



February 23, 2021

To: Ginny Thomas
Dick Boulton
Nancy McCord
Milton W. Matthews

From: Andrew C. Stack, Board Chair

cc: Columbia Association Board of Directors
Sheri Fanaroff
Susan Krabbe

Subject: Board Operations Committee Virtual Meeting – March 1, 2021 at 7:00 p.m.

AGENDA

- | | |
|---|----------------|
| 1. Call to Order | 5 min. |
| a. Announce the procedures being used to conduct the virtual meeting | |
| b. Roll call to determine Directors/senior staff in attendance | |
| c. Announce that the BOC meeting is being recorded, but not broadcast. | |
| 2. Approval of Agenda | 1 min. |
| 3. Residents who wish to send comments to the Board Operations Committee are asked to send them to Board.Members.FY21@columbiaassociation.org | |
| 4. Approval of Minutes – By Consent November 30, 2021 | 1 min. |
| 5. Finalize Proposed Agendas for upcoming Board of Directors Work Sessions and Meetings | 60 min. |
| a. Review Proposed Agenda – March 11, 2021 BOD Work Session | |
| b. Review Proposed Agenda – March 25, 2021 BOD Meeting | |
| c. Review Proposed Agenda – April 8, 2021 BOD Work Session | |
| d. Review Proposed Agenda – April 22, 2021 BOD Meeting | |
| 6. Administrative Items | |
| 7. Talking Points | 2 min. |
| 8. Adjournment – Approximately 8:30 p.m. | |

**Draft Minutes of the
BOARD OF DIRECTORS MEETING
Held January 28, 2021**

To be Approved February 25, 2021

A virtual meeting of Columbia Association's Board of Directors was held on Thursday, January 28, 2021. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret. Also present were CA Vice President/CFO Susan Krabbe and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:00 p.m. by Chairman Andrew Stack. Mr. Stack took roll of the directors in attendance and reminded attendees that the meeting was being live-streamed and recorded.

2. Announcement of Closed/Special Meetings Held/To Be Held

The **Risk Management Committee** held a closed virtual meeting on December 10, 2020. Members present were Susan Krabbe, Milton W. Matthews, Nancy McCord, and Lin Eagan, with Renee Dubois also in attendance. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 6:37 p.m. until 6:53 p.m. to discuss general liability incidents and claims.

The **Architectural Resource Committee** held a closed virtual meeting on December 14, 2020. Members present were Deb Bach, Sheri Fanaroff, Ed Gordon, Anne McKissick, and Devora Wilkinson. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 1:5 p.m. until 2:57 p.m. to discuss new and ongoing covenant cases.

CA's **Board of Directors** held a closed virtual meeting on December 17, 2021. Members present were Chairman Andrew Stack, Vice Chair Virginia Thomas, Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan (arrived 6:38 p.m.), Janet Evans (arrived 6:08 p.m.), Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret. The vote to close the meeting was 8-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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; and (vi) Consideration of the terms or conditions of a business transaction in the negotiation state if the disclosure could adversely affect the economic interests of the homeowner association. The meeting was closed from 6:04 pm. until 8:24 p.m. for a meeting with lawyers to discuss legal issues.

The **Architectural Resource Committee** held a closed virtual meeting on January 11, 2021. Members present were Deb Bach, Sheri Fanaroff, Ed Gordon, and Devora Wilkinson. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 1:06 p.m. until 2:06 p.m. to discuss new and ongoing covenant cases.

CA's **Board of Directors** held a closed virtual meeting on January 27, 2021. Members present were Chairman Andrew Stack, Vice Chair Virginia Thomas, Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, and Nancy McCord. The vote to close the meeting was 9-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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; and (vi) Consideration of the terms or conditions of a business transaction in the negotiation state if the disclosure could adversely affect the economic interests of the homeowner association. The meeting was closed from 7:05 pm. until 9:05 p.m. for a discussion of legal issues concerning Symphony Woods.

3. Approval of Agenda

Action: Ms. Thomas moved to approve the agenda. Mr. Boulton seconded the motion, which was approved unanimously.

4. Verbal Resident Speakout

- 1) Carol Kramme of Ellicott City – spoke about the proposal to close Haven on the Lake.
- 2) Alex Hekimian – spoke about the virtual CA town meeting and the proposed reopening of pools.
- 3) Brigitte V. Fessenden – spoke about Haven on the Lake.
- 4) Steve Thur – spoke about the eight outdoor pools not proposed for reopening in summer 2021.
- 5) Sherman Howell of the African American Coalition of Howard County – spoke about the lack of diversity on the CA BOD and how to encourage it.

5. Consent Agenda

- (a) Approval of Minutes – December 10, 2020 Board Meeting - Approved by consent

6. Board Votes

1. Easement Agreement – Roslyn Rise Fire Access Easement

Action: Ms. Thomas moved to approve the Roslyn Rise Fire Easement. Mr. Boulton seconded the motion, which passed by a vote of 9-1-0.

For: Messrs. Boulton, Klein, and Stack, and Mmes. DuBois, Duvall, Eagan, Evans, Thomas, and Zaret

Against: Ms. Zaret

Abstain: None

2. Easement Agreement – Wetland Studies and Solutions (WSSI) Stream Restoration and Access Easement

Action: Ms. Thomas moved for approval of the WSSI Stream Restoration and Access Easement. Ms. Evans seconded the motion, which was approved unanimously by a vote of 10-0-0.

For: Messrs. Boulton, Klein, and Stack, and Mmes. Dubois, Duvall, Eagan, Evans, McCord, Thomas, and Zaret

Against: None

Abstain: None

101 3. Inner Arbor Trust Revised Concept Plan

102 **Action:** Mr. Boulton moved. Ms. Evans seconded the motion, which was approved by a vote of 9-0-1.

103 For: Messrs. Boulton and Klein, and Mmes. Dubois, Duvall, Eagan, Evans, McCord, Thomas, and Zaret

104 Against: None

105 Abstain: Mr. Stack

106
107 **7. Board Discussion**

108 (a) FY 2022 Draft Budget Work Session

109 Discussion centered on the previously approved two million dollar rainy day fund and whether it should be kept
110 as intended or used in part to help with, for example, Haven on the Lake's proposed closing or the proposed
111 non-opening of eight outdoor pools in summer 2021. Information on the proposed FY 2021 budgets is available
112 on CA's website.

113
114 (b) FY 2021 Budget Update

115 Ms. Krabbe provided the 2021 Budget Update with a written report, also available on the CA website.

116
117 (c) Community Outreach Discussion-Part 1

118 Timothy Pinel, Chief Marketing Officer, discussed the overall positive feedback for the Virtual Town Hall
119 event. Dannika Rynes received positive feedback as the presenter. A written summary was provided and is on
120 the CA website.

121
122 (d) Applicable State Legislation

123 Ms. Fanaroff provided a written report for the 2021 Legislative Session.

124
125 (e) Howard County General Plan Update

126 Kristin Russell, Office of Planning and Community Affairs, provided a written update about the Howard County
127 Planning Advisory Committee. After attending a subsequent meeting, she noted the Planning Advisory
128 Committee is seeking feedback about the new five assessment themes in a survey open until February 8.

129
130 **8. Chairman's Remarks**

131 (a) Mr. Stack provided a written report.

132
133 (b) Update on President/CEO Search

134 Monica McMellon-Ajayi stated that the recruiting firm will identify 10-15 potential candidates for the
135 President/CEO position. More information, including a video from each finalist, will be provided to the BOD
136 members, who will review the information and select 3-4 final candidates. The Board of Directors would like to
137 make a hiring decision for the next President/CEO by March 31.

138
139 **9. Reports/Presentations**

140 (a) President's Report was provided in writing.

141
142 (b) CA Representatives to the Inner Arbor Trust Board of Directors provided a written report.

143
144 (c) Financial Reports and Updates - None

145
146 **10. Tracking Forms – No changes**

147
148 **11. Possible New Topics**

149 Mr. Boulton asked that the Inner Arbor Easement and expectations go on the list for future discussion.

150
151 **12. Talking Points – Postponed.**

152 **13 Adjournment** – The meeting was adjourned at 9:27 p.m.

153

154

155 Respectfully submitted,

156

157 Bonnie Butler

158 Recording Secretary



OWEN BROWN COMMUNITY ASSOCIATION, INC
6800 Cradlerock Way, Columbia, Maryland 21045-4809
Phone 410-381-0202 Fax 410-381-0235
WEB Page: www.owenbrownvillage.org

Memo

Date: 2/3/2021

To: CA, Board of Directors

From: Owen Brown Village Board

Re: Nomination to the Watershed Advisory Committee

The Owen Brown Village Board would like to nominate Ed Warner as a replacement for Chris Price, who recently resigned as the Owen Brown Representative to the CA Watershed Advisory Committee. Mr. Warner is a resident of Owen Brown and a 30-year member of the Sierra Club. We believe he will make a wonderful addition to the committee.

If you have any additional questions regarding Mr. Warner, feel free to contact our Village Manager, Craig Barton.



DATE: February 4, 2021

TO: Board of Directors

FROM: Jeremy Scharfenberg, Energy Manager

SUBJECT: **Climate Change and Sustainability Committee Member Resignation and Appointment**

This memorandum formalizes an adjustment in the make-up of the Climate Change and Sustainability Advisory Committee. Mr. Michael Cornell and Mr. Julian Levy resigned from the committee this past summer and replacements have been identified and are presented below.

The committee formed a candidate selection subcommittee and utilized numerous outreach and announcement strategies for gathering candidates including the original pool of applicants when the committee was formed last year as well as internal referrals. The candidates selected for the vacant positions are Ms. Julija Sajauskas and Ms. Brooke Abercrombie.

Staff and the committee recommend approval of their appointment. A summary of Ms. Sajauskas' and Ms. Abercrombie's qualifications is provided below.

Last Name	First Name	Village	Qualifications / Resume Highlights
Abercrombie	Brooke	NA	Broad experience in education and management. Currently an advisor at HCC and was recently the Deputy Director of Howard EcoWorks. Is a member of the HC Environmental Sustainability Board. Holds an MBA and BS.
Sajauskas	Julija	NA	Over ten years with Howard County Parks and Recreation; supported development of the Department Sustainability Plan. MS in Recreation and Parks Management.



Easement Request Form

Date: 2/11/2021

Easement Grantee: Howard Research and Development Corporation

Project Name: Guardrail Replacement

Proposed Easement Location:

Columbia Wide.
The easement areas will include all those Open Space Lots where guardrails have been installed outside of the County owned Right-of-Way

Purpose of Proposed Easement:

Access easement for the installation and maintenance of guardrails. See detailed notes the Vicinity Map exhibit

Alternatives to Proposed Easement:

CA can own and maintain the elements without an easement by that would be contrary to CA's interest

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

Residents may be impacted during construction with temporary pathway closures. Residents in adjacent lots will experience minor construction activities. Improved public amenities and public safety by the replacing the old, dilapidated wooden guardrails.

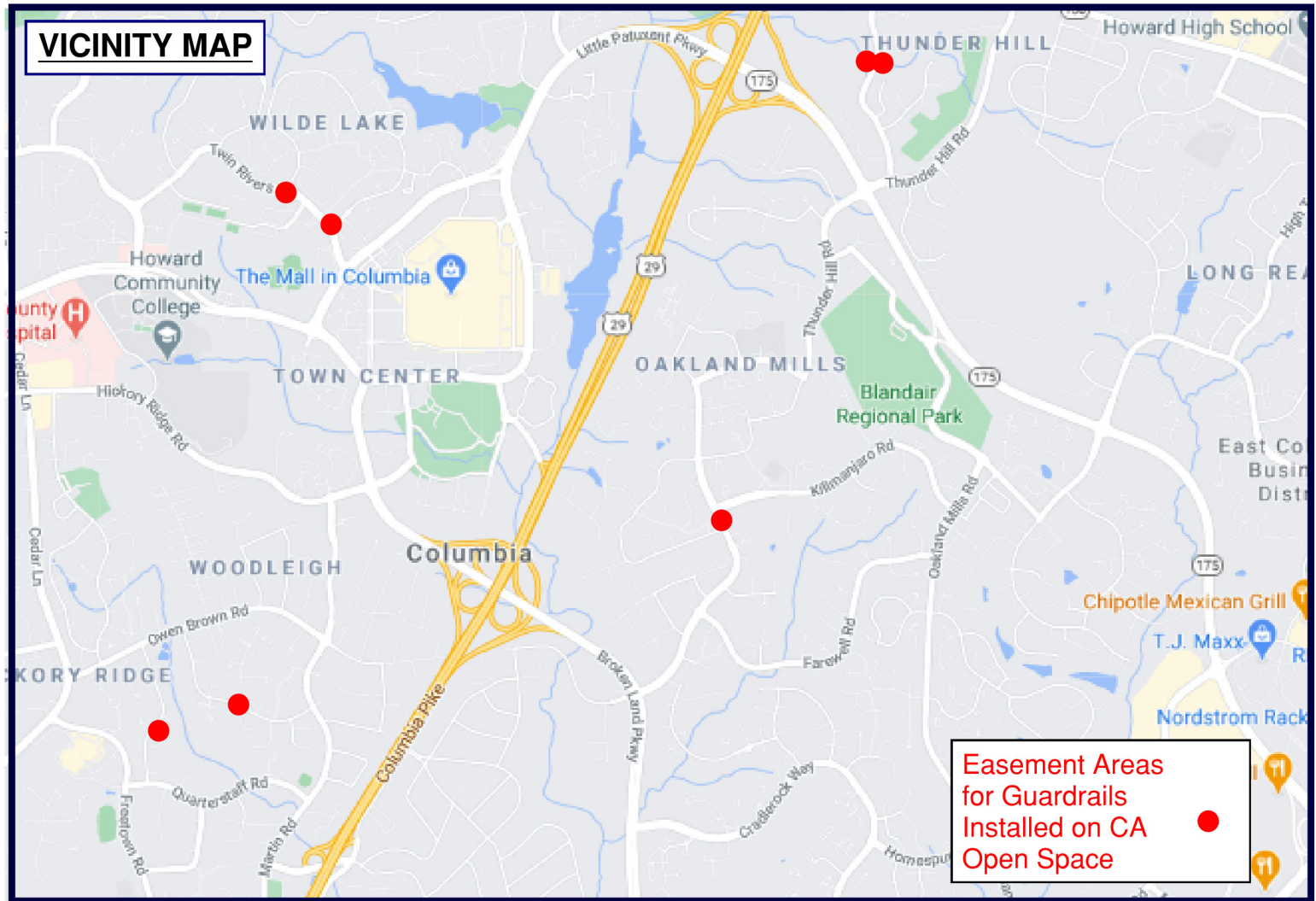
Additional Notes:

No consideration proposal. Easement rights may only be assigned to Howard County, Maryland. Howard Research and Development Corporation will have a Right to Enter Agreement with a provision stipulating they provide 30 days notice to CA and the appropriate Village prior to the start of construction for each applicable guardrail location. Staff recommends approval, subject to final review of the documents.

Contact Information

Name: Brady Greer
E-mail: Brady.Greer@ColumbiaAssociation.org
Phone #: 443.674.0097

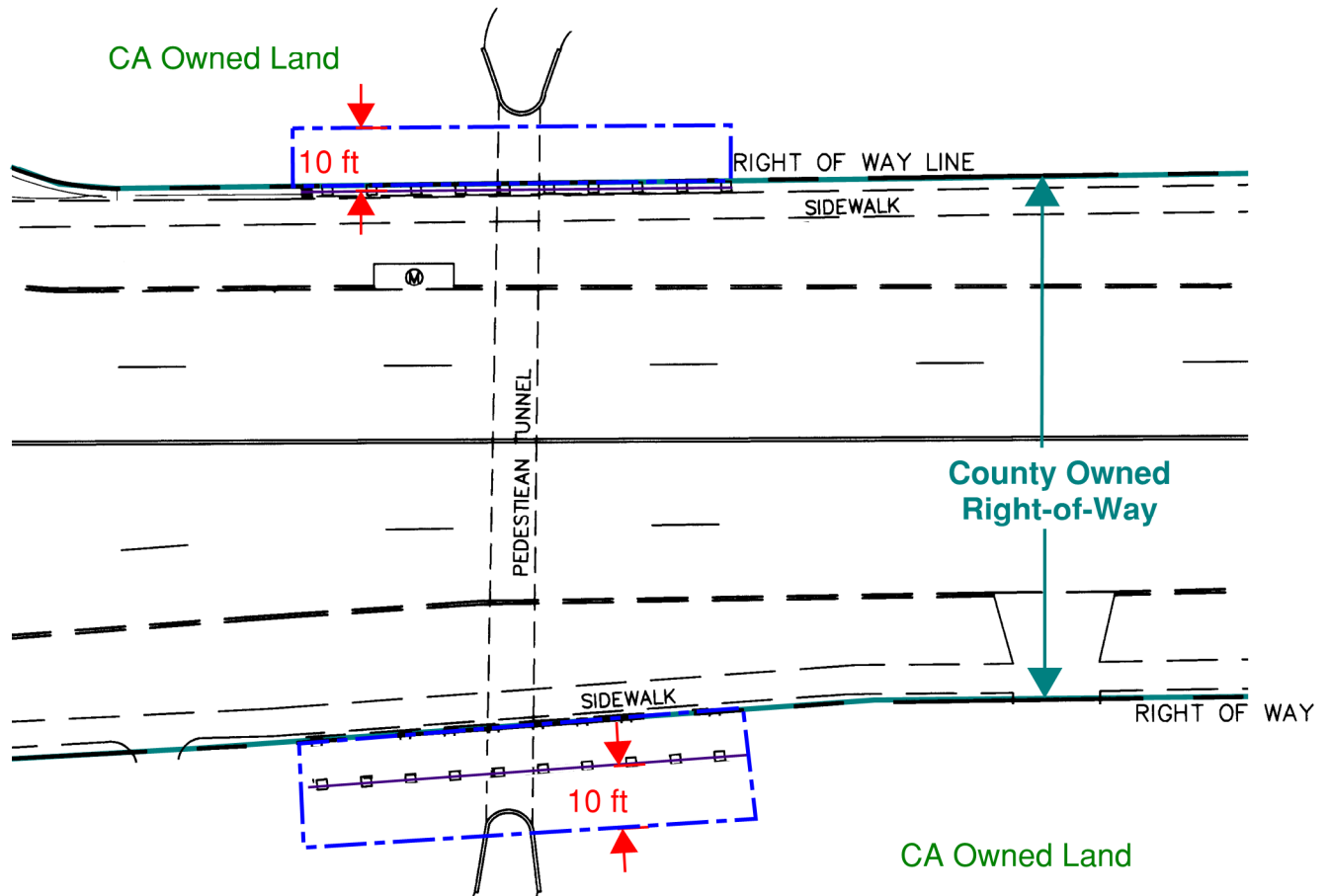
VICINITY MAP



CA recognizes there are additional wooden guardrails in Columbia, not shown on the map. These guardrails will also be replaced with brown metal guardrails. Not depicted because they are not located on CA property and therefore do not require an easement

There are several wooden guardrails on CA open space associated with the county road infrastructure with maintenance responsibility currently assigned to Howard Research and Development. While the maintenance of these guard rails would normally fall to Howard County to maintain, they were originally installed by Howard Research and Development (then owned by the Rouse Company and now owned by Howard Hughes) without the proper easements and maintenance agreements. Pending creation and recording of the easements and maintenance agreements, Howard Hughes is responsible for the wooden guardrails which are now in disrepair. Howard Hughes is currently working with Howard County on a program to replace the wooden guardrails with brown metal guardrails so that they can be dedicated and turned over to Howard County. Once Howard Hughes has replaced the wooden guardrails with brown metal guardrails, Howard Hughes will transfer the easements with maintenance responsibility to Howard County after which Howard County will maintain the guardrails going forward.

EXAMPLE OF EASEMENT DETAIL



Guardrail Easement:
The guardrail maintenance easement extends from the right-of-way to 10' behind the guardrail location



Brown metal guardrails seen above will replace currently installed wooden guardrails

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 Research and Development Corporation relating to guardrails located on CA Open Space Lots throughout Columbia, 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 improved public amenities 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.
4. Howard Research and Development Corporation may only assign the easement rights to Howard County, Maryland.
5. Howard Research and Development Corporation will have a Right to Enter Agreement with a provision stipulating they provide notice to CA and the appropriate Village a minimum of thirty (30) days prior to the start of construction in each applicable guardrail location.

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

BE IT SO RESOLVED

_____, 2021



February 19, 2021

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

From: Susan Krabbe, Vice President and CFO

Cc: Lynn Schwartz, Director of Finance/Treasurer
Members of the CA Senior Leadership Team

Subject: Budget Discussion at the February 25, 2021 Board Meeting

The February 25, 2021 CA Board meeting agenda includes the items entitled "Board Votes - Proposed FY 2022 Draft Capital Budget and (b), Proposed FY 2022 Draft Operating Budget." The back-up for that agenda item is the draft budget document provided to the CA Board on January 8, 2021.

The file is too large to post with the agenda materials, but it is posted on the CA website. To access the draft budget document on CA's website, please go to <https://www.columbiaassociation.org/about-us/financials/financial-reports/> and select FY 2022 Budget Materials; then select FY 2022 Draft Operating and Capital Budgets from the list of documents posted.

Please note that staff would like to propose two changes for FY 2022:

1. Staff proposes opening Running Brook Pool, and keeping Faulkner Ridge Pool closed for the summer of 2021. CA staff reviewed the input from community stakeholders including the Town Center and Wilde Lake Community Associations Boards of Directors, and determined that this change can be made with no operating budget impact and minimal user impact.
2. Staff proposes eliminating the budgeted monthly fee for Youth and Teen Center participation, in response to CA Board input. This change would reduce income by \$8,000. To offset that reduction in income, we would decrease Operating Supplies/Expenses for the School Age Services program by \$8,000. We believe that is achievable given our current experiences with the program.



TO: COLUMBIA ASSOCIATION BOARD OF DIRECTORS
FROM: SHERI FANAROFF
RE: 2021 LEGISLATIVE SESSION – MEMO 4
DATE: FEBRUARY 17, 2021

Pursuant to CA's legislative policy, I am providing the next memo summarizing legislation that may be of interest or concern to CA. If you have questions, please contact me by **Monday, February 22** at 443-677-2169 or at Sheri.Fanaroff@ColumbiaAssociation.org.

A. Bill Descriptions

1. General Assembly Bills

SB 686/HB 1023 - Real Property - Condominiums, Homeowners Associations, and Cooperative Housing Corporations - Virtual Meetings

This bill would authorize meetings of an HOA's governing body to be held by electronic means and would authorize those attending via electronic means to be deemed present for quorum and voting purposes.

HB 1079 - Admissions and Amusement Tax – Exemption – Activities that Promote Health and Physical Well-Being

This bill would prohibit Maryland counties and municipalities from imposing an admissions and amusement tax on gross receipts derived from the use of sports and recreational facilities and the use or rental of sports and recreation equipment.

2. Howard County Council Bills

CB 13-2021

This bill, which would take effect on January 1, 2022, would prohibit restaurants from selling or distributing single use plastic straws, plastic beverage stirrers, plastic food ware (e.g., plates, bowls, cups, etc.) And plastic condiment packets. The bill also would prohibit a retail store from selling or distributing plastic straws or stirrers to a retail user unless the store also has paper straws and stirrers available for sale or distribution.

B. Hearing Schedule

Hearing Date – Time	Bill Number	Title	Cross-filed Bill
N/A - Withdrawn	Ho.Co. 13-21	Howard County – Homeowners Association Commission – Alternative Dispute Resolution Authority	---
2/9 – 1:00 p.m.	SB 73	State Real Estate Commission - Property Managers - Registration	HB 239
2/26 – 2:00 p.m.	SB 144	Electric Vehicle Recharging Equipment for Multifamily Units Act	HB 110
1/27 – 1:00 p.m.	SB 174	Property Tax Assessments – 5–Year Assessment Cycle	---
1/26 – 1:00 p.m.	SB 210	COVID-19 Claim - Civil Immunity	HB 508
1/28 – 1:00 p.m.	SB 211	Labor and Employment - Family and Medical Leave Insurance Program - Establishment (Time to Care Act of 2021)	HB 375
2/3 – 1:00 p.m.	SB 254	Public Safety - Maryland Swimming Pool and Spa Standards - Adoption	HB 109
1/14 – 11:00 a.m.	SB 323	Maryland Arts Capital Grant Program	HB 310
2/11 – 1:00 p.m.	SB 486	Labor and Employment - Employment Standards During an Emergency (Maryland Essential Workers' Protection Act)	HB 581
2/26 – 2:00 p.m.	SB 535	Condominiums and Homeowners Associations - Meeting Requirements	HB 593
2/24 – 1:00 p.m.	SB 686	Real Property - Condominiums, Homeowners Associations, and Cooperative Housing Corporations - Virtual Meetings	HB 1023
1/26 – 1:30 p.m.	HB 109	Public Safety – Maryland Swimming Pool and Spa Standards – Adoption	SB 254
1/26 – 1:30 p.m.	HB 110	Electric Vehicle Recharging Equipment for Multifamily Units Act	SB 144
1/19 – 1:30 p.m.	HB 239	State Real Estate Commission - Property Managers - Registration	SB 73
1/26 – 1:30 p.m.	HB 248	Condominiums and Homeowners Associations - Rights and Restrictions - Composting	---
1/20 – 1:30 p.m.	HB 310	Maryland Arts Capital Grant Program	SB 323
1/26 – 1:30 p.m.	HB 313	Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies - Statewide	---
1/19 – 1:30 p.m.	HB 322	Real Property - Restrictions on Use - Low-Impact Landscaping	---
1/19 – 1:30 p.m.	HB 352	Real Property – Condominiums and Homeowners Associations – Governing Bodies and Annual Meetings	---
1/26 – 1:30 p.m.	HB 361	Real Property - Governing Bodies of Common Ownership Communities - Member Training	---
1/19 – 1:30 p.m.	HB 367	Real Property - Regulation of Common Ownership Community Managers	---
2/16 – 1:30 p.m.	HB 375	Labor and Employment - Family and Medical Leave Insurance Program - Establishment (Time to Care Act of 2021)	SB 211
2/3 – 1:30 p.m.	HB 508	COVID-19 Claim - Civil Immunity	SB 210
2/5 – 11:00 a.m.	HB 581	Labor and Employment - Employment Standards During an Emergency (Maryland Essential Workers' Protection Act)	SB 486
2/9 – 1:30 p.m.	HB 593	Condominiums and Homeowners Associations - Meeting Requirements	SB 535
2/16 – 1:30 p.m.	HB 826	Real Property – Condominiums and Homeowners Associations – Dispute Settlement	---
2/23 – 1:30 p.m.	HB 1023	Real Property – Condominiums, Homeowners Associations, and Cooperative Housing Corporations – Virtual Meetings	SB 686
2/23 – 1:30 p.m.	HB 1079	Admissions and Amusement Tax - Exemption - Activities That Promote Health and Physical Well-Being	---
2/16 – 7:00 p.m.	CB13-2021	Re: Sale of Single Use Plastic Items	---



To: Columbia Association Board of Directors
From: Kristin Russell, AICP, Office of Planning and Community Affairs
Subject: Howard County – HoCo by Design updates
Date: February 16, 2021

On January 28, 2021, OPCA attended the third Planning Advisory Committee (PAC) meeting for HoCo By Design General Plan Update (GPU). Immediately following, I reported to the CA Board as to the topics of discussion from the meeting earlier that night.

The fourth meeting has not yet taken place, nor has it been scheduled. Therefore, I have no updates on the GPU for the Board this month.

February 19, 2021

Chair's Remarks February 25, 2021 CA Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 22, 2021	Master Gardener's Series: Growing and Maintaining a Fescue Lawn (Virtual; Long Reach; see LR website)	7:00 PM RR
Feb 23, 2021	Red Cross Blood Drive (Harper's Choice; see HC website)	11:00 AM
Feb 23, 2021	Getting Your Garden Ready For Spring session (Virtual; Kings Contrivance; see KC website)	7:00 PM RR
Feb 24, 2021	Howard County Zoning Board Hickory Ridge Village Center redevelopment case continuation (Virtual)	6:00 PM
Feb 25, 2021	CA Board meeting (Virtual)	7:00 PM
Mar 1, 2021	Board Operations Committee meeting (Virtual)	7:00 PM
Mar 4, 2021	Beautiful Bluebirds Presentation (Virtual; Long Reach; see LR website)	7:00 PM RR
Mar 6, 2021	Stained Glass Sampling Workshop: Shamrock (see CA website)	10:00 AM RR
Mar 8, 2021	Master Gardener's Series: Creating Outdoor Garden Rooms (Virtual; River Hill; see RH website)	7:00 PM RR
Mar 8, 2021	CA Health & Fitness Advisory Committee meeting (Virtual)	7:00 PM
Mar 10, 2021	Howard County Zoning Board Erickson at Limestone development case continuation (Virtual)	6:00 PM
Mar 10, 2021	CA Climate & Sustainability Advisory Committee meeting (Virtual)	7:00 PM
Mar 11, 2021	CA Board work session (Virtual)	7:00 PM
Mar 16, 2021	CA Aquatics Advisory Committee meeting (Virtual)	7:00 PM

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

The proposed FY-2022 budget is scheduled, on Feb 25th, for a vote by the CA Board. You can view the proposed budget by going to www.columbiaassociation.org/blog/ca-releases-fy-2022-draft-budget/ .

CA Board regularly scheduled work sessions and meetings are now live-streamed on YouTube. Please see www.columbiaassociation.org/about-us/leadership/board-of-directors/live-recorded-ca-board-meeting-videos/ .

If you wish to speak at one of the CA Board's meetings, please see <https://www.columbiaassociation.org/about-us/leadership/board-of-directors/resident-speakout/> .



SENIOR
LEADERSHIP
TEAM

Milton W. Matthews
President/
Chief Executive
Officer

Susan Krabbe
Vice President/
Chief Financial Officer

Dan Burns
Director of
Sport and Fitness

Sheri Fanaroff
General Counsel

Janet Loughran
Executive Assistant
to the President/CEO

Dennis Matthey
Director of Open Space
and Facility Services

Monica McMellon-Ajayi
Director of
Human Resources

Michelle Miller
Director of
Community Services

Tim Pinel
Chief Marketing
Officer

Kristin Russell
Director of Planning
and Community Affairs

Chuck Thompson
Chief Information Offi-
cer

Jackie Tuma
Director of Audit and
Advisory Services

February 2021

Office of the President/CEO

The President/CEO has been asked to work with a small group from Howard County's Spending Affordability Advisory Committee ("SAAC") tasked with producing a draft document that will be reviewed and finalized by the SAAC. A final report from the SAAC covering the County's Fiscal Year 2022 (1 July 2021 to 30 June 2022) is due to the County Executive Dr. Calvin Ball on 1 March 2021. The President/CEO has served on the SAAC for the past six years.

In addition to his work on the SAAC, the President/CEO continues his participation in meetings of the Howard County Chamber, Howard County Economic Development Authority and Downtown Columbia Partnership boards of directors.

A virtual information session for prospective candidates for CA's Board of Directors will be held on Saturday, 20 February, beginning at 10:00 a.m. Candidates are invited to attend, ask questions, and hear from the current Chair of CA's Board of Directors, the President/CEO, Vice President & Chief Financial Officer, General Counsel, and a representative from the village community associations ("villages"). More information, including how to access the virtual session, is available at <https://www.columbiaassociation.org/candidates>

The Howard Hughes Corporation will break ground in February 2021 on "Marlow," a 472-apartment residence in the Merriweather District. The seven-story building also will include 32,000 square feet of shops and restaurants. Occupancy is projected for the fourth quarter of 2022.

Congratulations to The Howard Hughes Corporation on receiving two awards from the Maryland Chapter of NAIOP (Commercial Real Estate Development Association) for projects in Downtown Columbia. The office building at 6100 Merriweather Drive, headquarters for Tenable, a data care firm, was named *Best High Rise*, and the Howard Hughes Marketing Center in the One Merriweather Building was named *Best Amenity*.

Department of Administrative Services

Highlights

Accounting/Finance/Payroll

The Accounting team is spending a great deal of time supporting the CA Board of Directors (Board), other community stakeholders, and all departments and offices in the organization through the FY 2022 budget process.

MISSION Engage our diverse community, cultivate a unique sense of place and enhance quality of life.

VISION CA creates and supports solutions to meet the evolving needs of a dynamic and inclusive community.

The Finance team completed the transition to Daxko Payment Services, with help from the Information Technology Division (IT) on the device configuration and deployment side.

Information Technology

IT completed several projects related to IT security, including overseeing the quarterly cybersecurity awareness training exercise, the monthly Tech Talk emails for cybersecurity awareness, and the integration of a security tool for the Lawson financial application.

Human Resources

The Human Resources (HR) Division has been busy with multiple initiatives in addition to their daily support of CA managers and team members. Some of these initiatives are:

- Recruiting and selecting team members to serve on CA's first diversity, equity and inclusion ("DE&I") committee.
- Partnering with the Department of Communications and Marketing to provide information to CA team members about Black Columbia residents who have contributed to Black history.
- Continuing to support the Board in the search process for the new President/CEO.

Purchasing

The Purchasing Division is working on updating contracts and purchase orders for the next fiscal year, FY 2022, to ensure that all essential materials, supplies, and services have approved contracts in place to facilitate operations at the beginning of the new fiscal year.

The Purchasing Division is also supporting the Board in the search process for the new President/CEO.

Challenges

Staff reductions and vacancies continue to impact negatively the workload of current team members.

Department of Sport and Fitness

Highlights

Tennis

Spring 1 Junior and Adult Programming (25 January – 4 April) is underway at the Long Reach Tennis Club and Athletic Club Indoor Tennis Center, with 369 participants enrolled and following strict safety guidelines and protocols.

The USTA Mixed 18 & Over League continues, with 404 players competing weekly on Fridays, Saturdays, and Sundays, also, at the Long Reach Tennis Club and Athletic Club Indoor Tennis Center.

Reconstruction work on the courts at the Racquets Club at Hobbit's Glen is on track, with reopening projected for early May 2021.

Overall usage at our tennis facilities continues to grow at a significant rate, actually approaching pre-COVID levels. Combining check-ins and organized programs and events, the overall usage in January 2021 (7,142) exceeded that of January 2020 (5,376).

Group Fitness

Group Fitness worked with the Department of Communications and Marketing to create a "CA Group Fitness @ Home" Facebook Live page. The Les Mills and Yoga sculpt launched on 16 January and

included a virtual BodyPump, BodyCombat and CXWorx class, in addition to the classes at the fitness clubs. This program has been well received and more classes are being planned.

- 196 members have joined as of 11 February 2021
- BodyCombat video has had 184 views
- CXWORX has had 215 views
- BodyPump video has had 202 views.

First Tee – Howard County

First Tee – Howard County is celebrating its 21st year at Fairway Hills Golf Club, with a new logo and brand name.



Supreme Sports Club

Supreme Sports Club hosted two Kidspace Adventure Days. The day camp program has been modified to adhere to strict CDC guidelines, while still providing fun programming options for kids. More than 20 children participated in Adventure Day on 29 January and 21 children participated on 12 February.

The Skate Arena at Supreme Sports Club added additional public roller skate sessions to meet demand. The additional sessions were added on Wednesdays from 2-4pm and on Saturdays from 3:30 - 5:30pm.

Haven on the Lake

During January, Haven on the Lake had 165 virtual engagements with members and non-members via its Wellness Fair and other online class offerings.

To promote the yoga wall classes, a four-week series, entitled 'The "Great Wall" of Yoga', was offered. The program had 11 participants, one of whom participated online with her own yoga wall.

Ice Rink

Public skate continues to be a popular activity in January, with 95% attendance capacity.

New registration dates for the "Learn To Skate" and Instructional Hockey programs have been created for Sessions 3 & 4. There has been considerable interest from new customers for the upcoming sessions. Our current January session is at 97% capacity, allowing for the County's on-ice restrictions. Higher numbers are expected by the end of February.

Challenges

We remain in contact with members who have frozen their memberships and individuals who have cancelled their memberships due to COVID-19 concerns. We seek to address any questions they may have and share information about CA's ongoing efforts to create safe, fun, and community-building environments in all of our facilities.

Opportunities

As the respective COVID-19 numbers for the State and Howard County continue to decrease from their holiday peaks, we are exploring new opportunities to create programming for our members and guests, including small group social gatherings and activities, and a reopening of Kidspace.

Office of General Counsel

The Office of General Counsel reports that Columbia Association's General Counsel received the OnCon Top 50 Corporate Counsel award for the second year in a row.

Department of Open Space and Facility Services

Highlights

Watershed/Community Engagement

CA is working with the ten villages in a community-wide effort to plant 1,000 trees in calendar year 2021. The Open Space team will be contacting the ten villages to coordinate a reforestation initiative or a village tree giveaway. The Owen Brown Village Board recently approved \$20,000 to be allocated among three tree planting projects to take place in April 2021 (one at Lake Elkhorn, one at Rustling Leaf and one at Tinted Hill). The Wilde Lake Community Association plans to host a tree giveaway in fall 2021. For the past three years, Wilde Lake CARES has collaborated with CA to provide more than 100 free trees to residents during its annual Native Plant Swap event.

Facilities

The following projects were completed in February:

- The Oakland Manor ADA ramp; and
- Restroom and Kitchen improvements at Claret Hall.

The following projects are underway in February:

- The Hobbits Glen tennis court reconstruction, courts four through six;
- The Fairway Hills Maintenance facility sprinkler replacement; and
- The CA maintenance crew has begun several projects to assist the Aquatics Division to prepare for the opening of the outdoor pools.

Capital Improvements

The following projects were completed in February:

- Columbia-Wide annual tot lot inspections.

The following projects are underway in February:

- Columbia-Wide tot lot repairs to address issues found during the annual inspections;
- Columbia-Wide neighborhood & village entry sign repairs to address issues found during the annual inspection; and
- Howard County is moving forward with Lake Elkhorn path improvements from Swan Point to Angelina Circle.

Open Space

- During February, the team replenished the mulch in ten more tot lots throughout the community, utilizing more than 1,000 cubic yards of mulch.

- Due to increased usage of the pathways and lakefronts, the team continues to remove trash three times a day, which is more than usual.
- The first round of monument sign inspections was completed by Open Space foremen and work orders for repairs are being implemented using the new system.

Energy Management

- New ENERGY STAR HVAC units were installed at Talbot Springs Neighborhood Center and planning continues for HVAC replacement work at the Columbia Gym.

Challenges

Team members in Open Space Operations have continued to navigate many operational challenges during the pandemic including increased usage of CA's pathways and parks.

Opportunities

Watershed and Community Engagement

- On Saturday, 24 April 2021 from 10 am until noon, several Boy Scout troops and CA staff will plant 300 native trees purchased using grant funds from the Chesapeake Bay Trust and Howard County. The trees will be planted just north of the Park and Ride on Snowden River Parkway.
- CA will work with village association staff members to purchase trees, enlist volunteers, and provide shovels and how to plant guidelines.

Energy Management

- Project planning is underway to install LED lighting at the SportsPark and Bryant Woods Neighborhood Center.

Department of Community Services

Highlights

Columbia Art Center

Columbia Art Center's sampling workshops and mini classes went well in January and February in its reconfigured studios that are compliant with social distancing practices and procedures. Columbia Art Center's homeschool mini-class with seven students returned in mid-January and will continue through March. The advanced fused glass class also returned in January for six weeks with seven students. (Note: To maintain vigilant safety and health procedures, all programs offered have a maximum number of ten students.)

Columbia Art Center's reserved ceramics studio program has been well received by continuing and advanced ceramics students. Using series passes, students are provided an opportunity to reserve time in the wheel studio, glaze studio, or hand-building area. This process ensures that no one space is ever overcrowded. The part-time ceramics team has been vigilant with studio clean-up, kiln firings, glaze inventory, and representing the department during studio hours to help students.

School Age Services

In early February School Age Services was awarded and received \$41,000 from the HOCO RISE Child Care grants. The grant money is to be used for expenditures related to reimbursing for the costs of business interruption (reduction in enrollment, program maintenance and reopening, additional PPE and increased cleaning costs) caused by the required business closures due to COVID-19. School Age

Services is continuing to offer programming for children and families at three schools across Howard County, while awaiting a decision by the Board of Education (BOE) regarding a return to school.

Opportunities

Columbia Art Center

With the popularity of the glass programs, Columbia Art Center is offering a St. Patrick's Day shamrock stained glass workshop on 6 March. Other programs include an "Introduction to Mosaics" on 24 February and 31 February, and a "Fused Glass Square Bowl" workshop on 20 March. The "Introduction to Fluid Acrylic Painting" workshop will be held on 24 February and 6 March.

In recognition of National Women's History Month and International Women's Day in March, Columbia Art Center will offer its annual themed Visionary Women exhibit in the Window Gallery. The show will kick off on International Women's Day, 8 March 2021, and run through 26 March. To keep with social distancing practices and safety procedures, the show will be showcased in one gallery and feature only a small group of local female artists. Opportunities to view the show in person will be made by reservation. The show will also be available to view online. The 2021 international theme is "Women in Leadership" and celebrates the tremendous efforts by women and girls around the world in shaping a more equal future and recovery from the COVID-19 pandemic.

School Age Services

If School Age Services (SAS) is permitted to return to all 20 school locations, this will give SAS an opportunity to offer employment hours for team members who are currently furloughed and would like to return to work. This directly impacts our presence in schools and the number of children served.

Challenges

School Age Services

The School Age Services program is still waiting for a decision by the Board of Education (BOE) and the Howard County Public School System (HCPSS) regarding space in school buildings for childcare providers, which has left us with many unanswered questions. We receive inquiries daily from parents and SAS team members about our plans to support the return to in-person learning through the proposed Hybrid Model. We continue to ask for their patience as we await the decision and confirmation of assigned school building occupancy.

As a direct result of the delay in a final decision, there are several time sensitive decisions that SAS will have to move quickly to address should action need to be taken between now and 1 March:

- Confirmation of parent needs/schedules for onsite care (parents have until 12 February to respond to the HCPSS survey).
- Rehiring enough team members to appropriately staff programs to required Maryland State Department of Education ratios.
- Submission of required Maryland State Department of Education paperwork to the state for those staff who are needed in enough time for our licensing specialists to process it and give us permission to proceed.

Department of Communications and Marketing

Highlights

Together with continuing our content creation and individualized marketing plans, the Communications & Marketing (C&M) team is addressing immediate and future needs when it comes to the facilities, programs and services CA provides the Columbia community.

- We continue to see growth in our lead generation from our Google and social media advertising efforts. Those include messages about special offers and incentives from a number of different departments. That online advertising contributed to the sales team's success of obtaining its goal for membership acquisition in January.
- We are making concerted efforts to build an audience and content on our new social media channels, which focus on communities to target with specialized content and marketing efforts. Those include unique Facebook, Twitter and Instagram accounts for fitness, aquatics, tennis, and golf.
- Those who have frozen their memberships are receiving monthly emails that highlight their options and benefits of returning in a full membership capacity. Additionally, the C&M team plans to send a piece of direct mail at the end of this month or beginning of March to those individuals with language catered to that audience.
- We are still in the process of selling CA's Ravens Personal Seat Licenses (PSL's). That sale will be communicated on CA's website, on social media, and on digital signage at various facilities.
- As we approach village board and CA Board elections, CA's communications team is working with the villages to communicate candidate and voting-related information.
- Ahead of the highly anticipated outdoor pool season, C&M is already engaging in efforts to share the policies and procedures that will be in place this summer. This requires plans around communicating the registration process, the pools that will be closed and the rules that will be enforced due to COVID-19 guidelines and restrictions.
 - The CMSC team is in the process of reaching out to members without an email address associated with their account to make sure they set up online accounts ahead of the need to reserve pool times. That includes calling members (both active and frozen) who don't have valid email addresses on file.
 - The marketing and communications team is in conversations with the aquatics team about the signage, social media and other needs when prior to pools actually opening.
 - We are considering significant changes to the pools section of CA's website to ensure registration/reservation information is prominently displayed.

Challenges

- We continue to struggle marketing and selling our Ravens' PSLs. However, we are looking at other avenues by which to get the word out about those licenses.

- Ensuring that our community is aware of what to expect this outdoor pool season is going to be crucial. While it is unlikely that we will eliminate all frustration surrounding the online reservation process and COVID-related measures, the goal will be to inundate possible pool goers with information that will manage expectations about this summer.

Opportunities

- The FY 2022 budget proposal does include the reinstatement of international and multicultural programming. If passed, this will be a great community asset to reintroduce.
- The C&M team looks forward to the ongoing deployment of a COVID-19 vaccine and what that could mean for the public's safety and comfort returning to group settings. That includes our health and wellness-focused facilities, arts and culture opportunities and family-oriented programs.
- We remain committed to the launch of an arts and culture community that mirrors our targeted Sport & Fitness-related groups.

Office of Planning and Community Affairs

Highlights

Along with other CA departments, Office of Planning and Community Affairs (OPCA) participated in CA's inaugural Town Hall in mid-January. This was an excellent opportunity to reach out to the community and assure our residents that CA and OPCA continue to serve them throughout the COVID pandemic.

Challenges

We have learned that SPIN, the e-scooter provider selected to operate in Howard County, has delayed their launch date, citing the ongoing prevalence of COVID-19 as their reason. The company now seeks to begin operations in summer 2021.

Opportunities

OPCA continues to represent CA before the Howard County Planning & Zoning Boards, providing testimony in support or opposition to projects where appropriate. Having our faces before these Boards is an ongoing reminder to the County that CA is invested in the community. A local developer reached out to us for input on a project prior to it being submitted to Howard County submission -- a great opportunity for us to provide input early-on in the process when design flexibility is at its highest.

Thought of the Month

"Now is no time to think of what you do not have.
Think of what you can do with what there is."

Ernest Hemingway
American Novelist

Inner Arbor Trust Report

The Inner Arbor Trust has spent most of February 2021 working towards turning the Community Vision concept plan into reality.

Concept Plan Fundraising / Grant Applications

The Trust is working towards site furnishing sponsorships for installation in 2021. The Trust applied to Howard County for grant funding towards the installation of the raingardens, plantings, and other edging called for in the concept plan, and towards stream restoration and the design of the bend-in-the-creek playground. The Trust is working on partnerships with local non-profits and applications for Federal grants as well as to local grantmakers.

The Trust is working through an individual and corporate capital campaign plan.

Symphony Woods Concept Plan: A Community Vision Presentations

The Trust is presenting the plan to all ten village boards, the Downtown Columbia Partnership, and other community organizations that are interested in learning more about the concept plan.

2021 Chrysalis Season

The 2021 season has started! The Trust began renting the Chrysalis for rehearsals and filming of a virtual musical theater production. We continue to work with our partners on rentals and for a fulsome performance season.

Board Request Tracking Log
FY 2021
As of February 17, 2021

	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	Nancy McCord	Communications to the Community	5/28/2020	BOD; Communications and Marketing	On-going	The BOD is working on a draft overall communications strategy to ensure that a consistent message is given to the community. Communications and Marketing is using the website and social media to inform the community of CA's reopening plans.
3	Nancy McCord	Members wish to pay dues and help CA's financial situation in hopes of using the facilities sooner	5/28/2020	Accounting	On-going	Membership billing to be sent on 6/19/2020. CA is a 501(c)(4) organization and cannot accept donations.
4	Alan Klein	What was the process used to have tot lot removed recently?	11/12/2020	Open Space and Facility Services	12/11/2020	Email sent to BOD

Board Request Tracking Log
FY 2021
As of February 17, 2021

	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>
5	Dick Boulton	Would like a review of the easement between Columbia Association and the Inner Arbor Trust	1/28/2021	President's Office	4/1/2021	
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Resident Request Tracking Log

FY 21

As of February 17, 2021

	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	Rosalind Danner	What are the reasons for the increases in FY 2020 Insurance and Taxes expense and Technology Supplies/Expenses, as compared to FY 2019?	7/23/2020	VP/CFO	8/23/2020	E-mail sent on 7/30/2020
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