Work Session followed by Board Meeting	7:30 PM
Nov 10	CA Veterans Day Celebration	Noon
Nov 10/11	Wilde Lake Arts & Craft Show	5:00 PM
Nov 11	Town Center Holiday Craft Fair	10:00 AM
Nov 27	BOC meeting	7:30 PM

RR = Registration Required

Attended the final session of the Excite Columbia class and presented certificates to the attendees. The new format of 3 sessions seems to have worked well and the attendees appreciated the information presented.

Plan to attend the CA sponsored Community Building Speakers Series on Wednesday October 25th at the Owen Brown Interfaith Center.

Meetings with King's Contrivance (Nov 1st), River Hill (Nov 6th), Harper's Choice (Nov 7), Long Reach (Also Nov 7th), and Town Center (Nov 8th) Village Boards are scheduled for November. This will complete the meetings with the village boards. So far the meetings have been well received. The village boards appreciate the handouts and the ability to ask questions.



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

## October 2017

### Office of the President/CEO

Columbia's 50<sup>th</sup> Birthday Celebration to "*Appreciate the Past, Imagine the Future*" ended this month. Final events included "Celebrate Columbia-A Special Evening Fete of Sights and Sounds" on October 1 and "Opus 1," a light projection, art, and music festival sponsored by Howard Hughes Corporation and held October 7 at Merriweather Park.

The Downtown Columbia Partnership has a new website. Its features on "What's New" and "What's Next" offer photographs and vignettes on things to see and do in Downtown, both now and in the future. The link to the website is [www.downtowncolumbiamd.com](http://www.downtowncolumbiamd.com)

The Howard County Chamber of Commerce moved into its new offices on Old Dobbin Lane in early September and will have an open house on November 2. At its Signature Event on October 6, it presented its 2017 ACE awards to *BGE* (Large Business of the Year); *Commercial Insurance Managers* (Small Business of the Year); *Bita Dayhoff, Community Action Council* (Business Person of the Year); *Justin Bonner and Kasey Turner, Jailbreak Brewing Company* (Entrepreneurs of the Year); *Unanet* (Government Contractor of the Year); and *Pete Mangione, Turf Valley Resort* (Exemplar Award). The Chamber also introduced its new logo and is now known as the "Howard County Chamber."

Two staff members from the Howard County Economic Development Authority's (EDA) Maryland Center for Entrepreneurship (MCE) received the Advocate/Supporter Award for SCORE (Service Corps of Retired Executives). SCORE is the nation's largest network of volunteer, expert business mentors, with more than 10,000 volunteers in 300 chapters. The SCORE team at the MCE assists budding entrepreneurs with business strategy and mentoring and counsels approximately 25 clients each month.

The Inner Arbor Trust is hosting CarnEVIL on selected evenings from October 13 through November 5. Preparations will soon be underway for the Symphony of Lights.

## **Administrative Services**

As the CA Board and the community have now experienced, the new budget application was launched in September. The capital project requests in the budget binder were produced from that application. The Administrative Services team led by Lynn Schwartz, director of Finance/treasurer, has been working with CA managers throughout the organization to develop their draft operating budgets, which will be completed within the time lines of the published budget schedule.

## **Sport and Fitness**

### **Hobbit's Glen Golf Course**

Hobbit's Glen members had a chance to show off the course during its quarterly Guest Day on September 25. On Guest Day, each member can invite up to 3 guests for a complimentary round of golf. We had 93 guests join 31 members for the event.

This fall, the Hobbit's Glen new PGA Junior League Team won the "Maryland West" League that consists of Cattail Creek, Musket Ridge and Holly Hills. The team advanced to the Middle Atlantic Professional Golf Association (MAPGA) Playoffs and is one of 12 remaining teams. The MAPGA consists of golf clubs from Maryland and Virginia. The team consists of boys and girls ages 9-13. The team's goal is to make it to the finals which will be held at The Gauntlet Golf Club in Fredericksburg, VA on Saturday, November 4.

### **Tennis**

More than 20 players are enrolled in our new program, Play Tennis Fast. This program is designed to make tennis more accessible to adults by creating a tennis player (beginner or new player to the game) in six classes. The course is designed around the use of slower balls to allow the new player to build fundamental skills before moving on to the normal, faster balls.

### **Community Service**

Anish Manrai has been chosen to serve as a member on the USPTA (The United States Professional Tennis Association) Education committee for this session. "The USPTA Education committee's purpose is to elevate the standards of tennis teaching professionals and coaches. This is accomplished through the creation of comprehensive professional development opportunities, such as career pathways for professionals, specialty courses and the soon to be released leadership academy program. Additionally, the goal is creating and maintaining compliance with the minimum established education credit requirements to maintain active certification."

### **Leadership Howard County**

Karen Titus (Haven on the Lake) and Anish Manrai (Sport & Fitness Administration) have begun their participation in this year's Leadership Howard County Premier program. Leadership Howard County connects and convenes leaders from business, nonprofit and government and creates awareness and understanding to stimulate action for the benefit of the community, the workplace, and for the individual's personal and professional growth.

## **Planning & 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, including participation in various meetings related to planning and development.

### **Columbia Area**

- Staff attended the Zoning Board meeting on October 12 where the Zoning Board held a preliminary evaluation (no action) of Erickson Living's proposal to rezone 62.7 acres to Community Enhancement Floating District (CED-M) for development of a continuing care retirement community and to permit the expansion/relocation of the existing Freestate Gasoline Service Station, north of Route 108 between Linden Linthicum Lane and Sheppard Lane in Clarksville. A General Plan amendment will be required to extend the public water and sewer service area to accommodate the site. CA Staff will continue to monitor this proposal.

## **Communications and Marketing**

### **Email Broadcasts**

On October 12, CA launched a new eNewsletter, "*CA Community Focus*," with an open rate of 35.52% in less than 24 hours. This eNewsletter includes information about construction & renovation projects, community planning and development, watershed and energy-related updates, and Archives news.

### **Events**

Excite Columbia concluded its three-part fall session on October 17. Eleven individuals participated in this session.

The Second Annual Veterans Day event is being planned for Friday, November 10 at noon at the Downtown Columbia Lakefront.

### **Press and Media Relations**

Notable press interactions between September 13 and October 13 include interviews of CA's Milton W. Matthews and Barbara Kellner by a local television station for a story on Columbia's 50th Birthday; a preview of Excite Columbia in the Columbia Flier; and an article, video and photo album previewing Teen Idol in the Columbia Flier and with multimedia features on its website.

### **Publications**

The winter Activities Guide is in final stages of production and will be mailed in November. The number of people accessing the online version of the guide continues to grow.

### **Video**

A new search feature has been added to the Board video archive page.

## **Open Space and Facility Services**

### **General Construction**

The Long Reach Indoor Tennis Facility is completely under-roof and the majority of the exterior metal siding is now in place. Asphalt work associated with the tennis courts is underway, as well as partition walls in the lobby and check-in area. Site work and paving are also scheduled for the upcoming weeks.

The Wilde Lake dredging contract associated with the long-term lake management plan has been awarded, with work scheduled to start in November. The dredging project includes work to stabilize a portion of the lake edge, as well as the removal of approximately 15,000 cubic yards of sediment.

### **Open Space**

The fifth in the series of Columbia Walks took place on October 11 and covered development in and around the Crescent Property. Approximately 60 people attended the meeting which included an update on the Crescent Property by Greg Fitchitt of Howard Hughes Corporation.

### **Energy**

Lighting upgrades were completed at the Columbia Gym parking lot and the Columbia Sports Park. Remote internet-based control systems were installed at the Wilde Lake Tennis and Owen Brown Tennis facilities.

A new HVAC unit is being installed at Kahler Hall and design work is underway for the Columbia Gym Phase III HVAC renovation, to be installed in FY19.

### **Watershed**

Work on the Waiting Spring Pond is scheduled to start in early November. The Waiting Spring project is a collaborative effort, with Howard County and CA sharing the cost of work. Going forward, Howard County will assume all structural maintenance and CA will manage turf and trash removal.

Work on the Dobbin Road stream restoration project is scheduled to begin in November. The project is a collaborative effort, with Howard County and CA sharing the cost of work. The project is located adjacent to the intersection of Oakland Mills Road and Dobbin Road.

Staff will be participating in Howard Community College's Sustainability Day on October 18, and Oakland Mills Community Association's "Renew, Rehab, Restore: Conserving Columbia's Tree Canopy" workshop on October 28.

## **Community Services**

### **Columbia Art Center**

More than 125 people attended Columbia Art Center's gallery reception and awards ceremony for its plein air exhibition "Color Columbia" on September 16. As part of Columbia's 50th Birthday Celebration, the show featured 50 paintings created by artists at Columbia's first plein air event held a week earlier at Lake Kittamaquundi and Wilde Lake.

### **Columbia 50<sup>th</sup> Birthday Celebration**

The permanent installation of “poster trees” originally created by Gail Holliday was celebrated on October 1. Ms. Holliday designed and painted Columbia’s neighborhoods in a series of graphic posters in the 1960’s. Later, the original posters were enlarged, painted, and mounted at Columbia’s Visitor Center when the “New City” began its quest for residents, businesses, and services. When the Visitor Center closed, the posters were removed and destined for disposal. They were recovered, restored as part of Columbia’s 50<sup>th</sup> Celebration, and now are proudly displayed in Kennedy Garden along the Lake Kittamaqundi pathway.

Following the dedication of the poster trees, the afternoon and evening featured performances by the Chesapeake Shakespeare Company; the Misako Ballet Company; the Columbia Orchestra; and Matthew Stevens’ “Preverbal.” Performances were accompanied by innovated and futuristic art and color projections on surfaces and structures at the Lakefront.

### **Upcoming Events**

#### **Community Building Speakers Series**

CA’s next Community Building Speakers Series event, “*Enhancing Columbia’s Neighborhoods: Learning from Best Practice*,” will take place on Wednesday, October 25 at 7pm at the Owen Brown Interfaith Center, 7246 Cradlerock Way, Columbia. Advance registration at [ColumbiaAssociation.org/speakers](http://ColumbiaAssociation.org/speakers) is not required, but is appreciated.

#### **Columbia Art Center**

A salon series presentation will be held November 6 with a concert by Psychedelic Folk. Singer/guitarist Miles Gannett and multi-instrumentalist Sean P. Finn will perform original songs and covers. Marking its eighth year, the salon series has been refreshed with new types of free offerings designed to appeal to adults of all ages, including millennials.

Columbia Art Center Galleries will host the Maryland Photography Alliance Juried Exhibition November 9-30. This juried show will feature photographic works from the Maryland Photography Alliance, a new alliance of photography clubs formed to show the state’s photographic community. A reception for the show will be held on November 12, 2-4pm.

Columbia Art Center’s Studio I Gallery will feature “Reframed: Collages by Pat Wilson” on November 9-30. The exhibit features Pat’s technique of painting with paper. With her unique process of assembling paper in patterns of color and texture, she creates works of cities, neighborhood streets, boardwalks - all appearing to have been painted. A reception for the collage show will be held on November 12, 2-4pm.

In partnership with Howard County Poetry and Literary Society (HOCOPOLITSO), Columbia Art Center will host the Wilde Reading Series with a presentation on Tuesday, November 14 by authors Susan Sonde and Henry Crawford. This season marks the second line-up developed by HOCOPOLITSO. The monthly free events include presentations by two authors who share from their latest publications and an open mic segment for both adults and teens to present poems and essays.



Inner Arbor Trust, October 2017

The IAT held several successful community events last month. Dune, The Ballet was well attended and showed that, indeed, ballet is possible on the Chrysalis. The pavilion stage was a beautiful and dramatic backdrop for a lovely performance. Three nights of The Heritage Film Festival followed the next weekend. Indian, Korean, and Chinese films with subtitles were shown on successive nights—a first in Howard County. The AIA Chrysalis tour was open to the public and well received.

The opening of CarnEVIL was interrupted by vengeful squirrel who ate through a main electrical cable. It reopened the following Thursday, squirrel-free.

The Trust will again host the Johns Hopkins Howard County Hospital's Symphony of Lights in 2017. Beginning in 2018, the Trust informed the Hospital that a vehicular event would no longer be appropriate for the park, but that a pedestrian event could be considered.

The Trust is proud that the Chrysalis received two awards this month: an AIA Baltimore honorable mention for design and a national SARA Design Award which will be announced on 10/20 in New York's New Museum. The Trust also presented the Chrysalis at The National Building Museum's Big Build in Washington, DC.

Lin Eagan

Chair, IAT



**DATE:** October 20, 2017  
**TO:** Columbia Association Board of Directors  
**FROM:** Dan Burns, Director, Department of Sport and Fitness  
**SUBJECT:** **Overview of the Department of Sport and Fitness**

As part of the initiative to provide a big-picture overview of each CA department to CA's Board of Directors, the presentation on Sport and Fitness is scheduled for the October 26, 2017 Board meeting.

The overview will include information on the Aquatics, Fitness Clubs, Golf Clubs, Haven on the Lake, Ice Rink, SportsPark/SkatePark, and Tennis divisions.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: September 28, 2017**

To be approved: October 26, 2017

A meeting of the Columbia Association Board of Directors was held on Thursday, September 28, 2017 at Columbia Association headquarters. Present were Chairman Andy Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Ginny Thomas, and Shari Zaret. Also present was CA Vice President/CFO Susan Krabbe.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:30 p.m. by Chairman Andy Stack.

**2. Entertain a motion to hold a closed meeting of the CA Board of Directors**

Action: Ms. McCord moved to hold a closed meeting of the CA Board of Directors under Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(vi) consideration of the terms or conditions of a business transaction that could adversely affect the economic interests of the homeowners association. Ms. Zaret seconded the motion, which passed unanimously. Vote: 8-0-0

**3. Closed meeting**

The CA Board of Directors held a closed meeting from 7:02-7:48 p.m.

When the meeting reopened, members present were Chairman Andy Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, and Shari Zaret. Also present were CA Vice President/CFO Susan Krabbe, General Counsel Sheri Fanaroff, and Department Director Jane Dembner.

**4. Read the Five Civility Principles**

Mr. Stack read CA's Civility Principles: 1) speak kindly, don't speak ill; 2) accept and give constructive criticism; 3) apologize earnestly, 4) respect others' opinions; and 5) respect other people's time.

**5. Announcement of Closed/Special Meetings:**

The **Risk Management Committee** held a closed meeting on July 27, 2017 at Columbia Association headquarters. Members present were Milton Matthews, Susan Krabbe, Shari Zaret and Andy Stack. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 6:42 p.m. until 7:29 p.m. to discuss general liability matters.

The **Architectural Resource Committee** held a closed meeting on August 14, 2017 at Columbia Association headquarters. Members present were Sheri Fanaroff, Deb Bach, Evamarie Lambright, Tum Mungo and Gracie Bradford. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation. The meeting was closed from 1:04 p.m. until 2:35 p.m. to discuss new and ongoing covenant cases.

The **Audit Committee** held a closed meeting on September 18, 2017 at Columbia Association headquarters. Members present were Ed Berman, Janet Evans, Nancy McCord, Gregg Schwind, and James Young. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(i) discussion of matters pertaining to employees and personnel; and §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 8:15 p.m. until 10:02 p.m. to review internal audit reports and consultation with staff on legal matters.

## 6. Approval of Agenda

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

## 7. Disclosure of Conflict of Interest: none

## 8. Resident Speakout:

- a) Paul Verchinski, Howard County Citizens Association, spoke about a request for CA to fund the Columbia Housing Center.
- b) Ginger Scott, Wilde Lake, spoke about the possibility of having beer carts on Fairway Hills Golf Course.
- c) Tom Scott, Wilde Lake, spoke about signatures he has been collecting on a petition about having beer carts on Fairway Hills Golf Course.
- d) Russ Swatek, Long Reach, spoke about New Town zoning at the Lakefront; possibly creating a zoning authority; and parking availability.
- e) Chris Alleva, Hickory Ridge, spoke about New Town zoning; possible errors in the rules and procedures of the hearing examiner; and possibly establishing a Columbia Planning Advisory Council to give CA a formal role in commercial land use decisions.
- f) Jonathan Edelson, Oakland Mills Community Association, thanked Ms. Thomas and Mr. Matthews for getting The Other Barn elevator fixed. He also spoke about the impact that proposed changes to the assessment share would have on Oakland Mills.
- g) Dan Woodruff, Dorsey Search Community Association, spoke about proposed changes to the assessment share, contingency fund, and reserve cap.

## 9. Chairman's Remarks

Mr. Stack provided a written report and announced the following meetings and events:

Oct 1 Open Street Event	11:00 AM
Oct 1 Gail Holiday Poster Tree dedication; Lake K.	5:00 PM
Oct 1 Columbia Orchestra Concert; Lakefront	6:00 PM
Oct 3 Excite Columbia session starts	6:30 PM RR
Oct 5 Board 50th Birthday Event	6:30 PM RR
Oct 7 Time Bank Tool Swap	11:30 AM
Oct 7 Howard Hughes OPUS Event; Merriweather	4:00 PM
Oct 7 CA Campfire activity for families	4:00 PM RR
Oct 11 Volunteering Made Easy	6:00 PM RR
Oct 12 Walking Tour Downtown Columbia	10:00 AM
Oct 12 CA Board Work Session	7:00 PM
Until October 13: Art Exhibit at Howard County Center for the Arts, with items from the Rouse Company/HHC	
Oct 13-15 CARNEVIL (Symphony Woods at Merriweather Park)	6:00 PM
Oct 19-22 CARNEVIL (Symphony Woods at Merriweather Park)	6:00 PM
Oct 21 Dorsey's Search OCOBERFEST	6:00 PM RR

Oct 22 Oceania Cultural Event (Miller Library)	1:30 PM
Oct 25 Community Building Speakers Series	7:00 PM
Oct 26 Walking Tour Hickory Ridge	10:00 AM
Oct 26 Risk Management Committee meeting	7:00 PM
Oct 26 CA Board Meeting 7:30 PM	
Oct 30 Town Center Murder Mystery 7:00 PM RR	

*RR = Registration Required*

Mr. Stack said he heard the BikeAbout went very well. He attended the covenant briefing and thinks every village was represented and the turnout was good. The next three-week session of Excite Columbia! runs on October 3, 10, and 17.

He has met with the village boards of Wilde Lake and Oakland Mills. Several other meetings with village Boards will occur in October. The schedule was sent to CA Board members. He also attended a 50th Birthday interfaith event on Sunday, September 17 and the Reunion - Building a Better City event at HCC on September 19.

## **10. Reports/Presentations**

### **(a) President's Report**

Mr. Matthews provided a written report. In response to questions from Board members, Mr. Matthews and CA staff said:

- The Columbia Housing Center should be a stand-alone organization rather than a part of CA.
- Ms. Dembner is not an officer of CA.
- Staff will provide recommendations regarding each request made in the proposed budget.

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

Ms. Eagan provided a written report.

### **(c) Financial Reports**

1. FY 2018 First Quarter Financial Report
2. FY 2018 First Quarter Financial Statement

Ms. Krabbe said first quarter results were positive and the Audit Committee recommended that the results be presented to the Board.

## **11. Board Action**

### **(a) Consent Agenda**

1. Approval of Minutes – July 27, 2017

The minutes were approved without objection.

### **(b) Board Votes**

1. Approval of Changes to the Office of Internal Audit Charter

The Audit Committee recommends modifications to the document to include content suggested by the Institute of Internal Auditors, and to reflect current responsibilities of Internal Audit.

**Action:** Ms. McCord moved that the Board approve the Office of Internal Audit Mission Statement and Charter as amended. Ms. Evans seconded the motion, which passed unanimously.

Vote: 9-0-0.

### **(c) Board Discussion**

1. Assessment Share Work Group Final Report and Recommendations

Mr. Stack thanked the Assessment Share Formula Work Team for its work.

Ms. Dembner introduced Owen Brown Village Manager Craig Barton, who said that beginning in November 2016, the team met 20 times to develop and present draft recommendations to the villages, review their responses, and develop a revised proposed formula. Mr. Barton said the goal was to create a formula that is easier to understand, doesn't discourage village association revenue growth, and reflects the size and mission of each village association. He said the formula has two components: a mission/association share (base amount, village manager credit, covenant advisor credit, population credit) and facility share (janitorial expense and wages, utilities, and repairs/maintenance).

Ms. Dembner added that the work group also recommends:

- Three-year phase-in.
- CA continues to pay employer benefits (medical, etc.) in addition to formula amount.
- If contingency funds are disbursed and excess cash cap removed or increased, then villages would fund property standards evaluations at their discretion.
- Review the formula every five years; review the formula's variables (population changes, square footage, etc.) every two years.
- Eliminate the Contingency Fund, allocating 50% to CA and 50% to villages (each of the 10 villages would get 5%). For each village receiving a smaller allocation of annual funds for FY 18 under the new formula, allow retention of FY 17 excess cash over 15%.

*Chao Wu joined the meeting via phone at 10:03 p.m.*

The Board asked staff to determine how much each village would receive in cash reserves under various scenarios for eliminating the contingency fund. They discussed whether the amounts villages currently hold in reserve are excessive and whether the money should be managed by the villages or CA. Some members noted that the funds came from ratepayers and should be used/dispersed in ways that benefit them.

The Board discussed equal vs. equitable ways to allocate funding for operating and facility costs. They also noted that CA covers expenses and facilities that benefit all of the villages such as gyms, ice rink, paths and open space. CA does not charge rent from village community associations nor a management fee for collecting assessment revenue and distributing it to the villages.

The Board will discuss the issue at its next work session and vote on the recommendations (formula, contingency, etc.) during its next Board meeting, scheduled for October 26.

## 2. Lakefront Core Design Guidelines

Mr. Stack said the guidelines would most likely be voted on in November or December.

## 12. For Your Information

Mr. Stack encouraged members to read the handouts listed below, especially the first one.

(a) "Home, Office Fitness Offerings are Giving Traditional Gyms A Run For their Money"

This *BizNow DC* article details how landlords, retailers and specialty workout centers are competing with traditional gyms.

(b) Letter from the Columbia Festival of the Arts

The letter thanks CA for making the three-day festival a success.

(c) Article about the Chrysalis

An article in *Architect Magazine* describes how the \$6.6 million performance venue was designed with the intention of being sturdy and iconic.

## 13. Tracking Forms

(a) Tracking Form for Board Requests

204 Mr. Wu said his question about computer policies is not listed on the tracking form. He also asked that  
205 he receive replies acknowledging that his requests for information have been received. Mr. Matthews  
206 said he is drafting a response to Mr. Wu's question.  
207

208 (b) Tracking Form for Resident Requests  
209

210 **14. Talking Points** Recording Secretary Valerie Montague read the Talking Points.  
211

212 **15. Adjournment:** The meeting was adjourned at 10:50 p.m.  
213

214 Respectfully submitted,  
215

216 Valerie Montague  
217 Recording Secretary



October 20, 2017

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

From: Susan Krabbe, Vice President/CFO

Cc: Dan Burns, Director of Sport and Fitness  
Norma Heim, Director of Communications and Marketing  
Dennis Matthey, Director of Open Space and Facility Services  
Michelle Miller, Director of Community Services

Subject: CA Board Budget Direction for October 26 Board Meeting

At the two budget direction work sessions (October 12 and October 19, 2017), the Board of Directors provided input via straw votes to CA staff regarding Category I and Category II capital projects and new operating initiatives that the Board wants included in the Proposed FY 19 and Conditional FY 20 budgets. The Board will actually vote on these items at their October 26, 2017 Board meeting.

Attached are summaries of the new operating initiatives, Category I capital projects and Category II capital projects, as amended by the Board via straw votes on October 19. The FY 2019 – FY 2020 Pre-Budget Binder includes supporting documents for these items.

To access the binder information on line, go to <http://www.columbiaassociation.org>; select About Us; Financials; Budget; FY 2019 – FY 2020 Budget Material; then select FY 2019 – FY 2020 Pre-Budget Work Session from the list of reports posted.

If you have any questions, please let me know.



## Columbia Association

### FY 19 and FY 20 Draft Capital Requests (Category I)

	Page No.	Project name	FY 19 Amount	Straw Vote	FY 20 Amount	Straw Vote
1		Columbia Swim Center - Phase III Renovations	1,225,000		-	
2		Watershed Improvement Projects	350,000		360,000	
3		Going Green Projects	200,000		200,000	
4		Columbia-Wide Building Energy Retrofits	200,000		200,000	
5		Columbia-Wide Water Quality Improvements	75,000		75,000	
		<b>Category I</b>	<b>\$ 2,050,000</b>		<b>\$ 835,000</b>	

## REVISED -- FY 19 and FY 20 Draft Capital Requests (Category II)

	Page No.	Project name	FY 19 Amount	Straw Vote	FY 20 Amount	Straw Vote
1		Athletic Club - Phase II Renovations	5,000,000		-	
2		Columbia Gym - HVAC	300,000		300,000	
3		Maintenance Facility Sprinkler System	150,000		-	
4		IT Improvements - Phases I and II	100,000		100,000	
5		Horse Center - Site Services Buildings	350,000		-	
6		Horse Center - Facility Assessment Implementation	365,000		290,000	
7		Supreme Sports Club - Locker Room and Other Renovations, Facility Assessment Work	200,000		4,500,000	
8		Harpers Farm Road Overpass	175,000		-	
9		Columbia Gym - A/E Renovation Planning			100,000	
10		Kahler Hall - Facility Assessment Survey Items	290,000		-	
11		Slayton House - Facility Services Upgrades	300,000		-	
12		Haven on the Lake - Spa and Fitness Renovations	1,000,000		-	
13		Columbia Gym - Exterior Work	400,000			
14		Columbia-Wide Boardwalk Replacement	180,000		180,000	
15		Slayton House - Theater Renovations	45,000		470,000	
16		Art Center - HVAC (pending LongReach Village Center redevelopment)	300,000		-	
17		Communications and Marketing - Color Printer	35,000		-	
18		Columbia-Wide HVAC Systems	300,000		300,000	
19		Stonehouse - HVAC (pending Long Reach Village Center redevelopment)	150,000		-	
20		Columbia-Wide Watershed Stabilization	250,000		600,000	
21		Columbia-Wide Ponds Dredging and Repairs	296,000		550,000	
22		Lake Elkhorn Planning and Dredging	90,000		1,000,000	
23		Lake Kittamaquundi Planning and Dredging	-		60,000	
24		Equipment and Vehicles	400,000		400,000	
25		Fairway Hills Golf Club - Event Patio	58,000		-	
26		Sport and Fitness Facilities and Equipment Upgrades	-		550,000	
27		Fairway Hills Golf Club - Bridge and Boardwalk	-		175,000	
28		Columbia-Wide Bridge Replacements	250,000		365,000	
29		Columbia-Wide Pathway Renovations	500,000		500,000	

	Page No.	Project name	FY 19 Amount	Straw Vote	FY 20 Amount	Straw Vote
30		Communications and Marketing - Internal Digital Signage	100,000		-	
31		Aquatics - Hawthorn ADA-Compliant Wading Pool	500,000		-	
32		Ice Rink - Phase II Improvements	107,000		100,000	
32		Owen Brown Tennis - Exterior Court Conversion	120,000		100,000	
33		Columbia-Wide Public Tennis and Basketball Courts	150,000		150,000	
34		Headquarters Building - Reserve for Deposit	-		1,100,000	
35		Lake Kittamaqundi Pathway Lighting	-		400,000	
36		Lakefront Master Plan Design	100,000		-	
37		Village Sign Replacement	135,000		52,000	
38		Outdoor Pools Decking Replacements	-		200,000	
39		Art Center - A/E Renovation Planning (pending Long Reach Village Center redevelopment)	-		100,000	
40		Stonehouse Full Building Renovation A/E Planning and Construction (pending Long Reach Village Center redevelopment)	100,000		650,000	
41		Aquatics - Evaluation of Super-Heating an Outdoor Pool for Year-Round Use	15,000			
	Cat II	Total CAT II	12,811,000		13,292,000	
	Cat I	Total CAT I	2,050,000		835,000	
		Total CAT I & CAT II	14,861,000		14,127,000	
		Parameters for All Categories I, II, and III	20,000,000		20,000,000	
		CAT III	5,139,000		5,873,000	

### FY 19 and FY 20 DRAFT OPERATING BUDGET

	Page No.	OPERATING INITIATIVES	FY 19	Straw Vote	FY 20	Straw Vote
1	69	Administrative Services - IT Human Resources Information System with ongoing license fee \$95,000	175,000		95,000	
2	71	Administrative Services - IT Google G Suite Upgrade (ongoing license fee)	40,000		40,000	
3	73	Administrative Services - ICBN/Site Expansion	150,000		-	
4	75	Administrative Services - Purchasing Division New Part-time Position	31,000		32,000	
5	77	Community Services - Grant to Downtown Columbia Partnership - Operations	200,000		200,000	
6	87	Community Services - Grant to Inner Arbor Trust - Pathway and related work	230,000		300,000	
7	90	Community Services - Grant to Inner Arbor Trust - Maintenance	-		27,000	
8	79	General Counsel - Commercial Architectural Covenant Enforcement	25,000		50,000	
9	81	Sport and Fitness - Full-time Membership Sales Representatives (includes benefits/taxes) plus commissions	130,000		130,000	
10	83	Sport and Fitness - Haven on the Lake Full-Time Manager (position includes benefits)	78,000		80,000	
11	85	Sport and Fitness - Full-time Tennis Professional Benefits	18,000		19,000	
12	92	Sport and Fitness - Customer Relationship Management Software	-		62,000	
		<b>Total</b>	<b>\$1,077,000</b>		<b>\$1,035,000</b>	



October 20, 2017

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

From: Susan Krabbe, Vice President/CFO

Cc: Jane Dembner, Director of Planning & Community Affairs

Subject: Village Allocation Formula and Contingency Fund

At the Board of Directors meeting on October 12, 2017, certain Board members asked that staff prepare a question-and-answer exhibit to address the decisions before the Board relative to a phase-in of the proposed annual charge allocation formula; the existing contingency fund balance; and whether to have a contingency fund in the future.

The attached exhibits are provided to help enable an informed decision on these matters.

If you have any questions, please let me know.

## Village Allocation Formula and Contingency Fund FAQ's

1. Why is the Committee proposing a phase-in of the new formula impact?
  - The Committee feels a phase-in of the proposed allocation allows time for each Village to modify their spending and/or staffing plans gradually as opposed to all at once. See **Attachment A** for the impact of the proposed phase-in on each Village and in total.
2. What is the balance in the contingency fund, recognizing that it is not actually a cash fund, but rather a liability on CA's balance sheet that was presumed to be payable for qualifying cash needs at a Village or Villages.
  - The balance in the contingency fund as of 10/18/17 is \$417,236. Under normal circumstances, CA would have billed the Villages for any Excess Cash on hand as of the end of FY2017, but these billings have been delayed pending decisions regarding the future of the contingency fund and its possible distribution. See **Attachment B** for a complete schedule of calculated Excess Cash amounts for the last 5 years and the "pending" FY2017 amounts payable to CA from 8 of the 10 Villages.
    - i. The contingency fund balance would increase by \$138,455 to \$555,691 if a decision is made for CA to bill all Villages as "usual" for the calculated FY2017 excess cash amounts.
    - ii. The contingency fund balance would increase by \$60,929 to \$478,165 if a decision is made to bill only the 6 Villages that are not negatively impacted by the new allocation formula. (This is the FY19 Work Team's Recommended Formula).
    - iii. The contingency fund balance would remain at \$417,236 if the FY2017 excess cash amounts due are waived for all 10 villages.
3. What have contingency funds been used for in the past?
  - See **Attachment C** for a list of contingency fund disbursements.
4. Which Villages have contributed to the contingency fund; how much and when?
  - See **Attachment D**
5. What is the impact of changing the Village operating reserve cap (i.e., the percentage of fiscal year operating expenses less depreciation that they are permitted to maintain in cash and/or investments) from the current 15% to: See **Attachment E**
  - 20%?
  - 30%?
  - 50%?
6. How is the operating reserve calculation (15% of fiscal year expenses less depreciation) adjusted to derive the amount of cash and/or investments permitted to remain at the Villages?
  - The actual cash and/or investments that remain at the Villages each year after the excess cash reserves calculation is greater than just 15% of their fiscal year

expenses because the computation takes into consideration certain working capital adjustments which increase permitted cash reserves. There are liabilities such as payables and accrued payroll at year-end, so those known payable amounts are deducted from the cash on hand because they will soon be paid. Likewise, accounts receivable at year-end are added to the cash on hand because they are likely to soon be received. A relatively large adjustment that each Village receives is that the deferred “revenue” from CA (the portion of annual charge allocation payments already received that relate to future months) are deducted from cash on hand before calculating any excess cash reserve balance. Refer to the FY17 section of **Attachment B** to compare the actual cash/investments on hand at each village to the “adjusted cash/investments” amount. It is the lower adjusted cash/investments amount that is compared to 15% of operating expenses to calculate excess cash reserves.

**7. How much cash on hand does a Village need?**

- Business advisors will generally say “3 to 6 months of operating expenses” but they also say that it depends on historical spending patterns, future projections of spending and the stage of your business (i.e., start-ups require more cash to cover their high risk). The cash on hand amounts as of 4/30/17 at the Villages were between 5 and 7 months of operating expenses. Given that CA pays for capital investments, the majority of repairs and maintenance on the facilities, and the fact that actual historical spending patterns do not indicate a need for more cash, the balances are certainly in line with business advisor guidance.

## ATTACHMENT A

## Impact of Phase-In Over 3 Years

	<u>DSCA</u>	<u>HCCA</u>	<u>HRCA</u>	<u>KCCA</u>	<u>LRCA</u>	<u>OMCA</u>	<u>OBCA</u>	<u>RHCA</u>	<u>TCCA</u>	<u>WLCA</u>	<u>Total</u>
<b>Phase-In of Proposed Formula Allocation</b>											
Proposed FY19 Phase-In Base	\$269,884	\$343,233	\$271,976	\$263,897	\$406,389	\$355,874	\$306,658	\$258,022	\$265,392	\$355,482	
with 2.98% inflation (Illustrative)*	<b>\$277,926</b>	<b>\$353,461</b>	<b>\$280,081</b>	<b>\$271,761</b>	<b>\$418,499</b>	<b>\$366,479</b>	<b>\$315,796</b>	<b>\$265,711</b>	<b>\$273,300</b>	<b>\$366,075</b>	<b>\$3,189,090</b>
<i>increase (decrease) before any inflation increase</i>	<i>(\$1,358)</i>	<i>(\$7,452)</i>	\$3,654	\$1,822	\$35,682	<i>(\$18,947)</i>	<i>(\$4,613)</i>	\$2,042	\$2,730	<i>(\$12,094)</i>	
Proposed FY20 Phase-In Base	\$268,526	\$335,781	\$275,630	\$265,719	\$442,070	\$336,927	\$302,044	\$260,063	\$268,121	\$343,388	
with 2.98% inflation (Illustrative)*	<b>\$276,528</b>	<b>\$345,787</b>	<b>\$283,843</b>	<b>\$273,637</b>	<b>\$455,244</b>	<b>\$346,967</b>	<b>\$311,045</b>	<b>\$267,813</b>	<b>\$276,111</b>	<b>\$353,621</b>	<b>\$3,190,597</b>
<i>increase (decrease) before any inflation increase</i>	<i>(\$1,358)</i>	<i>(\$7,452)</i>	\$3,654	\$1,822	\$35,682	<i>(\$18,947)</i>	<i>(\$4,613)</i>	\$2,042	\$2,730	<i>(\$12,094)</i>	
Proposed FY21 Phase-In Base	\$267,168	\$328,329	\$279,284	\$267,540	\$477,752	\$317,980	\$297,431	\$262,105	\$270,851	\$331,294	
with 2.98% inflation (Illustrative)*	<b>\$275,129</b>	<b>\$338,113</b>	<b>\$287,606</b>	<b>\$275,513</b>	<b>\$491,989</b>	<b>\$327,456</b>	<b>\$306,294</b>	<b>\$269,915</b>	<b>\$278,922</b>	<b>\$341,166</b>	<b>\$3,192,105</b>
<i>increase (decrease) before any inflation increase</i>	<i>(\$1,358)</i>	<i>(\$7,452)</i>	\$3,654	\$1,822	\$35,682	<i>(\$18,947)</i>	<i>(\$4,613)</i>	\$2,042	\$2,730	<i>(\$12,094)</i>	

\* Inflation factor shown as 2.98% for illustrative purposes - actual rate may change



Village Excess Cash History  
As of Fiscal Year Ending April 30

	DORSEY'S SEARCH	HARPER'S CHOICE	HICKORY RIDGE	KINGS CONTRIVANCE	LONG REACH	OAKLAND MILLS	OWEN BROWN	RIVER HILL	TOWN CENTER	WILDE LAKE	TOTAL
<b>FY13:</b>											
CASH AND INVESTMENTS	\$ 140,556	\$ 260,216	\$ 125,547	\$ 136,633	\$ 233,091	\$ 258,363	\$ 187,039	\$ 182,310	\$ 219,385	\$ 249,381	\$ 1,992,521
(a) ADJUSTED CASH AND INVESTMENTS	\$ 48,531	\$ 67,223	\$ 46,384	\$ 47,949	\$ 66,888	\$ 94,563	\$ 81,619	\$ 52,477	\$ 55,447	\$ 78,380	\$ 639,461
EXCESS CASH (TO CONTINGENCY FUND)	\$ -	\$ -	\$ -	\$ 1,354	\$ -	\$ -	\$ 25,786	\$ -	\$ -	\$ -	\$ 27,140
<b>FY14:</b>											
CASH AND INVESTMENTS	\$ 167,068	\$ 228,748	\$ 137,606	\$ 189,887	\$ 240,339	\$ 276,700	\$ 181,996	\$ 198,317	\$ 251,137	\$ 276,132	\$ 2,147,929
(a) ADJUSTED CASH AND INVESTMENTS	\$ 67,974	\$ 38,289	\$ 56,649	\$ 92,103	\$ 75,826	\$ 112,363	\$ 65,012	\$ 64,857	\$ 77,128	\$ 110,467	\$ 760,667
EXCESS CASH (TO CONTINGENCY FUND)	\$ -	\$ -	\$ 4,453	\$ 45,727	\$ -	\$ 30,781	\$ 5,749	\$ -	\$ 3,607	\$ 24,245	\$ 114,562
<b>FY15:</b>											
CASH AND INVESTMENTS	\$ 151,678	\$ 287,478	\$ 157,888	\$ 197,518	\$ 268,358	\$ 254,603	\$ 234,029	\$ 199,852	\$ 257,131	\$ 273,856	\$ 2,282,391
(a) ADJUSTED CASH AND INVESTMENTS	\$ 54,457	\$ 71,968	\$ 59,021	\$ 87,131	\$ 77,542	\$ 64,953	\$ 121,253	\$ 66,282	\$ 75,317	\$ 100,274	\$ 778,199
EXCESS CASH (TO CONTINGENCY FUND)	\$ 896	\$ -	\$ 3,586	\$ 35,845	\$ -	\$ -	\$ 67,475	\$ -	\$ -	\$ 15,348	\$ 123,150
<b>FY16:</b>											
CASH AND INVESTMENTS	\$ 167,651	\$ 317,397	\$ 195,765	\$ 172,345	\$ 321,301	\$ 284,404	\$ 163,651	\$ 207,177	\$ 257,305	\$ 284,073	\$ 2,371,068
(a) ADJUSTED CASH AND INVESTMENTS	\$ 53,559	\$ 94,657	\$ 76,418	\$ 76,712	\$ 108,130	\$ 82,390	\$ 67,329	\$ 60,044	\$ 81,626	\$ 107,185	\$ 808,049
EXCESS CASH (TO CONTINGENCY FUND)	\$ -	\$ -	\$ 19,059	\$ 24,166	\$ -	\$ -	\$ 10,071	\$ -	\$ 2,052	\$ -	\$ 55,348
<b>FY17:</b>											
CASH AND INVESTMENTS	\$ 174,054	\$ 347,402	\$ 194,079	\$ 178,247	\$ 372,747	\$ 301,105	\$ 188,811	\$ 210,749	\$ 321,461	\$ 314,579	\$ 2,603,234
(a) ADJUSTED CASH AND INVESTMENTS	\$ 56,241	\$ 132,664	\$ 92,660*	\$ 73,787	\$ 132,555	\$ 107,179	\$ 66,822	\$ 60,182	\$ 84,204	\$ 110,134	\$ 916,428
CALCULATED (PERMITTED) OPERATING RESERVE	\$ 56,241	\$ 115,377	\$ 54,760	\$ 57,130	\$ 111,370	\$ 85,833	\$ 62,392	\$ 71,803	\$ 82,420	\$ 92,268	\$ 789,594
EXCESS CASH (TO CONTINGENCY FUND - pending)	\$ -	\$ 17,287	\$ 37,900*	\$ 16,657	\$ 21,185	\$ 21,346	\$ 4,430	\$ -	\$ 1,784	\$ 17,866	\$ 138,455

Source:

Villages' Year-end Performance Reports and Board-approved Fourth Quarter Financial Statements - FY13 through FY17

Notes:

(a) Adjusted Cash and Investments represent the villages' cash and investment accounts +/- accruals for accounts payable, security deposits, accrued liabilities, deferred revenue, accounts receivable and prepaid expenses.

\* Subsequent to issuance of the FY17 Year-end Performance Report, the Hickory Ridge Board of Directors approved revised financial statements in which the adjusted cash and investments and excess cash both decreased by \$13,750.

ATTACHMENT C

**Columbia Association  
Village Contingency Fund  
Average payments FY00 - FY17**

Date	Village	Description	Amount
11/14/00	Harper's Choice	Payment to Singer Group for compensation study	(10,700.00)
03/06/01	Harper's Choice	Payment to Singer Group for compensation study	(5,350.00)
07/23/01	Hickory Ridge	Grant to offset loss of rental income during construction	(14,000.00)
04/30/02	Harper's Choice	Grant to offset lost income and expenses related to facility renovation	(15,000.00)
11/19/07		Payment to Singer Group for compensation study	(10,500.00)
01/28/08		Payment to Singer Group for compensation study	(10,700.00)
04/30/08	Oakland Mills	Reimbursement for Web site design	(6,000.00)
04/30/08	Dorsey's Search	Reimbursement for Web site design	(4,395.00)
04/30/08	Harper's Choice	Reimbursement for Web site design	(6,000.00)
06/24/08	Town Center	Reimbursement for Web site design	(5,242.00)
07/22/08	Long Reach	Reimbursement for Web site design	(5,000.00)
10/06/08	Wilde Lake	Reimbursement for Web site design	(6,000.00)
11/19/08	Kings Contrivance	Reimbursement for Web site design	(6,000.00)
12/11/08	Hickory Ridge	Reimbursement for Web site design	(6,000.00)
01/16/09	Long Reach	Reimbursement for Web site design	(1,000.00)
04/06/10	River Hill	Reimbursement for Web site design	(3,500.00)
08/10/10	River Hill	Reimbursement for Web site design	(782.50)
06/05/12	River Hill	Financial assistance	(10,000.00)
12/01/15		Joint village compensation study	(32,850.00)
03/11/16	Hickory Ridge	Legal fees re:online voting	(1,683.00)
Total payments from contingency fund			<u>(160,702.50)</u>
<b>Average payments from contingency fund (20 payments total)</b>			<b>(8,035.13)</b>
<b>Average per year (18 year period)</b>			<b>(8,927.92)</b>

ATTACHMENT D

VILLAGE CONTINGENCY FUND CONTRIBUTIONS

FY 2000 THROUGH FY 2017

	<u>DSCA</u>	<u>HCCA</u>	<u>HRCA</u>	<u>KCCA</u>	<u>LRCA</u>	<u>OMCA</u>	<u>OBCA</u>	<u>RHCA</u>	<u>TCCA</u>	<u>WLCA</u>	<u>TOTAL</u>
FY 2000		6,388.00			13,895.00	1,559.00	500.00	16,193.00	13,248.00	18,920.42	70,703.42
FY 2001	24,087.66	14,847.48			7,207.00			12,979.00			59,121.14
FY 2002								52,149.00			52,149.00
FY 2003								52,346.00	2,270.00		54,616.00
FY 2004					7,301.00						7,301.00
FY 2005								3,291.00			3,291.00
FY 2006			3,611.00				6,651.00				10,262.00
FY 2007			5,930.00								5,930.00
FY 2008											0.00
FY 2009				25,089.00			21,421.00				46,510.00
FY 2010											0.00
FY 2011						4,808.00	1,418.00				6,226.00
FY 2012	1,223.00				3,978.02	11,513.00	11,868.00				28,582.02
FY 2013	625.00					12,680.00	5,093.00			12,446.00	30,844.00
FY 2014				1,354.00			25,786.00				27,140.00
FY 2015			4,453.00	45,727.00		30,781.00	5,749.00		3,607.00	24,245.00	114,562.00
FY 2016		3,586.00	35,845.00			67,475.00			15,348.00		122,254.00
FY2017			19,059.00	24,166.00			10,071.00		2,052.00		55,348.00
<b>Total Contributions</b>	<b>25,935.66</b>	<b>24,821.48</b>	<b>68,898.00</b>	<b>96,336.00</b>	<b>32,381.02</b>	<b>128,816.00</b>	<b>88,557.00</b>	<b>136,958.00</b>	<b>36,525.00</b>	<b>55,611.42</b>	<b>694,839.58</b>
<b>Average Annual Contribution</b>	<b>1,440.87</b>	<b>1,378.97</b>	<b>3,827.67</b>	<b>5,352.00</b>	<b>1,798.95</b>	<b>7,156.44</b>	<b>4,919.83</b>	<b>7,608.78</b>	<b>2,029.17</b>	<b>3,089.52</b>	<b>38,602.20</b>

**ATTACHMENT E**

**VILLAGE OPERATING RESERVE CALCULATIONS AT VARIOUS CAP LEVELS**

(Based on FY2017 Operating Expenses)

	<b>Dorsey's Search</b>	<b>Harper's Choice</b>	<b>Hickory Ridge</b>	<b>Kings Contrivance</b>	<b>Long Reach</b>	<b>Oakland Mills</b>	<b>Owen Brown</b>	<b>River Hill</b>	<b>Town Center</b>	<b>Wilde Lake</b>	<b>Total</b>
Fiscal Year Expenses (excl depreciation)	\$ 369,342	\$ 690,156	\$ 365,070	\$ 366,534	\$ 742,467	\$ 572,218	\$ 401,614	\$ 478,687	\$ 534,135	\$ 583,005	
15% CAP	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	0.15	
Operating Reserve	\$ 55,401	\$ 103,523	\$ 54,761	\$ 54,980	\$ 111,370	\$ 85,833	\$ 60,242	\$ 71,803	\$ 80,120	\$ 87,451	\$ 765,484
Fiscal Year Expenses (excl depreciation)	\$ 369,342	\$ 690,156	\$ 365,070	\$ 366,534	\$ 742,467	\$ 572,218	\$ 401,614	\$ 478,687	\$ 534,135	\$ 583,005	
20% CAP	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	
Operating Reserve	\$73,868	\$138,031	\$73,014	\$73,307	\$148,493	\$114,444	\$80,323	\$95,737	\$106,827	\$116,601	\$ 1,020,646
Fiscal Year Expenses (excl depreciation)	\$ 369,342	\$ 690,156	\$ 365,070	\$ 366,534	\$ 742,467	\$ 572,218	\$ 401,614	\$ 478,687	\$ 534,135	\$ 583,005	
30% CAP	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	0.3	
Operating Reserve	\$ 110,803	\$ 207,047	\$ 109,521	\$ 109,960	\$ 222,740	\$ 171,665	\$ 120,484	\$ 143,606	\$ 160,241	\$ 174,902	\$ 1,530,968
Fiscal Year Expenses (excl depreciation)	\$ 369,342	\$ 690,156	\$ 365,070	\$ 366,534	\$ 742,467	\$ 572,218	\$ 401,614	\$ 478,687	\$ 534,135	\$ 583,005	
50% CAP	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
Operating Reserve	\$ 184,671	\$ 345,078	\$ 182,535	\$ 183,267	\$ 371,234	\$ 286,109	\$ 200,807	\$ 239,344	\$ 267,068	\$ 291,503	\$ 2,551,614
Difference between 15% and 20%	\$ 18,467	\$ 34,508	\$ 18,254	\$ 18,327	\$ 37,123	\$ 28,611	\$ 20,081	\$ 23,934	\$ 26,707	\$ 29,150	\$ 255,161
Difference between 15% and 30%	\$ 55,401	\$ 103,523	\$ 54,761	\$ 54,980	\$ 111,370	\$ 85,833	\$ 60,242	\$ 71,803	\$ 80,120	\$ 87,451	\$ 765,484
Difference between 15% and 50%	\$ 129,270	\$ 241,555	\$ 127,775	\$ 128,287	\$ 259,863	\$ 200,276	\$ 140,565	\$ 167,540	\$ 186,947	\$ 204,052	\$ 1,786,130
Difference between 20% and 30%	\$ 36,934	\$ 69,016	\$ 36,507	\$ 36,653	\$ 74,247	\$ 57,222	\$ 40,161	\$ 47,869	\$ 53,414	\$ 58,301	\$ 510,323
Difference between 30% and 50%	\$ 73,868	\$ 138,031	\$ 73,014	\$ 73,307	\$ 148,493	\$ 114,444	\$ 80,323	\$ 95,737	\$ 106,827	\$ 116,601	\$ 1,020,646

A 1% change in the CAP = \$51,032 based on current operating expense levels.

## **RESOLUTION**

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered whether to authorize the President/CEO to sign the “Open letter to the international community and parties to the Paris Agreement from U.S. state, local and business leaders” (the “Letter”), which is attached to this Resolution. The Board finds that the content of the Letter is in keeping with the accomplishment of CA’s purposes to respect the land and promote the welfare of the people of Columbia and its environs and with CA’s ongoing efforts to reduce its impact on the environment. Having made these findings, the Board hereby authorizes the President/CEO to sign the Letter on behalf of CA.

BE IT SO RESOLVED

\_\_\_\_\_, 2017

# **Open letter to the international community and parties to the Paris Agreement from U.S. state, local, and business leaders:**

We, the undersigned mayors, county executives, governors, tribal leaders, college and university leaders, businesses, and investors are joining forces for the first time to declare that we will continue to support climate action to meet the Paris Agreement.

In December 2015 in Paris, world leaders signed the first global commitment to fight climate change. The landmark agreement succeeded where past attempts failed because it allowed each country to set its own emission reduction targets and adopt its own strategies for reaching them. In addition, nations - inspired by the actions of local and regional governments, along with businesses - came to recognize that fighting climate change brings significant economic and public health benefits.

The Trump administration's announcement undermines a key pillar in the fight against climate change and damages the world's ability to avoid the most dangerous and costly effects of climate change. Importantly, it is also out of step with what is happening in the United States. In the U.S., it is local, tribal, and state governments, along with businesses, that are primarily responsible for the dramatic decrease in greenhouse gas emissions in recent years. Actions by each group will multiply and accelerate in the years ahead, no matter what policies Washington may adopt.

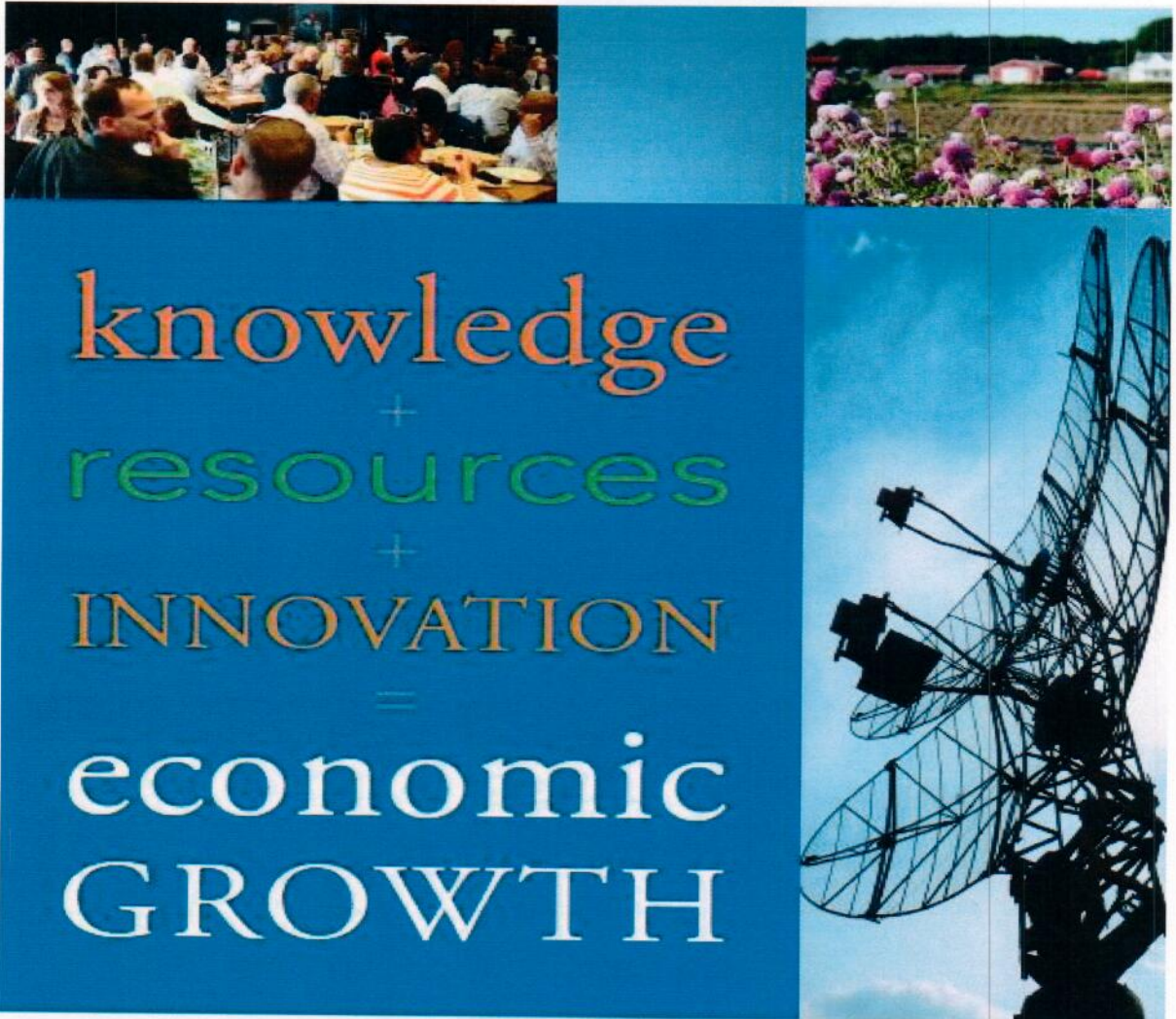
In the absence of leadership from Washington, states, cities, counties, tribes, colleges and universities, businesses and investors, representing a sizeable percentage of the U.S. economy will pursue ambitious climate goals, working together to take forceful action and to ensure that the U.S. remains a global leader in reducing emissions.

It is imperative that the world know that in the U.S., the actors that will provide the leadership necessary to meet our Paris commitment are found in city halls, state capitals, colleges and universities, investors and businesses. Together, we will remain actively engaged with the international community as part of the global effort to hold warming to well below 2°C and to accelerate the transition to a clean energy economy that will benefit our security, prosperity, and health.



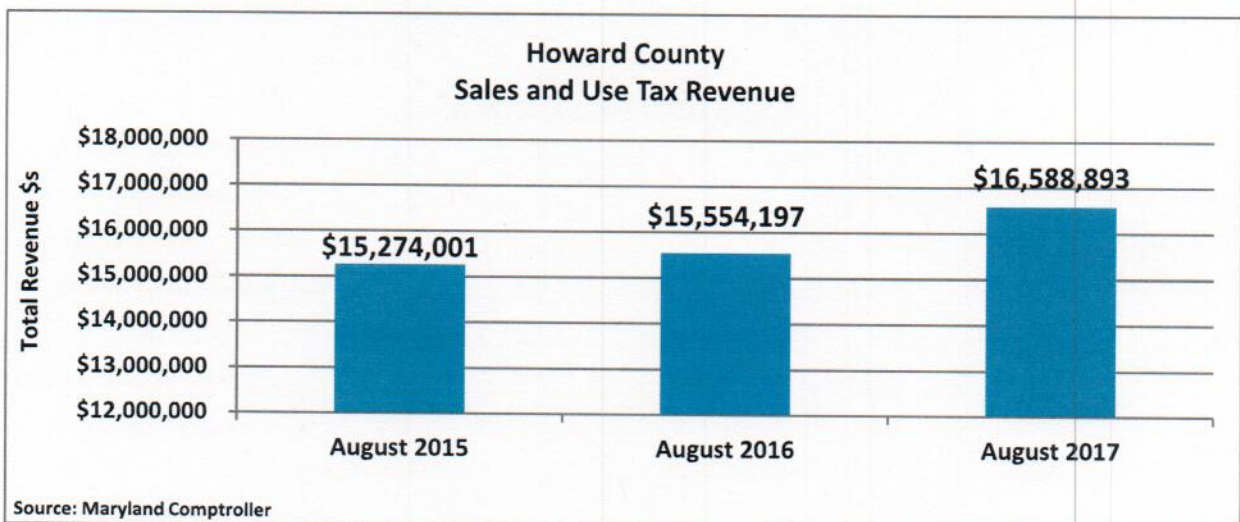
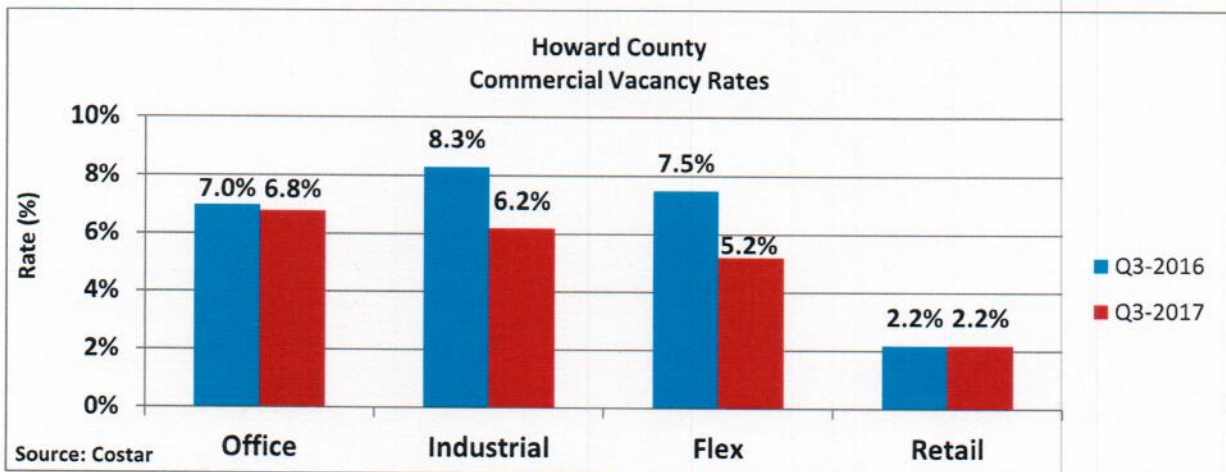
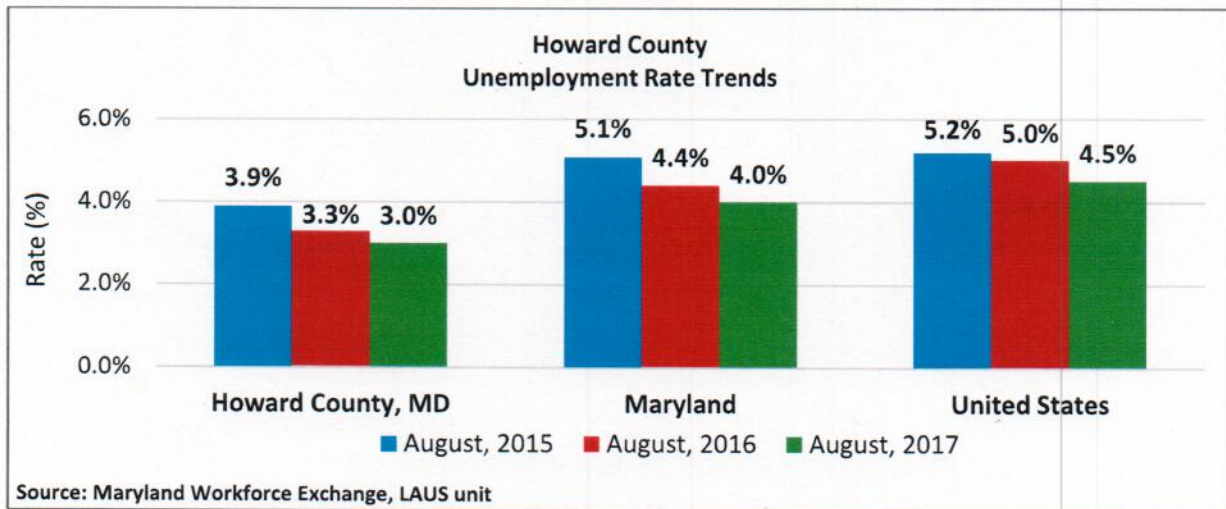


# SEPTEMBER 2017 STAT REPORT

A collage of three images: a group of people at a table, a field of purple flowers, and a large satellite dish.

knowledge  
+  
resources  
+  
INNOVATION  
=  
economic  
GROWTH

# HOWARD COUNTY'S CURRENT ECONOMIC INDICATORS





## Business Development

### Highlights

- HOWARD County Economic Development's (HCEDA) staff is working with their partners at the Maryland Department of Commerce to develop a competitive response to **Amazon's HQ2** request for proposals. Applications are due on October 19<sup>th</sup>.
- Howard County company **Iron World**, a manufacturer of commercial fencing, was awarded a \$1.5 million contract to install fencing along Coastal Highway in Ocean City, MD.
- HCEDA received a Silver Award at the 2017 International Economic Development Council's (IEDC) Annual Awards for its Ellicott City flash flood recovery response. This award accompanies additional recognition the HCEDA has received from the Maryland Economic Development Association (MEDA), Small Business Administration (SBA) and Governor Larry Hogan.
- HCEDA has begun conversations with European trade representatives intended to open investment opportunities for cyber, health information technology, and advanced manufacturing in Howard County as well as local companies interested in foreign markets.

### September Activity Summary

**Opportunities Pipeline** - Companies relocating and/or expanding in Howard County that will create new jobs, capital investment or impact commercial space.

- 69 Active Opportunities currently

**Technical Assistance (TA)** – Economic Development Authority's (EDA) staff provided advisory support to 57 companies in September.

**Agricultural Business Development** – Assisted the County's diverse farming community with start-up and expansion growth related to operations, permits, licenses, insurance, business plans, grants, and diversification.

- HCEDA hosted 4 students from Harper's Choice Middle School at Hensing Hilltop Acres farm for Student Day on the Farm. The students learned how to care for animals, milking cows, and a variety of other farm chores.
- Days End Farm Horse Rescue hosted this year's Farm City Job Exchange. Erin Ochoa exchanged jobs with the County Executive for the day, and each received a better understanding of the challenges of their daily jobs. There were 123 attendees at the Farm-City Luncheon that took place after the job exchange.

### September '17 Activity Dashboard

Total Current Opportunities	
Companies	69
Capital investment	\$122 Million
New jobs	1,236
Retained jobs	1,169
Space impacted	1.4 Million sq. ft.

Technical Assistance			
Metric	September '17	Jul – Sept. FY'18	Jul – Sept. FY'17
# of Cases	57	188	148
# Outreach	19	65	73
# Other	4	25	18
# Introductions	17	41	18
# Real Estate	5	19	11
# International	4	10	10
# Finance	6	14	6
# Permits/DPZ	0	7	5
# Business & research assistance	2	7	7



Video Lottery Terminal Fund		
Metric	September '17	July – Sept. FY'18
Loans Approved	0	0
Approved Amount	\$0	\$0
Loans Funded	0	1
Funded Amount	\$0	\$30,000

Agriculture Business Assistance		
Metric	Jul – Sept. FY'18	Jul – Sept. FY'17
# of Innovation Grants	3	5
Grant Awarded Amount	\$6,000	\$15,000

## Maryland Center for Entrepreneurship (MCE)

### Membership and Activity Level

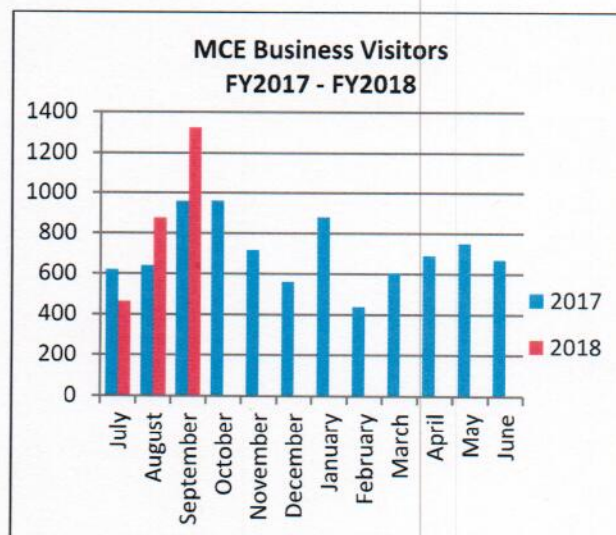
Type of MCE company	New in Sept. '17	Renewals in Sept. '17	Jul – Sept. FY'18	Jul – Sept. FY'17
<i>Affiliates</i>	1	1	22	29
<i>Residents</i>	1	3	23	23
<i>Gateway</i>	0	n/a	4	n/a

### Highlights

- In honor of the MCE's former Director of Entrepreneurship, Stewart Gold, the MCE will launch the "HoCo Gold Series" this fall. The HoCo Gold Series will feature MCE alumni companies as they share success stories, risks taken to accomplish their success, and the resources used to attain customer growth and revenue.
- Program Manager, Christa Peay, will co-host Biz Kidz Academy's Comcast Public Access TV Series; taping starts in November.
- Two members of the MCE Team, Deborah Leake and Rita Anderson, won the Greater

Baltimore SCORE Advocate/Support of the Year Award.

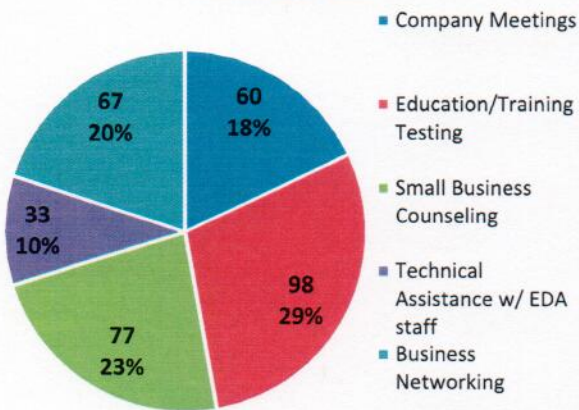
- Vitus Vet won "Best Technology Company" at the MD Incubator Company of the Year Awards.
- MCE Affiliate company, Leener Data Assurance Solutions graduated from our 8 (a) STARS Certification to 8 (a) STARS II Certification. They have also received their 621i certification, and are expanding their business opportunities into neighboring Virginia. Leener is currently in the process of receiving their MBE certification in Maryland.
- Since January 2017, the Tech Hire Initiative has placed 14 interns in Howard County.



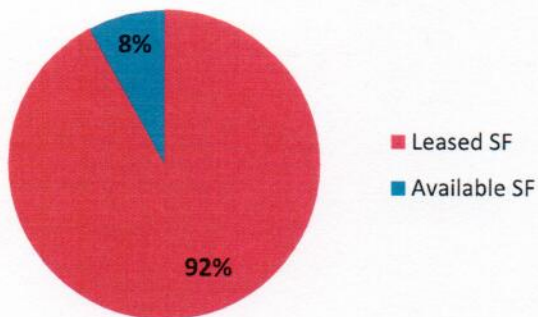
The inflow of visitors to MCE increased by 38% in September 2017 compared to the same period in 2016. In FY'18, year-to-date there have been a total of 2,663 visitors to MCE.



### MCE Business Support and Engagement September 2017



### MCE Business Space Occupancy September 2017



As of September 2017, there is 1,262 sq. ft. available for lease at the MCE.

### Small Business Development Center (SBDC)

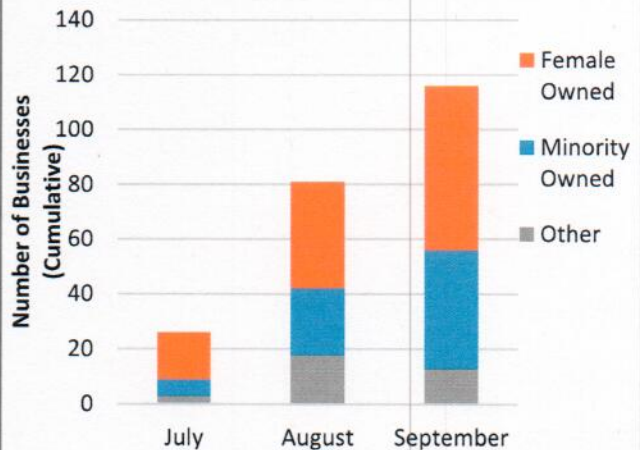
#### September '17 Activity

Metric	Total Howard County	Ellicott City subset
Businesses counseled	35	13
Counseling hours	237	140

#### FY2018 Year-to-Date Milestones:

- Small Business Financing Obtained with SBDC Assistance: \$193,000
- Sales Increases Reported by Client Businesses: \$3,200,000
- New Jobs Created: 35

### SBDC Howard County Business Counseling Fiscal Year 2018

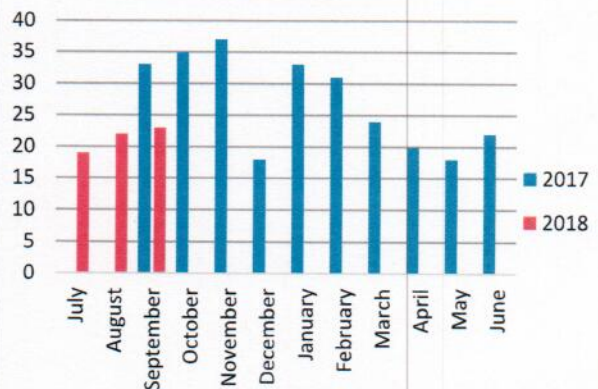


\*Note: Not all September figures were available at time of fiscal year closeout. Additional business counseled in September will be reflected in October's total.

A total of 35 Howard County businesses were counseled in September. \*

### Service Corps of Retired Executives (SCORE)

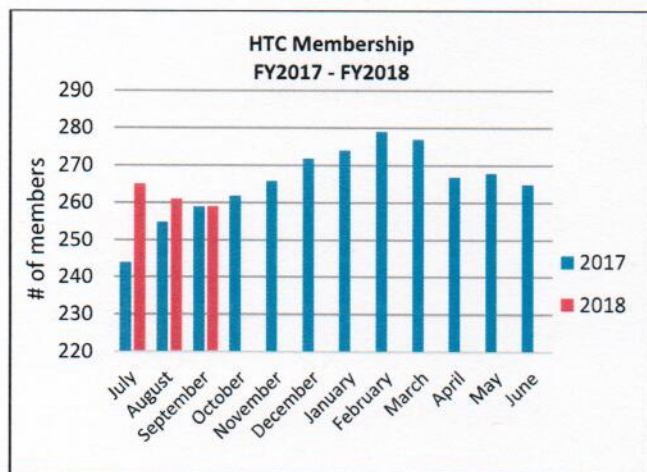
#### SCORE Business Counseling Sessions FY2017 - FY2018



Note: Data not available for July/August 2017.

Metric	September '17	Jul. – Sept. FY'18	Jul. – Sept. FY'17
<i>Businesses Counseled</i>	23	64	33

## Howard Tech Council (HTC) Business Retention and Expansion



Type of Affiliation	New in Sept. '17	Current FY'18 total
<i>Members</i>	3	259

## Marketing

In September, HCEDA contributed to and was featured in the following:

- 2 on Patch.com
- 2 articles in the Baltimore Business Journal
- 1 article in Daily Record
- 1 in Baltimore Sun/Howard County Times
- 1 on WBAL

## Marketing Outreach

Metric	August '17	September '17	Jul. – Sept. FY'18
<i>Total Impressions</i>	244,862	210,243	665,673

\*Fiscal year to date total includes projected campaign impressions.

"Impressions" are the number of times people were exposed to an HCEDA ad.

## Social Media Outreach

Metric	August '17	September '17	Jul. – Sept. FY'18
<i>Total Impressions</i>	46,995	40,363	87,358

## Business Events in September '17

### Event Summary Table

Type of Affiliation	# of events	# of attendees
AG	1	123
HTC	1	31
MCE	2	146
Total Sept. '17	4	300

### Event Detail List

#### EDA

- In September, EDA organized ribbon cuttings for the following companies: Nourishing Journey, The Columbia Bank, and Hysteria Brewing.

#### AG

- Farm City Job Exchange Luncheon
  - Date: September 26
  - Number of Attendees: 123



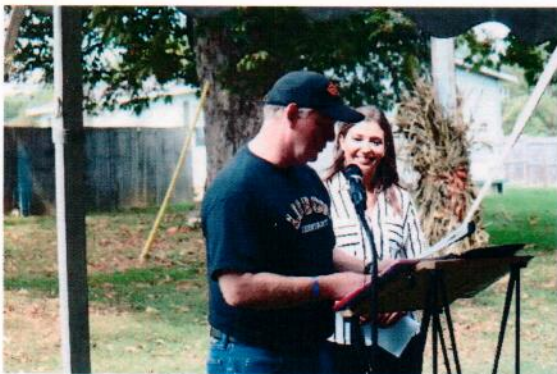
## HTC

- HTC Women in Tech: Trailblazers Series
  - Date: September 20
  - Number of Attendees: 12

## MCE

- Put Yourself Out There: How to Effectively Prepare for Networking
  - Date: September 8
  - Number of Attendees: 23
- Back to Work Expo: Business Resource Fair for Small Biz and Startups
  - Date: September 13
  - Number of Attendees: 123

## Farm City Job Exchange Luncheon at Days End Farm



## Back to Work Expo for Small Business and Startups



## Hysteria Brewing Ribbon Cutting



Board Request Tracking Log  
FY 18  
As of October 20, 2017

	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 October 20, 2017

	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 October 20, 2017

	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 October 20, 2017

	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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