



April 8, 2022

To: Columbia Association Board of Directors  
CA Management

From: Janet Evans, Board Chair

**The Columbia Association Board of Directors Hybrid Work Session will be held on Thursday, April 14, 2022 beginning at 7:00 p.m.**

**AGENDA**

1. Call to Order	5 min.	Page Nos.
(a) Announce the procedures being used to conduct the hybrid work session		
(b) Roll Call to determine Directors in attendance		
(c) Announce that both audio and video of the work session are being broadcast. Anyone using the link on CA's website will be able to see and hear the proceedings.		
(d) Timekeeper – Tina Horn		
2. Approval of Agenda	1 min.	
3. Verbal Resident Speakout will be available to individuals who submitted the Resident Speakout form on CA's website by the specified due date. Please note that, due to time constraints, it may be necessary to limit the number of people at Verbal Resident Speakout.		
4. Work Session Topics	130 min.	
(a) Minority Business Enterprise Program Policy Provisions	(20 min.)	2 - 6
(b) Proposed FY 2022 Funding-Emergency Cash Reserves	(20 min.)	7 - 11
(c) Advisory Committees – Board Subcommittee Report-Out	(30 min.)	12 - 14
(d) Revisions to Ethics Policies	(60 min.)	15 - 46
5. Questions Only	20 min.	
(a) Most Recent Development Tracker		47 - 56
(b) Community Operations Update		57 - 75
(c) State and County Legislation		76 - 79
(d) President's Remarks; Follow-Up Questions from the Board Members		
6. Proposed New Topics	5 min.	
7. Chair's Remarks	5 min.	
8. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m.		

**Next Scheduled Hybrid Board Meeting**  
**Thursday, April 28, 2022 – Beginning at 7:00 p.m.**

**CA Mission Statement**

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

**CA Vision Statement**

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



April 8, 2022

To: Columbia Association Board of Directors  
Lakey Boyd, President/CEO

From: Susan Krabbe, Senior Vice President and CFO  
Patrick O'Malley, Director of Purchasing

Re: MBE Policy – Possible Amendments

At its March 24, 2022 meeting, the CA Board discussed CA's Minority Business Enterprise (MBE) Policy. As a reminder, the Board voted in January 2022 to extend the MBE policy for ten years and to request staff to return in March for additional discussion on provisions of the policy after considering both recommendations proposed by the Board subcommittee and other recommendations staff may have. The Board subcommittee is comprised of Tina Horn, Ashley Vaughan and Shari Zaret.

We reached out to the Board subcommittee on March 30 and requested their thoughts on the proposed changes discussed by the Board on March 24, and any additional revisions. We did not receive a response.

As requested, therefore, we have prepared the attached redlined version of the existing policy to show the proposed changes provided to and discussed by the Board, at the March 24 meeting.

We also note that we continue to propose the reporting and success metrics noted below, which we did not think should be included in the actual policy.

#### Reporting

Staff will continue to report the actual MBE spend every quarter in the quarterly financial report. In addition, we propose an annual update and report at a Board work session or Board meeting to include the success metrics listed below. Staff would like to have the annual update in September, so we have first quarter data for FY 2023, and thereafter.

#### Success Metrics

Beginning in FY 2023, staff would track and report on the following metrics:

1. Number of MBEs receiving requests for proposals and/or invitations for bids (RFPs/IFBs).
2. Number of MBE vendors awarded contracts
3. Dollars spent by MBE subgoal category compared to the subgoals

We would very much appreciate Board direction regarding possible amendments to the MBE policy.

**MINORITY BUSINESS ENTERPRISES,  
WOMEN OWNED BUSINESS ENTERPRISES AND DISABLED OWNED  
BUSINESS ENTERPRISES POLICY**

The Columbia Association (CA) encourages Minority Business Enterprises (“MBEs”), Women Owned Business Enterprises (“WBEs”) and Disabled Owned Business Enterprises (“DBEs”) to participate in CA procurements. For the purposes of this policy, an MBE is a business entity that is majority owned, operated, and controlled by members of one of the following groups: African Americans, Native American Indians, Asian Americans, and/or Hispanic Americans. A WBE is a business entity that is majority owned, operated, and controlled by a Caucasian woman. A DBE is a business entity that is majority owned, operated and controlled by an individual who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such impairment.

CA shall:

- a. Promote participation of MBEs, WBEs and DBEs in Procurements of all types and of all values;
- b. consider responsible and responsive MBEs, WBEs and DBEs when soliciting, conducting, and awarding Procurements;
- c. discuss with Vendors MBE, WBE and DBE subcontracting and other business relationship opportunities when available, at all phases of the Procurement process;
- d. train all CA purchasers on this policy;
- e. include the following language in Invitations for Bids (“IFBs”) and Requests For Proposals (“RFPs”):

Minority Business Enterprises, Women Owned Business Enterprises and Disabled Owned Business Enterprises will be afforded equal opportunity to submit Bids or Proposals in response to this Procurement and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for award;

- f. maintain lists of potential Bidders and Offerors that include responsible MBEs, WBEs and DBEs;
- g. suggest that Vendors provide Procurement documents to responsive MBEs, WBEs and DBEs for subcontracting and other business relationship opportunities that may be available due to the scope and nature of the Procurement;
- h. ask Vendors to provide information related to MBE, WBE and DBE participation in Procurements and availability of subcontracting and other business relationship opportunities for MBEs, WBEs and DBEs, including descriptions of steps taken to seek and encourage that participation and other relationships;
- i. if there are no known MBEs, WBEs or DBEs that may respond to a Procurement for which an IFB or RFP will be issued, make efforts to locate such firms and to encourage participation of MBEs, WBEs and DBEs in the Procurement;
- j. when requested by Vendors, offer the assistance of Purchasing ~~Department~~Division personnel in identifying, locating, and contacting MBEs,



WBEs and DBEs available for subcontracting and other business relationships;

- k. ensure that requirements for MBE, WBE and DBE participation under Federal or State law or agreements are met when applicable; and;
- l. request Vendors to keep the Purchasing ~~Department~~division advised of existing MBE, WBE and DBE subcontracts and other business relationships, as well as any changes to these business relationships that affect MBE, WBE and DBE participation in the Procurement.

CA recognizes certifications from Howard County, Maryland; the Maryland Department of Transportation; the City of Baltimore, Maryland; or another certifying entity.

CA will establish guidelines and document efforts to attain its goal to procure ~~Twelve Percent (12%)~~Fifteen Percent (15%) in FY 23, Eighteen Percent (18%) in FY 24, Twenty Percent (20%) in FY 25 and Twenty Three Percent (23%) in FY 26 of the total dollar value in eligible procurements from MBEs, WBEs and DBEs.

The Purchasing ~~Department~~division will assist CA purchasers in striving to attain or exceed this goal.

CA will establish guidelines and document efforts to attain the following subgoals:

<u>MBE Subcategory</u>	<u>FY 23</u>	<u>FY 24</u>	<u>FY 25</u>	<u>FY 26</u>
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<u>African American</u>	7.0%	8.0%	9.0%	10.0%
<u>Hispanic American</u>	1.0%	1.5%	2.0%	2.0%
<u>Asian American</u>	2.5%	3.0%	3.5%	4.0%
<u>Native American</u>	0.1%	0.1%	0.1%	0.3%
<u>Disabled</u>	0.4%	0.4%	0.4%	0.7%
<u>Women (non-minority)</u>	4.0%	5.0%	5.0%	6.0%

This policy will terminate on April 30, 20~~23~~<sup>2</sup> unless the CA Board of Directors extends this policy after thorough evaluation and review.



April 8, 2022

To: Columbia Association Board of Directors  
Lakey Boyd, President/CEO

From: Susan Krabbe, Senior Vice President and CFO

Cc: Lynn Schwartz, Director of Finance/Treasurer  
Jackie Tuma, Director of Audit and Advisory Services  
James Young, Chair, Audit Committee

Re: Recommended FY 2022 Funding – Emergency Cash Reserves

In April 2021, the CA Board approved CA's Emergency Cash Reserves Policy (attached), the first time in CA's 56-year history that such a reserve was established. As part of the fiscal year (FY) 2022 budget process, the CA Board of Directors (Board) approved the establishment of a \$2 million cash reserve, the beginning of an Emergency Cash Reserves for CA that would be built upon going forward. A condition of the Board's decision was to charge staff with developing a reserve policy, including funding sources, timeline, withdrawal and replenishment directions, to be submitted for Board evaluation, analysis and approval by April 30, 2021.

### **Background, Approach and Methodology**

In 2021, staff researched reserve fund guidance for nonprofit organizations and found that the general response is that it depends on the nature of the organization and its risk factors. The last formal nonprofit "best practice" is from 2008, with the formation of the Nonprofit Operating Reserve Initiative (NORI). NORI's guidance suggested that, while there is no general formula, three months' (25%) of annual operating expenses was a good baseline cash reserve. (See: <https://www.nonprofitaccountingbasics.org/nonprofit-reserves>)

However, since 2008, nonprofit organizations continue to expand their application of enterprise risk management (ERM) concepts. Risk is generally defined as the chance of something happening, measured in terms of probability, and any impact that may adversely or positively affect the achievement of an organization's long-term business objectives.

CA staff used this more data-driven, risk-based cash reserves approach to recommend the establishment of the Emergency Cash Reserves for CA and developed an Emergency Cash Reserves risk matrix in April 2021, which the Board used in its evaluation of the policy.

In March 2022, CA staff updated the April 2021 risk matrix based on the Third Quarter FY 2022 financial results and other operational and governance-related factors. The following chart provides the risk matrix updated as of March 31, 2022:

\$000's					Emergency Cash Reserves			
Description and Identified Risk	Maximum Potential Exposure	Impact %	Likelihood %	Time Horizon	Minimum at 4/30/22	Target at 4/30/24	Target at 4/30/26	Target at 4/30/28
<b>Operations –</b> 60 days cash on hand	\$8,541			FY 2026	\$1,623	\$1,951	\$4,751	\$8,541
<b>Annual charge revenue –</b> Declining property values	\$5,000	50%	40%	FY 2025	\$0	\$500	\$1,000	\$1,000
<b>Line of credit –</b> Nonrenewal of the line of credit	\$20,000	40%	5%	FY 2024	\$0	\$400	\$400	\$400
<b>Legal –</b> Uninsurable legal expenses	\$19,500	90%	40%	FY 2025	\$3,510	\$5,265	\$7,020	\$7,020
<b>Target reserve balance at fiscal year end</b>					<b>\$5,133</b>	<b>\$8,116</b>	<b>\$13,171</b>	<b>\$16,961</b>

The assumptions for the updated March 2022 risk matrix are:

- The 60 days cash on hand is based on FY 2022 year-end estimate as of March 31, 2022 for total expenses less depreciation.
- The annual charge revenue risk is based on a maximum potential 10% decrease in valuations, the impact of which is estimated at 50% and the likelihood is 75%.
- The existing commercial line of credit expires in June 2023.
- The maximum potential exposure for uninsurable legal expenses is based on benchmarked insurance coverage for several risk exposures. The “likelihood” percentage was increased and the time horizon shortened based on a current assessment of related risks.
- Full funding of the targeted reserves is projected for April 30, 2028, an extension of two years over the previous timeline, due to the increase in the total and other cash needs during this period of time.

It should be noted again that these target Emergency Cash Reserves are separate, distinct and in addition to the \$3 million cash reserve required by our lender for the 2020 term loan financing.

### **Recommended FY 2022 Funding**

As reported in the FY 2022 Third Quarter Financial Report, CA’s anticipated cash position for April 30, 2022 is significantly better than what was budgeted, due primarily to the receipt of the Employee Retention Tax Credit (ERTC) funds in FY 2022. Strong expense controls and better than expected annual charge revenue have also contributed to this favorable cash position. The ERTC was developed to help organizations retain employees during the pandemic and resulting financial crisis. Using a portion of these funds to strengthen CA’s financial position and emergency reserves sends a very powerful and positive message reassuring current employees

regarding organizational stability and security. Additionally, it also serves to encourage prospective employees to join CA in a very challenging recruiting season.

Overall, the strategic objective of adequately funding Emergency Cash Reserves is to protect against disruption to CA's program and organizational continuity due to significant, immediate unforeseen changes in circumstances. This addition would bring the total Emergency Cash Reserves to \$5 million as of April 30, 2022, which is 29% of the full reserves amount targeted for funding by April 30, 2028 (a targeted total of \$17 million).

The initial required funding of \$2 million was done as of April 30, 2021. Thus, given the updated risk matrix and CA's anticipated cash position as of April 30, 2022, **staff recommends that the CA Board approve an addition to the Emergency Cash Reserves of \$3 million in FY 2022, to bring the reserve balance as of April 30, 2022 to \$5 million.**

Columbia Association Inc.  
*Emergency Cash Reserves Policy*

I. Purpose

The purpose of the Emergency Cash Reserves policy is to build and maintain an adequate level of cash reserves to help ensure the long-term financial stability of Columbia Association (CA) and to position CA to respond to varying economic conditions and changes affecting CA's financial position and its ability to continuously carry out its mission for the community.

CA will maintain the Emergency Cash Reserves to achieve the following objectives:

- > To maintain day-to-day operations to the extent feasible in the event of unforeseen, immediate and otherwise unsurmountable shortfalls. The Emergency Cash Reserves are not intended to replace a permanent loss of revenue or subsidize an ongoing budget gap.
- > To promote community confidence in the long-term sustainability of CA by preventing catastrophic cash flow crises that could diminish CA's reputation and force the leaders of the organization to make expensive, short-term crisis-based decisions.

This policy will be implemented in conjunction with CA's other financial policies and is intended to support the goals and strategies contained in those related policies and in strategic and operational plans and budgets.

II. Definition and Goals

The Emergency Cash Reserves are defined as the designated cash set aside by action of CA's Board of Directors (Board), at the recommendation of CA staff.

A lower and upper funding level range shall be proposed by CA senior management to the CA Board for consideration and approval in conjunction with the adoption of CA's budget. CA senior management will conduct a detailed review of the Emergency Cash Reserves at least once every three years.

III. Accounting for the Emergency Cash Reserves

The Emergency Cash Reserves will be recorded in CA's accounting system and financial statements as board-designated cash reserves. The Emergency Cash Reserves will be maintained and invested in accordance with CA's Board-approved investment policy. It is not required that the Emergency Cash Reserves be physically segregated in a separate bank account although CA senior management may decide to do so.

IV. Funding of the Emergency Cash Reserves

The Emergency Cash Reserves will be established initially by cash generated from operations and financing activities in FY 2021. The CA Board may, from time to time, direct that a specific source of revenue be set aside for the Emergency Cash Reserves. For example, sources may include one-time grants, proceeds from the sale of assets, or a portion of greater than anticipated revenue.

V. Authority to use the Emergency Cash Reserves

The President/CEO has authority to access and use the Emergency Cash Reserves so long as that use is consistent with the purpose outlined in this policy, and provided that any amount withdrawn and subsequently replenished results in a funding level at fiscal year-end representing a Board-approved funding level.

A draw-down from the Emergency Cash Reserves that will not or cannot be replaced with operating funds within the same fiscal year must be approved in advance by a majority of the CA Board.

VI. Reporting and Monitoring

The President/CEO is responsible for ensuring that the Emergency Cash Reserves are maintained and used only as described in this policy. CA's Audit Committee and Board will monitor the status of the Emergency Cash Reserves as a part of CA's fiscal year-end reporting practices and procedures.

The President/CEO will maintain records of the Emergency Cash Reserves and will provide regular reports to the Audit Committee and the CA Board, including progress to get the Emergency Cash Reserves to the target minimum amount, and then to restore to the target minimum amount following a draw-down.

Changes to the Emergency Cash Reserves funding level may be proposed by the President/CEO to the CA Board for their deliberation. If there is to be a reduction in the Board-approved funding level, such a decision must be approved by a majority of the Board.

VII. Review of Policy

Senior management will review this policy every three years at minimum, or sooner if warranted by internal or external events or changes. Changes to the policy will be recommended by CA senior management to the Board and approved by a majority of the Board.

5 April 2022

## CA Advisory Committees

Previously, the CA Board discussed some changes around how we engage and use information from the CA Advisory Committees, including but not limited to differentiating among types of advisory committees and having more targeted expectations depending on the type (e.g., user groups or those with a particular expertise), determining if the group's purpose is still valid, improving diversity on the committees and ways the CA Board can incorporate and solicit advisory committee feedback,

*Start Date:* 3 March 2022

*Target End Date:* 3 April 2022

*Expected deliverable(s):* A report, with recommendations, to the CA Board for changes to the approach to and utilization of CA Advisory Committees.

The CA Board Subcommittee for CA Advisory Committees will consist of the following CA Board members.

- Janet Evans
- Tina Horn
- Andy Stack (Chair)
- Ashley Vaughan

Advisory committees ensure that there is a substantial level of community participation and involvement in the development of CA program policies and priorities. CA has 12 advisory committees which consist of resident volunteers and CA staff working together on particular aspects of the community.

Existing CA Advisory Committees:

1. Aquatics Advisory Committee
2. Art Center Advisory Committee
3. Climate Change & Sustainability Advisory Committee
4. Greens & Golf Committee Advisory Committee
5. Health & Fitness Advisory Committee
6. IT Advisory Committee
7. International & Multicultural Advisory Committee
8. Millennial Advisory Committee
9. Senior Advisory Committee
10. Teen & Middle School Advisory Committee
11. Tennis Advisory Committee
12. Watershed Advisory Committee



## Recommendations

### Recommendation 1: Abolish the IT Advisory Committee.

The IT Advisory Committee has not met for several years. CA has new IT leadership and utilizes consultants for expertise. CA's IT is focused internally. Web content is a responsibility of Communications & Marketing and not IT.

### Recommendation 2: Group the existing Advisory Committees (excluding IT) into User-focused, Topic-focused, and Community Engagement-focused committees.

#### **User-focused Advisory Committees**

Advisory Committees composed of users of a service which provide feedback from users of particular CA services to appropriate CA departments/divisions.

1. Aquatics Advisory Committee
2. Greens & Golf Advisory Committee
3. Health & Fitness Advisory Committee
4. Tennis Advisory Committee

#### **Topic-focused Advisory Committees**

Advisory Committees composed of people with various types of expertise which provide input to CA departments/divisions on particular topics.

1. Art Center Advisory Committee
2. Climate & Sustainability Advisory Committee
3. International & Multicultural Advisory Committee
4. Watershed Advisory Committee

#### **C. Community Engagement-focused Advisory Committees**

Advisory Committees composed of residents from particular segments of our community and providing input to CA as a whole.

1. Millennial Advisory Committee
2. Senior Advisory Committee
3. Teen & Middle School Advisory Committee

### Recommendation 3: Turn responsibility for User-focused and Topic-focused Advisory Committees to the appropriate CA division/department.

The appropriate CA division/department is most knowledgeable regarding the use of user-focused and Topic-focused advisory committees and how it should be structured to provide input. The CA Board should retain responsibility for approving the charters of Community Engagement-focused committees.

### Recommendation 4: Have CA Board Liaisons for Topic-focused and Community Engagement-focused Advisory Committees.

This will help keep the CA Board informed regarding the work of these particular committees and allow these committees to receive input from the CA Board (via the liaison).

### Recommendation 5: Refocus the Teen and Middle School Advisory Committee to cover the entire community and not just the existing Teen Center.

Consider Teens as a particular segment of the community similar to Seniors and Millennials.

Recommendation 6: Convene a working group of CA Board and CA staff members to review and propose changes to the charters of Community Engagement-focused Advisory Committees..

The CA Board should decide how it views the purpose and utilization of Community Engagement-focused Advisory Committees including determining membership, meeting requirements and reporting requirements.

Recommendation 7: Provide the following guidance to all Advisory Committees

1. Each User-focused and Topic-focused Advisory Committees must meet at least quarterly.
2. Meeting date, location, and agenda must be published/available to the public at least 1 week in advance of the meeting.
3. Charter and membership of each Advisory Committee must be available on CA's website.
4. Minutes from each meeting must be available on CA's website.
5. Each Advisory Committee must have an identified CA staff person who will have administrative tasks.
6. Diverse memberships on Advisory Committees.
7. CA Board member liaison must report quarterly (in bullet form) to the CA Board on particular Advisory Committee meetings.
8. Meetings can be virtual or hybrid.



CA Team --

This entire Ethics Policy could be distilled to a single statement:

**Do the right thing, whether or not someone is watching.**

It would be ideal if we could all live in a world where this is always true and we did not need to spell out specifics in policies. However, we live in a world, and serve in an organization, with complex and interconnected human behaviors. In fact, each of us might have differing perspectives on what “the right thing” might be in a particular situation. The reality is that we do need clearly stated, widely published, and openly recognized guidelines, recommendations, and even requirements, to ensure that we are all operating, engaging, and leading in the same manner.

I commit to serving this organization in my capacity while holding to the standards contained within this Ethics Policy. I expect the same from you in your service to CA.

Respectfully,

Lakey Boyd  
President / CEO

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## SECTION I. ETHICS AND BUSINESS CONDUCT

### A. Introduction

The Code of Ethics and Business Conduct section of this Ethics Policy (“Policy”) is designed to promote honest, ethical, and lawful conduct by all CA employees, Board members, officers, senior management, volunteers, and affiliates, and is intended to help you understand CA’s standards of ethical business practices. This section describes the types of ethical conduct that CA expects from everyone in the organization and provides that all CA personnel and Board members will be held responsible for acting accordingly. You are expected to conduct yourself in accordance with the underlying policies and procedures so as to avoid even the appearance of improper behavior.

The underlying policies cover a wide range of business practices and procedures. While the policies cannot cover every conceivable issue that may arise, they do set out basic principles to guide you in your day-to-day CA business activities. Some of these principles are also set forth in more detail in CA’s ***Team Member Handbook*** and ***Purchasing Policies and Procedures***. These ethics policies should also be provided to CA’s agents, consultants, and representatives who are expected to apply the same high ethical standards while working on CA business.

If a policy conflicts with the law, you must comply with the law. Where a custom conflicts with a policy, however, you are expected to comply with the policy. These policies supersede any past policies, practices, or customs. Questions about any such conflicts can be directed to CA’s principal ethics officer (“**PEO**”), who is CA’s General Counsel.

The PEO has overall responsibility for providing oversight of these policies and assisting you regarding the application of these policies and related laws, regulations, policies, and procedures. If you believe a situation may involve, or lead to, a violation of these policies, you have a duty to act by seeking guidance and reporting such concerns or violations. You may also want to consult with or seek guidance from your immediate supervisor, a team leader, the Director of Human Resources, Diversity and Inclusion, or the PEO. The PEO can be reached at 410-715-3115. You may report violations anonymously by calling the Ethical Advocate Ethics Hotline at 877-619-7909 or by submitting your complaint online at [ca.ethicaladvocate.com](http://ca.ethicaladvocate.com).

Violators of the Ethics Policy will be subject to disciplinary action up to and including termination of your service with CA. If you find yourself in a situation that you believe may violate, or lead to a violation of, these policies, you must follow the procedures described in Section IV, Reporting Ethics Violations.

In certain circumstances, misconduct may also be reported to the appropriate law enforcement authorities.

### B. Compliance with Laws, Rules, and Regulations

Obeying the law, both in letter and in spirit, is the foundation of CA’s ethical standards. You are expected to comply with, and obey, all federal, state, and local laws, rules, and regulations. While it is no small task to know the details of the laws, rules, and regulations that may affect CA’s daily business operations, these policies, along with other CA policies, provide important guidance in making decisions.

These policies are part of a broader set of organizational policies, including without limitation, CA's ***Drug and Alcohol Policy, Equal Opportunity and Sexual Harassment Policy, and Workplace Violence Prevention Policy.***

If you have any doubt as to the lawfulness of any proposed activity, you should seek advice from the PEO.

### **C. Equal Opportunity**

Columbia Association is an Equal Opportunity Employer, and embraces team members and volunteers who can contribute to the diversity of the organization. Over and above non-discrimination, CA's mission includes engaging its diverse community and meeting the evolving needs of a dynamic and inclusive community. That's why CA welcomes people of diverse or marginalized backgrounds and abilities as part of the its team.

CA is committed to providing equal employment opportunities and maintaining a work environment that is free of offensive conduct, discrimination, hostility, harassment or intimidation based on race, sex, religion, color, age, national origin, pregnancy, gender identity, and any other factors protected by federal, state, and local laws. Accordingly, abusive, harassing or other offensive conduct, whether verbal, physical, or visual is strictly prohibited.

If you believe that you have been subjected to or observe others being subjected to unlawful discrimination, harassment, or intimidation by other CA personnel, including Board members, or contractors, vendors, customers, or other individuals with whom CA has, or expects to have, a business relationship, you are expected to report such conduct in accordance with the procedures described in Section IV, Reporting Ethics Violations, of this Policy.

### **D. Drug-Free Workplace**

CA prohibits the inappropriate or illegal use of drugs and alcohol. The illegal possession, distribution, or use of any controlled substances on CA's premises or at CA functions is strictly prohibited. Similarly, reporting to work under the influence of illegal drugs or alcohol and/or the abuse of alcohol or medications in the workplace are violations of this Policy and the law.

### **E. Conflicts of Interest**

All CA Personnel (which includes Senior Management, and CA team members and committee members), and the Board members, are expected to be mindful of possible conflicts of interest.

A conflict of interest exists when a person's private activities, agreements, business investments or interests or other situations, whether paid or unpaid, could reasonably be expected to interfere with the person's objectivity, job performance, judgment or diligence in protecting and promoting the interests of CA to the extent that such person would place his or her personal interests, or those of another, above the interests of CA. While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest is likely to arise when:

1. You take action or have interests that impede your ability to perform your work objectively or effectively;

2. You have a financial or personal interest in a contract or transaction to which CA is a party;
3. You or a family member receive improper personal benefits as a result of your CA position;
4. You work simultaneously for CA and a competitor of or vendor to CA. You should avoid any direct or indirect business connection with CA's competitors and vendors, except on CA's behalf;
5. CA purchases property, materials, supplies, equipment or services from you or from any business or company that is owned or controlled by you or a family member; or
6. You receive a personal loan from CA.

An actual or perceived conflict of interest may not always be obvious. Care should be taken about the appearance of a conflict of interest since such appearance might impair the reputation of CA even when there is no actual conflict and no wrongdoing. You have an obligation to avoid any conflict of interest and, where avoidance is not feasible, to disclose the situation to a manager, the Director of Human Resources, the PEO, the Chair of the Board of Directors, or the Chair of the Audit Committee of the Board of Directors as applicable. If you have a question, you should consult with one of these parties. If you become aware of any potential, actual or apparent conflict of interest, whether involving you or any other party, you must follow the procedures described in section IV, Reporting Ethics Violations, of this Policy.

#### **F. Gifts and Entertainment, Gratuities, and Illegal Payments**

The purpose of business entertainment and gifts is to create goodwill and sound working relationships, not to gain unfair advantage. You, your family members, and agents of CA are prohibited from accepting, offering, or providing gifts or entertainment. CA personnel and Board members are prohibited from accepting any gift with a value exceeding \$25.00 or a series of gifts with a total value exceeding \$100.00 in a one-year period from any one person or entity as such gifts are deemed excessive in value. If you receive a request for such a gift, you must report it to the PEO. Any CA team member that is offered tips should consult with a team leader, the Director of Human Resources, or the PEO. Anyone with questions about whether accepting, offering, or providing gifts or entertainment is prohibited in any particular situation should contact an immediate supervisor, a team leader, the Director of Human Resources, or the PEO.

Kickbacks to or from any person are prohibited. No illegal payments of any kind are to be made to any local, state or Federal Government officials, or to officials of any other country, territory or municipality at any time or under any circumstances. Moreover, no funds or other assets of CA are to be paid, directly or indirectly, to government officials or persons acting on their behalf or to representatives of other businesses for the purpose of influencing decisions or actions with respect to CA's activities.

Also, you may not use agents, consultants, independent contractors, or other representatives to do indirectly what you could not do directly under the Code or any other applicable law, rules and regulations.



### **G. Contest Awards**

You, and your family, are not eligible to win any type of prize or award associated with any contest, drawing, raffle, sweepstakes or other competition open to the public that is sponsored or run by CA. However, part-time and seasonal CA team members – excluding family members of the CA Board of Directors and Senior Management – are eligible to apply for the Spirit of Columbia Scholarship and to be awarded such Scholarship if they are determined to meet the criteria for such award.

### **H. Misuse of Assets**

You have an obligation to protect CA's assets from misuse or misappropriation. CA's assets include tangible assets, such as products, equipment and facilities, as well as intangible assets, such as intellectual property, trade secrets, reputation and business information. The Organization's assets may only be used for business purposes and such other purposes as are approved by the Organization. You must not take, make use of, or knowingly misappropriate the assets of the Organization for personal use, for use by another, or for an improper or illegal purpose. You may not remove, dispose of, or destroy anything of value belonging to CA without CA's express written consent, including both physical items and electronic information. Any suspected incident of fraud or theft should be immediately reported for investigation as per Section IV, Reporting Ethics Violations, of this Policy.

### **I. Corporate Opportunities**

You owe a duty to CA to advance its legitimate interests when the opportunity to do so arises. Without the consent of CA's Board of Directors, you are prohibited from taking for yourself, or directing to others, business opportunities that are made known to you or obtained through the use of corporate property, information or your position.

### **J. Confidential or Proprietary Information**

You must not use or disclose any confidential or proprietary information to any person or entity outside of CA, either during or after service with CA, except with written authorization or as may be required by law. You may not use confidential or proprietary information for your own personal benefit or the benefit of persons or entities outside the Organization.

Proprietary information includes, but is not limited to, non-public information relating to the CA's operations, documents identified as confidential, non-public information about discussions and deliberations, relating to business issues and decisions, between and among employees, volunteers, officers and directors, and intellectual property. Proprietary information may be encountered in many forms, such as documents, electronic media, or even business conversations. Proprietary information **does not** include information that:

1. is or becomes publicly available without breach of the Code;
2. is or becomes known or available from a third party who did not acquire or disclose such information by breach of a duty of confidentiality or by a wrongful or illegal act;
3. is subject to disclosure under the Maryland Homeowners Association Act; or
4. is independently developed by you or others without reference to CA's proprietary information.

Unauthorized use or distribution of proprietary information may be illegal and result in civil or criminal penalties. In general, proprietary information shall not be used for your personal benefit and can be distributed within CA only on the basis of business necessity. Proprietary information may not be disclosed outside CA unless required by law or specifically authorized by the appropriate team leader or officer and only after the recipient of the information executes a non-disclosure agreement acceptable to CA. You are expected to take reasonable measures to protect proprietary information from being disclosed outside CA. If third parties seek to compel disclosure of proprietary information, CA's General Counsel must be notified. Proprietary information that belongs to a third party and is covered by a non-disclosure agreement or similar agreement also must be protected accordingly.

Additionally, you are required to protect the confidentiality of all proprietary Information after your relationship with CA ends. You shall not retain any proprietary information after termination, and you shall not disclose any proprietary information or use it for any purpose at any time thereafter. You shall cooperate with CA after termination in any effort to control disclosure of proprietary information or to retrieve information from others and to enforce the terms of any nondisclosure agreement or similar agreement against third parties.

Questions about the proprietary nature of any information should be directed to your immediate supervisor, a team leader, the Director of Human Resources, Diversity, and Inclusion, or the PEO.

#### **K. Competition and Fair Dealing**

CA seeks to provide its services to the Columbia community fairly and honestly. We seek competitive advantages through superior performance, never through unethical or illegal business practices. Theft or unauthorized use or disclosure of confidential or proprietary information, or the possession of trade secret information that was obtained without the owner's consent, is prohibited. CA Personnel, and Board members, should endeavor to respect the rights of, and deal fairly with, the residents and businesses of Columbia, and CA's customers, vendors, competitors, and personnel. CA Personnel, and Board members, shall not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other intentional unfair-dealing practice.

#### **L. Outside Communication**

CA is committed to providing full, fair, and accurate disclosure in all public communications and to being in compliance with all applicable law, regulations, and rules. For this reason, ***unless you are specifically authorized to do so***, you may not speak or act on CA's behalf or make any appearance of doing so. Never answer questions from the media or other members of the public without making it clear you are speaking solely as an individual. If you should receive such an inquiry, it is best to obtain the name and contact information of the person and immediately notify CA's Director of Communications and Marketing.

As a private individual, you have the right to speak out on issues in any public forum or on social media, websites, and other vehicles. However, when you speak as an individual, it is critical that you expressly state that you are not speaking in your role as a CA employee or Board member and not give the appearance of speak or act on CA's behalf as a private individual, or give the appearance of doing so. You should be especially aware of the broad reach of social networking and similar media and the potential organizational harm that comes from making public statements. Such vehicles are increasingly monitored by customers, regulators, and colleagues,

and your comments may be attributed to CA, even though you did not intend for them to be taken that way.

#### **M. Network Use, Integrity, and Security**

CA reserves the right to monitor and review any information contained on a CA computer or other electronic device issued by CA. In addition, CA reserves the right to monitor and review any use of the internet and CA e-mail or any other electronic communications without notice. Access to CA systems may be revoked, and disciplinary action taken, in the event such systems are used to commit illegal acts or to violate the nondiscrimination, harassment, solicitation, proprietary information or any other terms of the Code.

In order to maintain systems integrity and protect CA's network, you must not divulge any passwords used to access CA computers or databases. You also must avoid using or distributing unauthorized software that could damage or disrupt CA's work environment by transmitting viruses or conflicting with CA systems. You shall not engage in the unauthorized use, copying, distribution or alteration of computer software whether obtained from outside sources or developed internally. All software, including "shareware," contains terms of use to which you must adhere.

Any suspected breach of CA's network security systems or misuse of the system should be reported immediately to the IT department and also pursuant to the Policy for Reporting Violations.

#### **N. Health and Safety**

CA strives to provide a safe and healthy work environment. All CA personnel, and Board members, have a responsibility to follow safety and health rules and practices, and to report accidents, injuries, and unsafe equipment, practices or conditions.

#### **O. Financial Management and Record-Keeping**

Public disclosure of certain CA information is our practice and may also be required by law. We make full, fair, accurate, timely, and understandable disclosures in periodic reports and in public statements such as news releases. CA requires honest, timely, and accurate recording and reporting of information involving CA accounts, payroll, business expenses, and time recording in order to make truthful public disclosures and support responsible business decisions. Falsifying business records is a serious offense that may result in criminal prosecution, civil action and/or disciplinary action up to and including termination. If you are authorized to make expenditures or enter into transactions on behalf of CA, you must ensure that all transactions are recorded properly.

All of CA's books, records, accounts, and financial statements must be maintained in reasonable detail, must appropriately reflect CA's transactions and must conform both to applicable legal requirements and to CA's system of internal controls. All records are to fairly and accurately reflect, in reasonable detail, CA's assets, liabilities, revenues, and expenses. All transactions are to be supported by accurate documentation in reasonable detail and recorded in the proper account and in the proper accounting period. No transactions should be intentionally misclassified as to accounts, departments or accounting periods. No information should be concealed from CA's internal or independent auditors. CA Personnel involved in the preparation, accumulation,

summarization, and reporting of financial information must ensure there are no false or misleading entries, material misstatements or fraudulent activities that would directly or indirectly impact our financial statements or business operations. Personnel involved in systems, processes, and reporting mechanisms, both financial and non-financial in nature, have a responsibility to ascertain that they are operating effectively.

Anyone aware of issues that might impact the financial statements or business operations of CA must make full disclosure to their immediate supervisor, a team leader, and the director of human resources or the PEO. If you are involved in establishing or maintaining internal controls, you must make sure such controls are operating effectively and are sufficient to ensure that information generated is accurately recorded and reported on a timely basis. As requested by management, you may be required to certify on a periodic basis the integrity of financial reports for which you are responsible.

Business records and communications often become public, so exaggeration, derogatory remarks, guesswork, or inappropriate characterizations of people and companies should be avoided. This applies equally to email, internal memos, website and social media postings, blogs, and formal reports. Records should always be retained or destroyed in accordance with CA's ***Record Retention and Disposal Policy ("Retention Policy")***. Destroying or altering a document with the intent to impair the document's integrity or availability for use in any potential official proceeding is a crime. **Documents relevant to any pending, threatened or anticipated litigation, investigation or audit shall not be destroyed for any reason.** In accordance with the Retention Policy, in the event of litigation or governmental investigation, consult CA's General Counsel. If you believe that CA records are being improperly altered or destroyed, you should report it as per Section IV, Reporting Ethics Violations, of this Policy.

#### **P. Business Expenses**

You may incur business expenses, which must be documented and recorded accurately. If you are not sure whether a certain expense is legitimate, ask your immediate supervisor, a team leader, the Director of Human Resources or the PEO. Rules and guidelines are set forth in CA's ***Procurement Card Policy*** and ***Travel Policy***, and are available from the Finance and Purchasing Departments.

#### **Q. Audits and Investigations**

CA personnel, and Board members, shall cooperate with CA representatives and relevant authorities in matters of internal and external audits, government investigations and other activities to the fullest extent of the law. On occasion, government auditors or investigators may contact individual CA Personnel, and Board members, directly. Any request for information, complaint or other inquiry from a governmental organization shall be forwarded directly to our General Counsel. If you are in doubt about how to proceed, contact the General Counsel. Failure to cooperate fully in an investigation or audit shall be grounds for discipline up to and including termination.

#### **R. Reporting Illegal or Unethical Behavior**

You are required to report any circumstance that you believe in good faith may constitute a violation of the Code or any other CA policy, applicable law, regulations, or rules. If you are in a situation that you believe may involve or lead to a violation of the Code, you should report it

according to the procedures described in Section IV, Reporting Ethics Violations. You may also consult with and/or seek guidance from your immediate supervisor, a team leader, the Director of Human Resources, Diversity, and Inclusion, or the PEO.

It is CA's policy to encourage the communication of bona fide concerns relating to the lawful and ethical conduct of business, and audit and accounting procedures or related matters. It is also the policy of CA to protect those who communicate bona fide concerns from any retaliation for such reporting. Pursuant to, among other things, the Policy for Reporting Violations, CA does not permit retaliation of any kind for good faith reports of misconduct. CA Personnel, and Board members are expected to cooperate in investigations of misconduct.

### **S. Political Activity**

CA personnel, and Board members, are free to engage in political activity, including endorsement of candidates for political office, when the member is acting in his/her individual capacity. In no way, however, should the activities of CA personnel, or Board members, be performed in such a manner as to indicate that CA supports a specific candidate. All political activities must be carried out on a strictly personal basis and supported only by personal, not CA, resources. CA personnel, and Board members, may not endorse candidates for political office while the member is acting as a representative of CA and shall not use his or her CA title in connection with any political endorsement. CA personnel, and Board members, will be considered to be acting as a representative of CA when:

1. Carrying out work or volunteer duties on behalf of CA
2. Attending a CA meeting or event sponsored by CA
3. Attending a meeting as a representative of CA
4. Wearing a name badge or clothing designating him/her as a representative of CA
5. Communicating with a CA email account.

### **T. Commitment and Certification**

Your commitment to conduct yourself in accordance with this Code is essential to its success. CA requires that all CA Personnel, and Board members, certify that he/she has received and read this Policy and understand its contents.

## SECTION II. BOARD OF DIRECTORS – DUTIES AND RESPONSIBILITIES

### A. Introduction

Board members also are subject to unique duties and responsibilities in addition to the other provisions of this Policy. The purpose of this section is to outline duties and responsibilities of Board members that are in addition to the other provisions of the Policy. The provisions of these duties and responsibilities are intended to supplement and expand upon the other sections of this Policy.

If a policy in these Special Requirements conflicts with the law, you must comply with the law. Where a custom conflicts with these additional requirements for Board members, however, you are expected to comply with these additional requirements. Questions about any such conflicts should be directed to CA's principal ethics officer (the "**PEO**"), who is CA's General Counsel.

### B. Fiduciary Duties

1. **The Duty of Care.** Compliance with a standard of care is required by the Annotated Code of Maryland, Corporation and Associations Article, Section 2-405.1. That standard of care requires that a director act in good faith, in a manner the director reasonably believes to be in the best interests of the corporation, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances. To adhere to the duty of care when making decisions, board members must assess all available and pertinent information, act in good faith to further the organization's interests, and act as a reasonably prudent person would under the same or similar circumstances. A board member may not act simply as a representative of a particular village or constituency. Once all constituent perspectives are established and acknowledged, they must be considered in relation to the perspective of the entire community of Columbia and decisions and votes made accordingly.
2. **The Duty of Loyalty.** The duty of loyalty requires board members to act in the best interest of the corporation and to avoid, or disclose, conflicts of interest or transactions that might appear to create conflicts of interest. Board members primary loyalties must lie with the organization and not with their own personal or business interests, you must act in, or not opposed to, the best interest of the organization. The duty of loyalty requires that, in the regular course of business, a director not disclose information about the corporation's legitimate activities unless they are already known by the public or are public record. Board members should not disclose confidential and privileged communication with legal counsel (GC or outside counsel) such as contract negotiations and personnel matters. Keep confidential all non-public information that relates to the Organization's business, unless disclosure and/or use of such information is otherwise authorized. Directors may not use such information for personal benefit or the benefit of

persons or entities outside the Organization, nor may they disclose this information for any purpose.

3. **The Duty of Obedience.** The duty of obedience requires board members to be faithful to the organization's purpose and mission and to the law. Directors must put CA's interests above their own individual interests or the interests of other organizations, and act in a way that is consistent with the central goals of the organization and with the law.

## **C. Obligations of Board Members**

### **1. Responsibilities of Board Members.**

In complying with the requirements of the Code, and in fulfilling their fiduciary duties, each Board Member shall:

- a. Be informed regarding CA's governing documents including its Charter, Bylaws and such policies as the Board of Directors may adopt as well as applicable Maryland law, so that each Board Member can assist the Board of Directors in the decision-making process;
- b. Be informed regarding the purposes of CA;
- c. Be informed about the services and programs provided by CA;
- d. Share equitably in the work of the Board of Directors;
- e. Formulate CA strategic policies;
- f. Exercise independent and informed judgment on all corporate decisions;
- g. Carry out fiduciary responsibilities of the Board of Directors, including oversight and approval of the CA budget and review of CA financial statements;
- h. Serve on committees of the Board of Directors;
- i. Regularly attend meetings and work sessions of the Board of Directors and applicable committees;
- j. Review agendas, supporting materials, and prior meeting minutes before meetings and work sessions of the Board of Directors and applicable Board committees, and otherwise prepare for such meetings and work sessions;
- k. Take responsibility for and follow through on assignments arising from meetings and work sessions of the Board of Directors and applicable Board committees;
- l. Participate in formulating the strategic plan for CA, including review of data;

- m. Attend special events and functions of the Board of Directors and individual Village Community Associations as well as community-wide CA events;
- n. Present reports of actions of the CA Board of Directors at village board meetings;
- o. Work with CA's President to establish performance objectives;
- p. Evaluate the performance of CA's President, while providing the necessary support for CA's President to further CA's goals; and
- q. Remain in good standing with respect to all financial obligations, covenants and regulations contained in CA's Declaration and in the governing documents of the Village Community Association that elected the Board Member as a Columbia Council Representative.

## **2. Restrictions on Board Member Activity.**

In addition to the other requirements of the Code, no Board Member shall:

- a. Engage in any writing, publishing or speech-making on behalf of CA that defames any other Board Member or CA team member;
- b. Discuss the confidential proceedings of the Board of Directors or release confidential information;
- c. Act in a way that is intended to intimidate another person in the conduct of their office or which a reasonable person would conclude had such intent and which, in fact, did intimidate;
- d. Undermine the authority of the Board of Directors, the Chair of the Board of Directors or CA's President to perform his/her duties, or interfere with the duties of CA's management and staff;
- e. Knowingly misrepresent facts or the Board of Director's position on an issue to a resident or property owner in the Columbia community for the purpose of advancing the Board Member's personal cause or influencing the Columbia community to place pressure on the Board of Directors to advance the Board Member's personal cause;
- f. Speak for or act on behalf of CA unless specifically authorized to do so by the Board;
- g. Conduct themselves in a manner that assumes any greater rights and privileges than any other resident in the Columbia community;



- h. Within one (1) year following termination of their term on the Board of Directors, assist or represent another party for compensation in a case, contract or other specific matter involving CA if that matter is one in which the member participated while affiliated with CA;
- i. While serving on the Board and within one (1) year following termination of their term on the Board of Directors be employed by or enter into any contract for compensation in excess of \$2,500 with CA either personally or in a manner from which they would so benefit directly;
- j. Simultaneously serve on the Board of Directors and as a sworn partisan public officer;
- k. Allow any family member to receive remuneration for any work performed for CA, except when the family member is a dependent child employed on a seasonal basis or is already a CA employee at the time of the Board Member's election to the board, unless the family member is part of senior management (defined as the President, Department Directors, Division Directors, the internal auditors, the treasurer, the controller, and the general counsel); or
- l. Use their personal email address to conduct CA business, or use their CA email address to conduct personal business or to express their personal opinions on matters that impact CA to the public.

#### **E. Board Compensation**

Any action by the Board of Directors to provide for or increase the compensation for Board Members for expenses incurred for attendance at meetings of the Board of Directors or for other expenses associated with the performance of the duties of a Board Member shall not become effective until two (2) years after the date of the public meeting at which such action was approved. Board Members are entitled, however, to receive without such passage of time such indirect benefits as attendance at relevant conferences and meetings, and other such benefits as are reasonably related to the conduct of CA's affairs and activities as shall be approved in a public meeting in accordance with federal and state laws and regulations.

#### **F. Commitment and Certification**

Board Members are required to provide Confidential Conflicts of Interest Financial Disclosure Reports in accordance with the provisions of this Ethics Policy. The Confidential Financial Disclosure Report requires the Board member to provide information concerning the sources of a Board member's assets and income, liabilities, and outside positions held.

Your commitment to conduct yourself in accordance with all components of this Ethics Policy contained herein is essential to their success. CA requires that each Board Member certify that he/she has received and read this full Ethics Policy and understands their contents and agrees to conduct him/herself in accordance with their standards.

Each Board member will be provided with a copy of this document annually, in advance of the Organizational Meeting in held in May. At the Organizational Meeting, each Board member will be required to accept and sign an acknowledgement form before being allowed to vote in an open meeting or being allowed to participate in a closed meeting.

## **SECTION III. CONFLICTS OF INTEREST – SENIOR MANAGEMENT AND THE BOARD OF DIRECTORS**

### **A. Introduction**

CA acknowledges the importance of having this comprehensive policy for identifying and effectively handling actual or potential conflicts of interest. The purpose of this policy is to set forth procedures for monitoring, reporting, reviewing, and addressing conflicts of interest and related party transactions. Full compliance with this policy is mandatory.

The adoption of this policy is an important measure to assure that Board members and Senior Management act in accordance with their fiduciary duties under Maryland law, that rules applicable to tax-exempt organizations are not violated, and that sanctions for “excess benefit transactions” under Section 4958 of the Internal Revenue Code are avoided.

Individuals covered as Senior Management under this Conflicts of Interest policy are:

1. President/CEO
2. Officers
3. Department Directors
4. Assistant Department Directors
5. General Counsel/Principal Ethics Officer
6. Legal Assistant
7. Director of Human Resources, Diversity and Inclusion
8. Human Resources Manager
9. Director of Information Technology
10. Members of Purchasing Division
11. Members of Office of Audit and Advisory Services
12. Treasurer
13. Controller
14. Construction Contracts Administrator
15. Assistant Construction Contracts Administrator

### **B. Requirements and Duties**

The CA Board members and Senior Management are expected to be mindful of possible conflicts of interest. A conflict of interest exists when a person’s private activities, agreements, business investments or interests, or other situations, whether paid or unpaid, could reasonably be expected to interfere with the person’s objectivity, job performance, judgment, or diligence in protecting and promoting the interests of CA to the extent that such person would place his or her personal interests, or those of another, above the interests of CA.

Any position or connection, whether paid or unpaid, that might reasonably be expected to interfere with your objectivity, job performance, judgment or diligence in protecting and promoting the interests of CA creates a conflict to the extent that you might place your own interests or those of another above the interests of CA.

Mere service without compensation as a director or officer of a non-profit 501(c)(3) charitable corporation or volunteer service as a member of a governmental task force or committee does

not constitute a financial interest engendering a conflict of interest. However, a conflict of interest occurs when a Board member places the interests of the other organization above CA's interests.

Care should be taken about the appearance of a conflict of interest since such appearance might impair the reputation of CA even when there is no actual conflict and no wrongdoing. All persons covered by this Policy shall exercise good faith in all transactions relating to their duties to CA and shall not use their positions in any manner that is contrary to the best interests of CA or to promote their own business interests or those of family, friends, or business partners. Reasonable efforts must be made by Senior Management and Board members to avoid conflicts of interest, and where conflicts may arise, to disclose them properly. CA Board members and Senior Management have an obligation to avoid any conflict of interest and, where avoidance is not feasible, to disclose the situation to your immediate supervisor, a team leader, the Director of Human Resources, the PEO, the Chair of the Board of Directors or the Chair of the Audit Committee of the Board of Directors, as applicable.

While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest is likely to arise when:

1. You take action or have interests that may make it difficult to perform your work objectively or effectively;
2. You have a financial or personal interest in a contract or transaction to which CA is a party;
3. You or a family member receive improper personal benefits as a result of your CA position; Improper benefits do not include Tokens of Respect (defined below);
4. You work simultaneously for CA and a competitor of or vendor to CA. You should avoid any direct or indirect business connection with CA's competitors and vendors, except on CA's behalf;
5. CA purchases property, materials, supplies, equipment or services from you or from any business or company that is owned or controlled by you or a family member;
6. You receive a personal loan from CA;
7. there is a compensation or other financial arrangement with a person or entity involved in a specific transaction with CA or with which CA is negotiating or contemplating negotiating a transaction;
8. there is a compensation or other arrangement or affiliation with an entity or individual selling goods or services to or purchasing goods or services from CA;
9. there is a compensation or other arrangement or affiliation with an entity that competes with CA;
10. there is the ability to use one's position, or confidential information or the assets of CA, to one's or an affiliated party's personal advantage or for an improper or illegal purpose;

11. the acquisition of any property or other rights in which CA has an interest or that one knows or has reason to believe at the time of acquisition that CA is likely to have an interest;
12. there is an opportunity related to the activities of CA and available to CA (unless the Board of Directors has made an informed decision that CA will not pursue that opportunity);
13. there is a debt to CA, other than for amounts due, for ordinary travel and expense advances.

A financial conflict of interest exists when any CA Senior Management or Board member has a financial interest or has a family or social relationship with someone who has a financial interest in a contract or a business dealing with CA. A financial interest also exists when a Senior Management or Board member has an investment in, or is a director, trustee, officer, employee, or agent of, or has an ability to control or otherwise direct the actions of an outside entity that is contracting or dealing with CA. That entity may be private, public or governmental, regardless of form.

If you have a question, you should consult with one of these parties. If you become aware of any potential, actual or apparent conflict of interest, whether involving you or any other party, you must follow the procedures described in Section IV, Reporting Ethics Violations.

### **C. Implementation**

Disclosures should be made in advance, before any action is taken. Conflict identification and analysis can be difficult, so Senior Management and Board members are expected to err on the side of caution and disclose all instances where a conflict, or the appearance of a conflict, might be present.

CA's Principal Ethics Officer (**PEO**), who is CA's General Counsel, shall be responsible for implementing these provisions and advising persons as to their application. Any questions or issues should be directed to the PEO and/or the Chair of the Board of Directors for resolution.

Senior Management and Board members are required to submit to the PEO at least once per year (and updated as appropriate) the **Confidential Conflicts of Interest Financial Disclosure Report** ("Report") form. The PEO shall review and maintain a file of all Reports. The Report completed by the PEO shall be reviewed by the President/CEO.

### **D. Compliance**

If a Senior Management or Board member fails to comply with these policies or any other relevant CA policies or applicable laws, that person will be subject to disciplinary measures up to and including immediate discharge.

### **E. Procedure Regarding Disclosure, Review, and Handling of Conflicts**

An individual subject to this policy shall:

1. promptly and fully disclose all known and potential conflicts of interest to the PEO and the Board of Directors, who will then consider the matter and any relevant facts;

2. remove oneself from any discussions, deliberations, or voting on the matter by the Board; and
3. refrain from influencing, participating in, or acting on any matter in which a conflict, or the appearance of a conflict, is determined to exist by the Board of Directors.

A determination by the Board of Directors regarding a conflict of interest shall be made by majority vote in accordance with the voting procedure stated in the Bylaws of CA.

Meetings of the Board of Directors regarding conflicts of interest shall be held in closed session in accordance with the provisions of the Maryland Homeowners Association Act, all other applicable laws and CA's Charter and Bylaws. Information, documents and records obtained by the Board of Directors shall be withheld from public disclosure in accordance with the Maryland Homeowners Association Act and all applicable laws. The PEO shall participate as an advisor in meetings of the Board of Directors under this Policy, unless the PEO is the subject of the meeting. The Board of Directors may also retain outside counsel to attend such meetings.

#### **F. Record Keeping**

The Board of Directors considering a known or potential conflict of interest shall maintain detailed minutes and records regarding the matter. Such minutes shall reflect the name of the individual involved and any disclosure made, the vote on whether a conflict of interest is present, the names of the persons participating in any discussions and deliberations with regard to approving or rejecting any contract involving that individual, the substance of discussions and deliberations, adherence with procedures, the abstention from voting and participation by the specified individual, and that a quorum was present. The PEO, President/CEO or Board Chair considering a complaint alleging a violation of the policy and/or a request for an advisory opinion regarding interpretation of the provisions of the policy and its application also shall maintain detailed records regarding the matter.

#### **G. Corrective Action**

In the event a member of Senior Management other than the President/CEO fails to act in accordance with this section of the policy, the PEO may recommend corrective action to the President/CEO, up to and including termination. The Board of Directors may take corrective action if the individual involved is the President/CEO or a member of the Board. In the event a Board member fails to act in accordance with this section of the Policy, the PEO may recommend corrective action to the Board of Directors, up to and including termination. In the event that a formal reprimand or other action is proposed, the recommendation must be presented with supporting documentation. The individual involved shall be given an opportunity to be heard prior to the final decision on the matter.

## SECTION IV. REPORTING ETHICS VIOLATIONS

### A. Introduction

1. The procedures under this policy are intended to:
  - a. Provide avenues to report alleged illegal or unethical activities to management and the Board of Directors.
  - b. Enable management and the Audit Committee of the Board of Directors to be informed at an early stage regarding alleged illegal or unethical activities.
  - c. Reassure those who make good faith complaints that they will be protected from discriminatory or retaliatory treatment.
  - d. Maintain a culture of openness, accountability, and integrity at CA.
2. In order to further CA's commitment to a legal and ethical workplace, this policy:
  - a. Establishes a procedure for making verbal or written complaints and reports regarding CA's operational practices or alleged fraudulent and/or unethical business practices;
  - b. Establishes a procedure for the receipt, review, and possible investigation of and response to such complaints;
  - c. Establishes a procedure for the retention of records concerning all such complaints and any investigation, resolution, or report regarding the complaint; and
  - d. Makes clear CA's intention to discipline by appropriate means, up to and including termination, any person whom CA determines engaged in discriminatory or retaliatory conduct toward a person making a complaint or impeded any investigation of a complaint of illegal or unethical conduct.

Please note that issues related to individual employment, including claims of discrimination, harassment, or other allegedly unfair or improper treatment, are covered by the applicable policies set forth in CA's ***Team Member Handbook***.

### B. Making a Complaint

Any person may report allegations of suspected illegal or unethical conduct. CA encourages that all complaints be made in writing, using CA's complaint form, so as to assure a clear understanding of the issues raised; however, complaints may also be made orally and by email. Complaints should be factual rather than speculative or conclusory and should contain as much specific information as possible to allow for proper assessment and to facilitate the investigative process. Complaints are encouraged to be filed at the earliest possible time relative to the alleged misconduct so that timely investigation and, if appropriate, action may be taken.

Any complaint made under this Policy, any and all investigations and/or proceedings pertaining to the complaint, and any outcome of such investigations and/or proceedings – other than a public reprimand, suspension, expulsion or other outcome that necessarily involves disclosure – shall be considered confidential.

### **1. Complaints by CA Personnel**

Any CA personnel (which includes any CA team member, team leader, or officer) or Board member who becomes aware of illegal conduct, such as misuse of CA funds, a possible criminal act, or a significant threat to the health and safety of others, or believes that illegal conduct may take place in the future, **must promptly report** the matter.

CA Personnel, including Board members, have a duty to report any unethical conduct, such as a conflict of interest, Members of the Board of Directors, officers and members of Senior Management **are required** to report such matters.

Complaints should be directed to the following designees:

- a. Complaints should ordinarily be made to CA's Principal Ethics Officer ("**PEO**"). The PEO is CA's General Counsel.
- b. If a complaint concerns the PEO, it should be made directly to CA's President.
- c. If a complaint concerns CA's President or a Board Member, the complaint should be made directly to the Chair of the Board of Directors for consideration. The PEO should be made aware.
- d. If a complaint concerns the Chair of the Board of Directors, it should be made to the Chair and Vice Chair of the Board's Audit Committee for consideration by the full committee. The PEO should be made aware.
- e. In the case of a complaint against the full Board of Directors, the PEO should refer it to outside counsel.
- f. Complaints involving human resources matters should be reported to the Director of Human Resources, Diversity, and Inclusion. The PEO should be made aware.

If a complaint is received by a person other than the one designated above, it must be referred by the recipient to the appropriate designated person.

### **2. Complaints by Persons Other Than CA Personnel**

Individuals who are not CA Personnel may report these matters through the same channels outlined above.

## **C. Investigating Reports of Ethics Violations**

All complaints are to be considered as serious and shall be promptly addressed.

The checks and balances built into these procedures are designed to strike the proper balance between ensuring full compliance with legal obligations and ensuring the integrity and efficacy of the policy on the one hand, and protecting members of the Board, through the use of reasonable



due process procedures, against patently false, malicious or groundless accusations that could result in significant business or personal harm if not properly handled. To ensure that an investigation is successful, it must be thorough, objective, accurate, timely, and credible.

### **1. Receipt of Complaint**

Within 24 hours of receipt of a complaint (or no later than the next business day if the complaint is received on a weekend or over a holiday), the PEO, or other designee, shall confirm with the complainant that the complaint has been received. Within 24 hours of receipt of a complaint (or no later than the next business day if the complaint is received on a weekend or over a holiday) the PEO, or other designee, shall inform the subject of the complaint that a complaint has been filed and summarize the complaint. The subject of the complaint shall be given an opportunity to respond to the complaint, in writing, within 14 calendar days of receipt of the complaint.

The PEO, or other designee, shall review the complaint, response thereto, and other relevant information and shall make an initial determination of whether an investigation of the allegations in the complaint is warranted within 30 calendar days of receipt of the complaint. Failure of the PEO, or other designee, to make an initial determination shall result in the automatic initiation of an investigation.

### **2. Dismissal of Complaint**

The PEO or other designee may determine that no investigation is warranted because, among other reasons:

- a. The allegations in the complaint, even if true, do not amount to a violation of any of the Ethics Policies;
- b. The party about whom the allegations are made is no longer with CA, and no other circumstances nor the nature of the allegations suggest that an investigation is warranted;
- c. The allegations are so vague and unspecific that they are not credible or are not capable of being efficiently investigated;
- d. The allegations contain facially unreliable or insufficient information;
- e. The complaint is patently frivolous or trivial; or
- f. The value of CA assets involved in the complaint is negligible.

If the PEO or other designee determines that an investigation is not warranted, she or he shall submit a written report explaining the reasons for the determination not to investigate to the complainant, the subject of the complaint, the Audit Committee of the Board of Directors, and CA's President, or other person as appropriate. At this point, the matter will be considered closed/resolved.

### **3. Conducting an Investigation**

If the PEO, or other designee, determines that an investigation is warranted, he or she must provide written notice to the complainant, the subject of the complaint, and appropriate parties that an investigation will be initiated and explaining how the investigation will be conducted. The appropriate parties for purposes of this paragraph are as follows:

- a. PEO will inform the CA President and the Audit Committee
- b. CA President will inform the Audit Committee

- c. Chair of the CA Board will inform the CA Board
- d. Chair/Vice Chair of the Audit Committee will inform the CA Board.

An exception to these reporting requirements may be made only in cases where one of these individuals is the subject of the investigation.

The PEO or other designated person will determine the manner in which the investigation will be conducted, and the extent of any communications with the person reporting the violation and any person whose conduct or actions are the subject of the report. The PEO, or other designee, shall conduct the investigation or shall assign one or more appropriate individuals from within or outside of CA to assist with and/or to conduct the investigation. CA may retain outside legal counsel to advise the investigator(s) and/or to conduct the investigation. If an investigation by the Board or Audit Committee requires the assistance of an outside entity in conducting the investigation, such assistance should be obtained from individuals or entities with whom CA does not have an ongoing business/working relationship.

The investigator(s) shall interview or take a written witness statement from the person reporting the violation, any person whose conduct or actions are the subject of the complaint, and all relevant witnesses. Other persons with information that may be relevant may be interviewed at the discretion of the investigator(s). Interviews shall be documented in writing by noting, at a minimum, the date and time of the interview, location or method (phone or video) of the interview, the names of the interviewer and the person being interviewed, and a summary of the interview. In the event that a witness is unwilling to be interviewed or to submit a written witness statement, the investigator(s) shall document the date and time that he/she attempted to interview or obtain a written statement from the witness and that the witness declined to give a statement.

The investigator(s) shall not be governed or bound by technical rules of evidence or procedure. Persons and entities may be asked to provide documentation and oral, written, and/or transcribed statements. The investigator(s) shall conduct further inquiries as they deem appropriate in order to review and address the concerns raised by the complaint or resulting from information learned during the investigation. The PEO, or other person designated as responsible for the investigation, will closely monitor the investigation to help facilitate timely and thorough review of the allegations.

The investigation shall be completed within 60 calendar days of the date that the PEO, or other designee, notified the complainant and subject of the complaint that an investigation was being initiated. The investigator(s) may submit a written request for a 30 calendar day extension to the PEO, or other person designated as responsible for the investigation. The request for extension must state the reason that an extension is necessary. The request for extension should only be granted under exceptional circumstances where additional time is needed to ensure a fair and comprehensive consideration of the complaint. The decision whether to grant or deny the request for extension must be made within 5 calendar days.

Following the completion of the investigation, the PEO, or other designee, shall prepare written findings of fact, conclusions concerning whether the subject of the complaint violated the Ethics Policies, or any other CA policy, and recommendations, if appropriate. The findings of fact, conclusions, and recommendations shall be submitted as follows:

- a. When the findings and recommendations are issued by the PEO, they shall be submitted to CA's President. The Audit Committee of the Board of Directors shall be notified and provided a summary of the results. CA's President shall determine what, if any, corrective action to take.
- b. When the findings and recommendations are issued by CA's President, the Audit Committee of the Board of Directors shall be notified and provided a summary of the results. CA's President shall determine what, if any, corrective action to take.
- c. When the findings and recommendations are issued by the Chair of the Board of Directors or the Chair of the Audit Committee of the Board of Directors, they shall be submitted to the Board of Directors, which shall determine what, if any, corrective action to take. Such determination shall be made by majority vote in accordance with the voting procedure stated in the Bylaws of CA. If the subject of the complaint is a Board Member, he/she will not be permitted to vote. If the complainant is a Board Member, he/she will not be permitted to vote. The Audit Committee of the Board of Directors shall be notified and provided a summary of the results

Any corrective action taken pursuant to this policy shall be set forth in writing and records of the corrective action shall be maintained by CA.

All CA Personnel, and Board members, have an obligation to cooperate with these investigations.

#### **D. Corrective Action**

Corrective action for violation of the Ethics Policies, for impeding the filing of a complaint or the conduct of an investigation pursuant to this policy, or for retaliation for protected conduct, may include appropriate discipline, up to and including termination. In the case of Board Members, such corrective action may include the Board of Directors' issuance of a reprimand or removal. There is obviously a range of options between discipline or reprimand and termination or removal. All those options cannot be listed here, and instead will be included in the recommendations for corrective action, based on the specific situation. In addition, the corrective action may include referring the information to an appropriate law enforcement agency if the investigation uncovers evidence of possible criminal conduct, and/or instituting a civil action to recover damages, loss or expenses incurred by CA.

In the event that the corrective action to be taken involves probation, suspension, reduction in compensation, demotion, and/or termination, or, in the case of Board Members, a reprimand or removal, that individual shall be given an opportunity to submit in writing to the person or entity determining the corrective action a request for reconsideration and the reasons for such reconsideration prior to the corrective action becoming effective.

If a CA employee or Board member is terminated or removed, as a result of substantiated unethical or inappropriate business conduct, they shall be permanently banned from working for, or serving on behalf of CA.

The complaint, investigation, and report of the findings and recommendations shall remain confidential to the extent that it is still possible to conduct a proper investigation of the complaint, and such confidentiality does not conflict with any action necessitated by the report or CA policy.

CA employees may be placed on leave, suspended with or without pay, or reassigned pending the outcome of any investigation if the PEO or other designee makes a determination that any of these apply:

1. The complaint raises such serious allegations that such interim action is warranted
2. Such interim action is warranted due to conduct by the person(s) under investigation
3. Such action is warranted as a result of related factors such as safety, workplace productivity, risk of retaliation, or the need to separate persons involved in or the subject of the investigation

Investigatory matters may also be referred to local law enforcement officials where appropriate.

### **E. Confidentiality**

Complaints may be submitted anonymously, or the person submitting the complaint may request confidentiality (subject to the limitations on confidentiality contained in this policy). Anonymous reports can be made by contacting the Ethical Advocate Ethics Hotline, 877-619-7909, or [ca.ethicaladvocate.com](http://ca.ethicaladvocate.com). A complaint made under this policy is subject to the non-retaliation provisions set forth below.

### **F. Non-Retaliation**

CA is committed to protecting individuals from interference, discrimination, or retaliation for having made a good faith report under this policy.

No adverse action may be taken and retaliation is strictly prohibited, including, without limitation, intimidation, harassment, discrimination, coercion or otherwise, whether express or implied, against anyone who makes a good faith report or assists in an investigation of, or the fashioning or implementation of any corrective action or response made in connection with, any complaint. Any retaliation or attempted retaliation against any party making a report in good faith will be disciplined severely.

After a report has been received, the PEO, or other person designated as responsible for the investigation, shall review the work environment, the supervisory structure, performance evaluation arrangements, and other matters relating to the person making the report, and may consult with Senior Management members in order to make a determination regarding whether adjustments in supervision, job location, or other job aspects should be made in order to reduce the risk of retaliation.

It is the intention of CA to take whatever action may be deemed appropriate to prevent and correct activities that violate this policy. Reports of retaliatory or discriminatory actions or interference should be reported as any other reportable act.

CA encourages all to raise concerns in good faith. However, CA Personnel, and Board members are prohibited from knowingly making false, misleading, or malicious complaints.

### **G. Record Keeping**

The PEO shall maintain a written record of all complaints that shall identify the receipt of the complaint, the investigation if any, the report to the Audit Committee of the Board of Directors or

Board of Directors, and the ultimate resolution, and include all documentation relating to the report. (If the complaint concerns the PEO, the record shall be maintained by CA's President or other appropriate person designated by CA's President.) A summary of reporting activity shall be prepared by the PEO and submitted to CA's President and Audit Committee of the Board of Directors at such intervals as they shall determine. The Audit Committee of the Board of Directors will notify the Board of Directors of reporting activity when they determine such communication is necessary. Appropriate modifications shall be made to this preparation and submission process if the report concerns the PEO, CA's President, or Board Members.

All records shall remain confidential.

## **SECTION V: INTERPRETATION**

The interpretation, application and operation of this policy are the responsibility of the PEO and CA's President, subject to the oversight of the Board of Directors and/or the Audit Committee only as applicable in the case of a complaint concerning the President, Chair or a Board member.

## Columbia Association Conflicts of Interest Financial Disclosure Report

**Reporting Period** FY ; **May 1,** to **April 30,** .

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Name

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Position/Title

---

Date

☐ New Entrant ☐ Annual If new entrant, date joined CA or acquired position listed: \_\_\_\_\_

*I certify that the statements on this form and all attachments are complete and correct to the best of my knowledge.*

**Signature:**

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### **Persons Required to Report.**

- Members of Board of Directors
- President/CEO
- Officers
- Department Directors
- Assistant Department Directors
- General Counsel/Principal Ethics Officer
- Legal Assistant
- Director of Human Resources, Diversity and Inclusion
- Human Resources Manager
- Director of Information Technology
- Members of Purchasing Division
- Members of Office of Audit and Advisory Services
- Treasurer
- Controller
- Construction Contracts Administrator
- Assistant Construction Contracts Administrator

**Reporting period.** The reporting period is defined as the 52-week period prior to the filing of this report, which shall be made within 30 days of assuming a position listed above and thereafter by June 30 each year. Any significant changes should be reported as they occur. Reports should be filed with the Office of the General Counsel/Principal Ethics Officer.

**Attachments.** You may attach supplementary pages where sufficient space is not provided.

**Type of Reporting.** In identifying financial interests and activities below, **YOU ARE NOT REQUIRED TO DISCLOSE AMOUNTS OR VALUES.** Distinguish entries for family members by putting an “S” for spouse or “C” for dependent child after the name of the entity.

**Confidentiality.** The primary use of the information on this form is to determine compliance with CA's **Conflicts of Interest Policy**. Additional disclosures of this information may be made to law enforcement agencies if CA becomes aware of a violation or potential violation of law or regulation; to a court or party in a court proceeding in order to comply with a judge-issued subpoena; to a source when necessary to obtain information relevant to a conflict of interest investigation or decision; in a judicial or administrative proceeding if the information is relevant to the subject matter; or as required by the Maryland Homeowners Association Act, Annotated Code of Maryland, Real Property Article Section 11B – 101, *et seq.* This confidential report will not otherwise be disclosed to anyone not authorized by law.

## **Part I: Assets & Income**

Report for yourself, your spouse and dependent children:

- Sources of earned income such as salaries, fees, commissions or honoraria that generated over \$200 gross income for yourself or \$1,000 gross income for your spouse or dependent children during the reporting period.
- Investments or partnership interests in any **non-public** entity held by you, your spouse and dependent children with a value greater than \$1,000 at the end of the reporting period or which produced more than \$200 in gross income during the reporting period.
- Any financial interest/ activity that would give rise to a potential conflict of interest, such as investments in or business transactions with entities that you are aware do business with CA or entities that compete directly with CA.

Source (Name & Address of Employer, Business, etc.)	Type (Salary, Dividend, Interest, Rent, etc.)	Still Held? (Y/N)
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None ☐

## **Part II: Liabilities**

Liabilities over \$10,000 owed by you, your spouse and dependent children at any time during the reporting period.

### **Exclude:**

- personal residence mortgage (unless residence is rented out)
- auto/household furniture/appliance loans or revolving charge accounts,
- Money owed to family members, loans on retirement accounts



**Creditor Name & Address**
**Type** (Rental property mortgage, promissory note, etc.)

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 None ☐
**Part III: Outside Positions**

Report any positions outside CA, whether or not compensated, held during the reporting period. Positions include an employee, officer, director, trustee, partner, proprietor, representative or consultant for a business, nonprofit or educational institution.

**Exclude:**

- Positions with religious, social, fraternal or political entities
- Positions of a strictly honorary nature
- Member of the Board of Directors of one of the 10 Columbia Community Associations

**Organization Name & Address**
**Type**
**Position**
**Still Held? (Y/N)**

<hr/>	<hr/>	<hr/>	<hr/>
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 None ☐
**Part IV: Agreements & Arrangements**

Report arrangements for future employment or continuation of payment by a former employer (including severance payments).

**Organization/Parties**
**Terms**

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<hr/>	<hr/>

 None ☐

**Part V: Relatives Employed by Columbia Association**

List any relatives currently employed by Columbia Association.

<b>Name of Relative</b>	<b>Relationship</b>	<b>Employment Position</b>	<b>Employment Location</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**None** ☐

# Columbia Development Tracker

**April 4, 2022**



The Columbia Development Tracker presents a selection of projects or development proposals within the Columbia community moving through the Howard County Department of Planning and Zoning entitlement and/or plan review process. The tracker is composed of four separate sections, which are listed below in order of appearance:

1. Upcoming development related public meetings
2. Previous development related public meetings and decisions
3. Newly submitted development plans
4. Previously submitted development proposals and decisions/status

*This monthly report is produced by CA with information compiled from publically available information posted by Howard County Government.*

## HoCo By Design - General Plan Update

Every decade, Howard County updates its General Plan – a planning document that lays out a collective vision for our community and guides our land use, growth, and development decisions. To learn more about this process and to stay up to date please visit: <https://www.hocobydesign.com/>

- The HoCo by Design team released and is seeking input on the first draft planning theme chapter: Dynamic Neighborhoods. Please visit <https://www.hocobydesign.com/dynamic-neighborhoods> to read the draft policy and implementation recommendations, to view the meeting recordings and most importantly to provide your direct feedback to the County by taking their survey. The feedback survey is open until April 11, 2022.

## Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	Stage in the Development Review Process	CA Staff Recommendation
Cedar Lane Overlook An age-restricted adult housing project is proposed at 6547 Cedar Lane, Columbia, MD 21044. Age-restricted development is a permitted conditional use in the R-20 zoning district.	Near Hickory Ridge	4/19/2022; 6 pm In-person meeting Owen Brown Interfaith Center, Conference Suite 150 7246 Cradlerock Way Columbia, MD 21045	Pre-submission Community Meeting prior to submission of any plans to the County.	Opportunity for community members to learn about the project, ask questions, and provide comments.	No action recommended – CA staff will attend to learn more about the project.
SDP-21-045 Woodmere Retail Proposed development of a one story, 5,000 square foot restaurant building with drive through to be located	Owen Brown	4/21/2022; 7 pm  Information on in-person, hybrid, and virtual meeting options available on the County's Planning Board website: <a href="https://www.howardcountymd.gov/v/boards-commissions/planning-board">https://www.howardcountymd.gov/v/boards-commissions/planning-board</a>	Planning Board	Review and Final Decision	No action recommended - The applicant worked with CA staff to address design details related to visual impacts on the parkway.
Mounthaven Christian Ministries, Inc. is proposing to operate a private school located at 8070 Harriet Tubman Ln Columbia, MD 21044. This is a conditional use in the R-12 zoning district.	Near Hickory Ridge	5/19/2022; 5:30 pm Virtual Hearing: register at <a href="https://cc.howardcountymd.gov/Zoning-Land-Use/Hearing-Examiner">https://cc.howardcountymd.gov/Zoning-Land-Use/Hearing-Examiner</a>	Hearing Examiner	Hearing examiner will determine if the project meets specific requirements for this use in this district	No action recommended.

# Newly Submitted Development Plans

## ECP-22-028, Trotter Estates

Near River Hill



Property Boundary CA Owned Property Columbia Community

### Project Description:

An Environmental Concept Plan was submitted associated with development of four single-family detached homes on a 3.78 acre lot located at 5808 Trotter Rd.

**Submitted:** 3/23/22

**Zoning:** R-20

**Decision/Status:** Under review by Howard County DPZ

**Next Steps:** Technical review and decision by Department of Planning and Zoning

**CA Staff Recommendation:** No action recommended - The applicant will need to meet current environmental design standards as determined by the Development Engineering Division.

## WP-22-104, The Community Ecology Institute

Near Hickory Ridge



Property Boundary CA Owned Property Columbia Community

### Project Description:

An alternative compliance request to defer the forest conservation requirement to a future site development plan.

**Submitted:** 4/1/2022

**Zoning:** R-20

**Decision/Status:** Under review

**Next Steps:** Technical review and decision by DPZ staff.

**CA Staff Recommendation:** No action recommended.



# Newly Submitted Development Plans

## S-22-006, ECP-22-052 Old Montgomery Meadows

Near Long Reach



### Project Description:

A subdivision plan and environmental concept plan associated with development of 12 single family detached homes on a 4 acre site with one existing home located at 9005 Old Montgomery Road.

**Submitted:** 3/21/22

**Zoning:** R-12

**Decision/Status:** Under review by Howard County DPZ

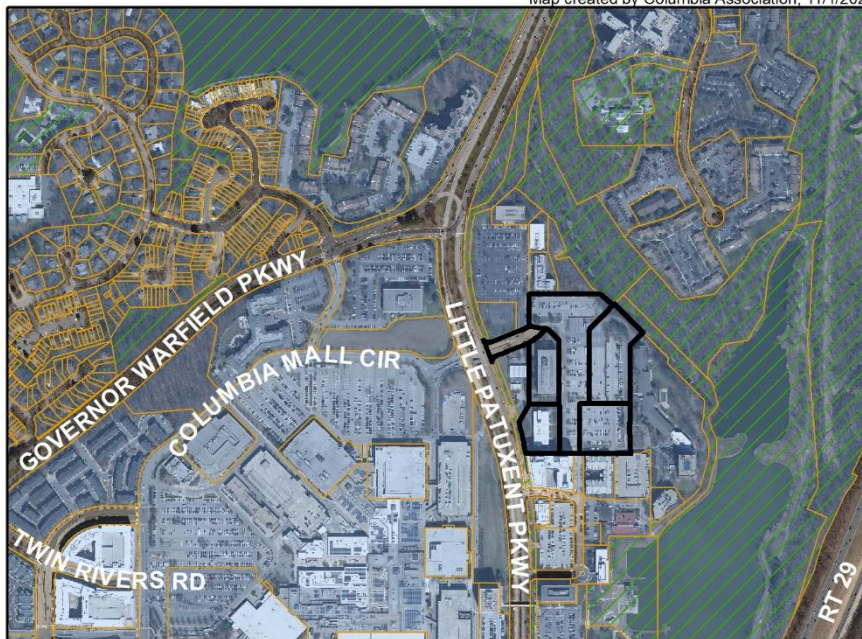
**Next Steps:** Technical review and recordation of lots/approval of ECP

**CA Staff Recommendation:** No action recommended - The applicant will need to meet current environmental design standards as determined by the Development Engineering Division.

## FDP-DC-L-2A, Phase 1 Lakefront North

Downtown Columbia, Non-Village

Map created by Columbia Association, 11/1/2021



### Project Description:

Amendment to an approved final development plan for Lakefront North including textual changes to the design guidelines, height changes for certain parcels, site, parcel, and road configuration.

**Submitted:** 3/14/2022

**Zoning:** NT, New Town

**Decision/Status:** Under review by Howard County DPZ

**Next Steps:** Planning Board review

**CA Staff Recommendation:** No action recommended



# Newly Submitted Development Plans

## ECP-22-054, Ranleigh Court

*Harper's Choice*



Property Boundary CA Owned Property Columbia Community

### Project Description:

An environmental concept plan associated with the proposed redevelopment of an existing townhome community with an 82 unit mixed-income apartment complex.

**Submitted:** 3/8/2022

**Zoning:** NT, New Town

**Decision/Status:** Under review by Howard County DPZ

**Next Steps:** Technical review and decision by Department of Planning and Zoning

**CA Staff Recommendation:** No action recommended - The applicant will need to meet current environmental design standards as determined by the Development Engineering Division.

## F-22-026, Yali Li Property

*Near River Hill*



Property Boundary CA Owned Property Columbia Community

### Project Description:

A subdivision plan for two single-family detached homes on a 1 acre lot with one existing home located at 5972 Trotter Road.

**Submitted:** 3/4/22

**Zoning:** R-20

**Decision/Status:** Under review by Howard County DPZ

**Next Steps:** Technical review and recordation of lots

**CA Staff Recommendation:** No action recommended



## Columbia Development Tracker (April 2022)

Last Updated 4/1/2022

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-19-025 Cedar Creek Bridge and Trail WP-20-094 (3/13/2020)	11/21/2018, 2/28/2019, 5/28/2019, 1/6/2020, 9/10/2020	An SDP was submitted for an environmental trail connecting the Cedar Creek development to the Robinson Nature Center. This project is a community enhancement and a condition of approval for CEF-R associated with the adjacent Cedar Creek residential development on Grace Drive.  Alternative Compliance Request is for additional time for developer to address DPZ review comments. (Approved)	Near River Hill & Hickory Ridge	NT	Technically complete 11/17/2020 - To be scheduled before Planning Board	Technical review by staff	No action recommended – development is consistent with concept plan approved as part of CEF-R zoning change.
F-21-004	8/11/2020	A final plan was submitted in order to record easements related to construction of the new Talbott Springs Elementary School.	Oakland Mills	NT	Under Review	Review and recordation	No action recommended
F-21-023, Dorsey Overlook	10/22/2020, 3/30/2021, 7/19/2021, 11/15/2021	A final plan was submitted in association with an 82 unit 1 over 2 townhome proposal at the northeast quadrant of the intersection of MD 108 and Columbia Road.	Near Dorsey's Search	R-Apt	Submit Revised	Review and decision by Department of Planning and Zoning	No action recommended
SDP-20-074, WP-22-014 Dorsey Overlook	11/10/2020, 4/20/2021, 7/19/2021, 11/15/2021 (SDP)  8/12/21 , 11/30/21(WP)	A site development plan was submitted for 82 unit development of 1 over 2 townhomes at the northeast quadrant of the intersection of MD 108 and Columbia Road.  An alternative compliance request was submitted re: aspects of the site design re: removal of specimen trees and location of condominium units from environmental features.	Near Dorsey's Search	R-Apt	Submit Revised  WP- Approved 3/3/2022	Review for compliance with regulations and decision by Department of Planning and Zoning	No Action Recommended. CA planning is following this project at the request of the CA Board of Directors.
SDP-21-029, Muslim Family Center	3/25/2021, 6/30/2021, 12/22/2021	A site development plan was submitted for a property located at 5796 Waterloo Rd proposing construction of a concrete parking lot and ADA ramp.	Columbia Non-village	R-20	Submit Revised	Review by DPZ	No action recommended
F-21-046, Sapariya Property WP-22-031	3/18/2021, 6/29/21, 9/23/2021, 12/15/2021, 2/17/22  (WP 9/28/2021)	A final plan was submitted for two single family detached homes on a property located at 5669 Trotter Road with an existing single family detached home.  Alternative compliance application submitted re: forest conservation regulations.	Columbia Non-village	R-20	Under Review	Review and recordation	No action recommended –proposal is consistent with the zoning and surrounding area.

## Columbia Development Tracker (April 2022)

Last Updated 4/1/2022

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
WP-21-120 & 115, Plumtree Branch/Dunloggin MS	4/20/2021	An alternative compliance request was submitted for several regulations associated with wetlands, streams and forest cover. This is a stream restoration project sponsored by the Howard County Office of Community Sustainability that, by its very nature, requires alternative compliance to such regulations.	Dorsey's Search	R-20	Submit Revised	Review by DPZ	No action recommended
SDP-21-052, Stonewood 5 Storage WP-22-066	6/30/2021, 9/17/2021, 12/6/2021, 2/22/22 12/21/2021	The owner of property at 7185 Oakland Mills Rd is proposing 1 self-storage building.  Alternative compliance request associated with clearing and removal of vegetation near a wetland.	Columbia, Non-village	NT	Under Review  WP- Denied 3/30/2022	Review of plans by DPZ	No action recommended – proposal is consistent with the permitted use and surrounding area
F-19-077, Pope Property WP-22-007	6/30/2021, 10/18/21 7/15/2021	The owner of property at 10446 Owen Brown Rd submitted a final subdivision plan for 3 single family detached homes on 1.81 acres consisting of 1 existing SFD home.  An alternative compliance request associated with provision of sidewalk and street lights when the owner owns land on only one side of the road.	Near Hickory Ridge	R-20	Submit Revised	Review of plans by DPZ	No action recommended – proposal is consistent with the permitted use and surrounding area; there are no sidewalks to connect to on either side of this property.
WP-21-137, Badart Subdivision	6/17/2021	The owner of property at 6205 Waterloo Road submitted an alternative compliance request related to compliance with future right-of-way dedication/front yard setbacks for an existing building (Est. 1938).	Near Long Reach	R-SC	Under Review	Review and decision by DPZ	No action recommended
WP-22-001, Huntington Park	7/8/2021	Howard County Parks and Rec is proposing changes to site amenities at Huntington Park. As no Site Development Plan previously existed for this site, they are seeking an alternative compliance request to the SDP process given that there is no change in use. The Board of Education is transferring this property to the County Department of Parks and Rec.	Kings Contrivance	NT	Approved 3/17/2022	Technical review and decision by Department of Planning and Zoning	No action recommended
Jordan Overlook SDP-22-001, F-22-006, F-22-045	8/5/2021, 8/6/2021, 11/4/2021 2/16/22	A site development plan and final plan were submitted in association with 7 single family detached homes.	Near Oakland Mills	R-20	Technically complete 12/17/2021  Recorded 3/28/2022	Technical review and decision by Department of Planning and Zoning	No action recommended. Proposal is consistent with surrounding density and zoning.

## Columbia Development Tracker (April 2022)

Last Updated 4/1/2022

This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-21-045, Woodmere Retail	8/16/2021, 9/30/2021	A site development plan was submitted associated with a proposed single-story building & drive thru to be located within the existing parking lot between the existing building located at 9881 Broken Land Parkway and the parkway.	Owen Brown	NT	Pending before Planning Board	Review and Approval by Planning Board following DPZ technical review.	No action recommended - The applicant worked with CA planning to address design details related to visual impacts on the parkway. Staff will confirm that submitted plans addressed comments.
F-22-027, Wynne Property Lots 1 & 2	10/4/2021, 12/17/2021	The owner of property at 5668 Trotter Rd submitted a subdivision plan for two proposed single family dwelling units on 1.07 acres of land with an existing single family dwelling.	Near River Hill	R-20	Recorded 2/14/2022	Technical review and recordation	No action recommended – consistent with area and zoning.
WP-22-100	3/15/22	Alternative compliance request associated with removal of one specimen tree and creation of a second entrance on Trotter Rd.			Under Review	Review and decision by DPZ.	No action recommended.
ECP-22-025, Blandair Park – Phase 6	11/22/2021 2/25/2022	An Environmental Concept Plan was submitted for implementation of Phase 6 improvements to Blandair Park.	Near Oakland Mills	RC-DEO	Under Review	Technical review and decision by Department of Planning and Zoning	No action recommended. This project will be reviewed in accordance with the applicable regulations.
WP-22-099	3/11/2022	An alternative compliance request to allow grading within the current 100' stream buffer, instead implementing the masterplan which was developed under the 75' stream buffer so as to permit 19 parking spaces, trail connections, and storm outfalls.			Under Review		
SDP-22-019, Southlake Office Building	1/4/2022	The applicant (HRD) is proposing a medical office building to be constructed on the lower parking lot next to the Whole Foods building and Lake Kittamaqundi in Downtown Columbia.	Columbia Non-village, Downtown Lakefront Core Neighborhood	NT	Submit Revised	Technical review and determination of completion.	No action recommended - The applicant will need to meet current environmental design standards as determined by the Development Engineering Division.
Patuxent Commons ECP-22-040 WP-22-088	1/5/22 2/25/22  2/15/22	An environmental Concept plan associated with a proposed 76 unit mixed affordable housing project on the Northeast corner of Cedar Lane and Freetown Road.  Alternative compliance associated with landscape, tree removal, and site design elements.	Near Hickory Ridge	NT	ECP -Approved 3/2/2022  Under Review	Technical review and determination of completion.	No action recommended - The applicant will need to meet current environmental design standards as determined by the Development Engineering Division.
F-22-048, Cedar Creek Phase 1	3/1/2022	A final subdivision plan was submitted for 1 SFA, 3 SFD, and three open space lots associated with the Cedar Creek project.	Near River Hill	CEF-R	Under Review	Technical review and recordation.	No action recommended

Columbia Development Tracker (April 2022)						Last Updated 4/1/2022	
This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.							
Previous Development Proposals and Decisions							
Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status	Stage in the Development Review Process / Next Steps	CA Staff Recommendation
SDP-22-035, Raising Caine's	2/22/2022	Construction of a restaurant at 9071 Snowden River Pkwy.	Columbia Non-village	B-2	Submit Revised	Technical review and approval.	No action recommended



AGENDA ITEM 5(b)

# **Community Operations April 14, 2022 Update**



# Capital Improvement Projects

## Tot Lot Refurbishment Underway

(\$80,000)

Swansfield Road (HC16)





# Capital Improvement Projects

## Tot Lot Refurbishment Complete

(\$25,000)

Silent Moon Run (RH13)



# Capital Improvement Projects

## Floor Replaced (\$19,000) Linden Hall





# Capital Improvement Projects

## Roof Replacement (\$6,600)

### Hopewell Pool



# Capital Improvement Projects

## Interior Improvements Underway (\$52,000) SportsPark





# Capital Improvement Projects

## Bathroom Remodel Underway

(\$75,000)

Jeffers Hill Pool



**Capital  
Improvement  
Projects**

# Building Improvements and Shade Structures (\$195,000)

## Clarys Forest Pool





# Compostable Pet Waste Bags



## Community Engagement

# Community Operations Food Drive





# Columbia Cleans

**Community  
Engagement**





# Columbia Cleans

## Community Engagement





## Community Engagement

# Weed Warriors Cutting Vines

## Harper's Choice





**Community  
Engagement**

# Weed Warriors & Phelps Luck ES Cutting Vines





# Community Families in Nature

## Faulkner Ridge



# Community Engagement

## Virtual Energy Meeting

You are viewing **Simón Zimmer's** screen View Options

### Q&A: Session / Taking Action

[energyprograms.civicworks.com/Columbia](https://energyprograms.civicworks.com/Columbia)

**Action Steps**

- ☒ Yes, I want my home evaluated for energy efficiency upgrades
- ☒ Yes, I want my home's rooftop evaluated for a custom solar system
- ☒ Yes, I want to subscribe to a community solar project
- ☒ Yes, I want another home energy workshop for my community group, neighborhood association, religious congregation, etc.

**Best Time of Day to Call (Check All That Apply)**

- ☐ Morning
- ☐ Afternoon
- ☐ Evening

Ready to schedule your personal Zoom solar consultation? Choose an appointment below to Book it! An Approved Solar Contractor will complete your satellite roof assessment right away and call you to confirm the selected appointment. At the Zoom consultation, the Contractor will present a custom design for your roof.

12/22/2021 Wednesday, December 22

December 2021 1:30 PM 4:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

America/New York (09:08 AM)

**Participants:** 25

**Chat:** 6

**Share Screen** **Record** **Live Transcript** **Reactions** **Leave**

**Video Feeds:**

- Jeremy S. - Columbia Association
- Simón Zimmer
- Victor Walters
- Peter Brunner



**Sustainability**

# High Efficiency Heat Pump Installed (\$50,000) Supreme Sports Club



# Watershed Steward Project: Beaver Run Creek

Kings Contrivance & Allview  
Columbia MD  
2021-2022





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**TO:** COLUMBIA ASSOCIATION BOARD OF DIRECTORS  
**FROM:** MICHAEL W. ANITON, GENERAL COUNSEL  
**RE:** 2022 LEGISLATIVE SESSION – FILED STATE LEGISLATION  
AND CURRENT HOWARD COUNTY COUNCIL LEGISLATION  
**DATE:** APRIL 7, 2022

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**A. MARYLAND GENERAL ASSEMBLY BILLS**

**House Bill 8/Senate Bill 275 – Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2022)**

**Summary:** These bills would establish the Family and Medical Leave Insurance Program in the Maryland Department of Labor to provide certain benefits to individuals who take leave from employment for certain purposes and require certain employers to contribute to the Fund in a certain manner beginning January 1, 2023. Employers would be required to contribute an amount equal to 50% of the total rate of contribution, which would not exceed 0.75% of an employee's wages, and would deduct the contribution required from the employee's wages.

**Potential Impact to CA:** We expect these bills to be opposed by the Maryland Chamber of Commerce and various business groups given the additional costs which would be imposed on employers.

**Status:** In the House. We will continue to monitor the bills as they proceed through the legislative process.

**House Bill 26 - Real Property – Regulation of Common Ownership Community Managers**

**Summary:** This bill would create the State Board of Common Ownership Community Managers in the Maryland Department of Labor to oversee the licensing of community managers who provide management services for common ownership communities and would (1) require a common ownership community to register with the Board under certain circumstances (2) impose certain duties on a contracting party concerning a fidelity bond or theft insurance under certain circumstances, and (3) require a contract to provide management services to include certain provisions.

**Potential Impact to CA:** This bill is similar to bills filed in prior years and would create an onerous regulatory process imposing registration and licensing requirements for HOAs and community managers. However, this bill provides that the provisions that require an individual to be issued a license or a limited license do not prohibit an "individual who is an employee of a common ownership community from providing management services only to that common ownership community or to an affiliated common ownership community." As a result, CA and village employees providing "community manager services" (as defined in the bill) to CA and the villages are not subject to the bill's regulatory requirements.

**Status:** In the House. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 93 – Candidates for Offices of Municipalities and Common Ownership Communities – Reports of Donations and Disbursements**

**Summary:** This bill would (1) require homeowners associations that require candidates for office to file reports of donations and disbursements to transmit copies of the reports to the State Board of Elections and (2) require homeowners associations that do not require candidates for office to file reports of donations and disbursements to establish an election committee and file reports of donations and disbursements with the State Board of Elections.



**Potential Impact to CA:** This bill would directly impact candidates running for a Village Board seat, and the Village Boards by requiring them to take certain action. This bill does not directly impact the CA Board.

**Status:** In the House. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 107 - Cooperative Housing Corporations, Condominiums, and Homeowners Associations – Reserve Studies – Statewide**

**Summary:** This bill would (1) require the governing body of certain cooperative housing corporations, condominiums, or homeowners associations to have a reserve study conducted of the common elements of the cooperative housing corporation, condominium, or homeowners association and to update the study at certain intervals, (2) impose certain requirements relating to the annual budget of a cooperative housing corporation, condominium, or homeowners association, and (3) authorize the governing body of a cooperative housing corporation, condominium, or homeowners association to increase a certain assessment.

**Potential Impact to CA:** The relevant portions of this bill do not apply to a homeowners association that issues bonds for the purpose of meeting capital expenditures. CA is an HOA that issues bonds, therefore this bill would not apply to CA.

**Status:** In the Senate. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 140 - Real Property – Condominiums and Homeowners Associations – Governing Bodies and Annual Meetings**

**Summary:** This bill would (1) increase the number of meetings the board of directors or the developer of a condominium or a homeowners association must convene each year, (2) require that unit owners or lot owners have an opportunity to comment, (3) require the developer of a condominium to appoint certain persons to the board of directors for the council of unit owners and to establish a board of directors if no board of directors has been established, (4) require a declarant to appoint certain persons to the governing body of a homeowners association and to establish a governing body of the homeowners association if no governing body has been established, (5) require a developer or a declarant to deliver certain notices regarding a certain bond, (6) require a council of unit owners and a homeowners association to maintain certain books and records, and (7) make certain provisions of law applicable to the accounts of a condominium or a homeowners association.

**Potential Impact to CA:** CA already complies with the provisions of this bill.

**Status:** In the House. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 303/Senate Bill 319 – Public Safety – Maryland Swimming Pool and Spa Standards - Adoption**

**Summary:** These bills would require the Maryland Department of Labor to adopt by regulation the International Swimming Pool and Spa Code as the Maryland Swimming Pool and Spa Standards. The bills provide that “this Act shall be construed to apply to swimming pools and spas...only prospectively and may not be applied or interpreted to have any effect on or application to a swimming pool or spa in operation before the effective date of this Act.”

**Potential Impact to CA:** This could have a significant fiscal impact to CA as it pertains to pool renovations.

**Status:** In the Senate. We will continue to monitor the bills as they proceed through the legislative process.

**House Bill 615 – Real Property – Condominiums and Homeowners Association – Dispute Settlement**

**Summary:** This bill would establish procedures for dispute settlement between a board of directors or other governing body and an alleged violator under the Maryland Homeowners Association Act.

**Potential Impact to CA:** There is language in the bill that states “this section does not apply to the Columbia Association of the Village Community Associations for the Villages of Columbia in Howard County.”

**Status:** In the Senate. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 698/Senate Bill 721 – Labor and Employment – State Minimum Wage Rate – Increase**

**Summary:** These bills would increase the State minimum wage rate on July 1, 2022.

**Potential Impact to CA:** This would have a significant fiscal impact on CA especially when compression increases are accounted for.

**Status:** In the House. We will continue to monitor the bills as they proceed through the legislative process.

**House Bill 1060 – Residential Owners in Common Ownership Communities Bill of Rights**

**Summary:** This bill would establish a “bill of rights” for lot owners in a homeowners association.

**Potential Impact to CA:** This bill proposes procedures that appear intended to apply to typical smaller HOAs, but those provisions are inconsistent with CA's unique organizational structure or governing documents, and are unnecessarily duplicative of procedures that CA has already established.

**Status:** In the House. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 1147 – Real Property – Cooperative Housing Corporations, Condominiums, and Homeowners Associations – Virtual Meetings**

**Summary:** This bill would require a person conducting a meeting of a homeowners association by telephone conference, video conference, or similar electronic means, to provide a participant a reasonable opportunity to participate in the meeting, and require certain participants in a meeting of a homeowners association to have equal access to any available chat function.

**Potential Impact to CA:** Portions of this bill may impact the way in which the CA BOD operates its virtual meetings as it concerns the procedures applicable to lot owners who wish to participate.

**Status:** In the Senate. We will continue to monitor the bill as it proceeds through the legislative process.

**House Bill 1247 - Howard County - Property Tax - Credit for Seniors to Offset Property Tax Rate Increase Ho. Co. 10-22**

**Summary:** This bill would authorize Howard County to grant a property tax credit against the county property tax imposed on dwellings owned by senior citizen homeowners who also meet certain income and residency requirements.

**Potential Impact to CA:** Homeowners affected by this bill would be eligible to have their CA annual charge invoice adjusted to reflect the proportionate credit.

**Status:** In the House, returned passed. We will continue to monitor the bill as it proceeds through the legislative process.

**Senate Bill 294 – Health – Automated External Defibrillator, First Aid, and CPR – Requirements for Health Clubs**

**Summary:** This bill would require a health club to (1) make available an automated external defibrillator on the premises of the health club, (2) have an employee on the premises who is certified in first aid and cardiopulmonary resuscitation, and (3) provide immunity from civil liability for employees of the health club regarding the presence or use of or failure to use an automated external defibrillator.

**Potential Impact to CA:** CA already has automated external defibrillators in each of its fitness clubs and has CPR certified staff (which is the majority of the staff).

**Status:** In the Senate. We will continue to monitor the bill as it proceeds through the legislative process.

**B. HOWARD COUNTY COUNCIL BILLS**

**CB14-2022 – Forest Conservation Plan Requirements**

**Summary:** This bill would affect the preparation of forest conservation plans by adding the requirements of locating and listing each tree that is 24 inches in diameter or larger measured at 4.5 feet above the ground, labeling the plan with the tree species and condition, and noting the diameter of the applicable state champion tree of that species.

**Potential Impact to CA:** It does not appear that this bill would impact CA operations.

**Status:** This bill is on the agenda for final consideration at the Council's 3/7/2022 meeting. We will continue to monitor this bill as it proceeds through the legislative process.

### **C. HEARING CHART**

<b>Hearing Date – Time</b>	<b>Bill Number</b>	<b>Title</b>	<b>Cross-filed Bill</b>
2/15/22 – 1:00 p.m.	HB 8	Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2022)	SB 275
1/18/22 – 1:00 p.m.	HB 26	Real Property - Regulation of Common Ownership Community Managers	---
1/25/22 – 1:00 p.m.	HB 93	Candidates for Offices of Municipalities and Common Ownership Communities - Reports of Donations and Disbursements	---
3/29/22 – 1:00 p.m.	HB 107	Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Reserve Studies - Statewide	---
1/13/22 – 1:00 p.m.	HB 140	Real Property - Condominiums and Homeowners Associations - Governing Bodies and Annual Meetings	---
2/2/22 – 1:00 p.m.	HB 303	Public Safety - Maryland Swimming Pool and Spa Standards - Adoption	SB 319
3/22/22 – 1:00 p.m.	HB 615	Real Property - Condominiums and Homeowners Associations - Dispute Settlement	---
2/22/22 – 1:00 p.m.	HB 698	Labor and Employment - State Minimum Wage Rate - Increase	SB 721
3/1/22 – 1:00 p.m.	HB 1060	Residential Owners in Common Ownership Communities Bill of Rights	---
3/31/22 – 1:00 p.m.	HB 1147	Real Property - Cooperative Housing Corporations, Condominiums, and Homeowners Associations - Virtual Meetings	---
3/1/22 – 1:00 p.m.	HB 1247	Howard County - Property Tax - Credit for Seniors to Offset Property Tax Rate Increase Ho. Co. 10-22	---
n/a – bill withdrawn	SB 139	Public Health - Semipublic Pools - Lifeguards	---
2/10/22 – 1:00 p.m.	SB 275	Labor and Employment – Family and Medical Leave Insurance Program – Establishment (Time to Care Act of 2022)	HB 8
2/17/22 – 1:00 p.m.	SB 294	Health - Automated External Defibrillator, First Aid, and CPR - Requirements for Health Clubs	---
2/10/22 – 1:00 p.m.	SB 319	Public Safety - Maryland Swimming Pool and Spa Standards - Adoption	HB 303
3/10/22 – 1:00 p.m.	SB 721	Labor and Employment - State Minimum Wage Rate - Acceleration	HB 698
9/20/21 – 7:00 p.m.	CB64-2021	Howard County Council – Specimen Trees	---
9/20/21 – 7:00 a.m.	CB66-2021	Howard County Council – Forest Conservation Act removal of exemptions	---
10/18/21 – 7:00 p.m.	CB78-2021	Howard County Council – Forest Conservation Act tree “lookback”provision	---
10/18/21 – 7:00 p.m.	CB79-2021	Howard County Council – Forest Conservation Act enforcement measures	---
11/15/21 – 7:00 p.m. 11/17/21 – 6:00 p.m.	CB82-2021	Howard County Council – Local Minimum Wage	---
11/15/21 – 7:00 p.m.	CB88-2021	Howard County Council – Historic Structure Maintenance	---
11/15/21 – 7:00 p.m.	CB89-2021	Howard County Council – Forest Conservation Act tree “lookback”provision	---
1/18/22 – 7:00 p.m.	CB10-2022	Howard County Council – Recall of Employees after COVID-19 Lay-Offs	---
2/22/22 – 7:00 p.m.	CB14-2022	Howard County Council - Forest Conservation Plan Requirements	---