



February 19, 2016

To: Columbia Association Board of Directors
Advisory Committee Chairpersons
Village Board Chairs
Village Managers
Members of the Press
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, February 25, 2016 at 7:00 p.m. at the Columbia Association Building, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | | |
|---|-------------------------|--------------------------|
| 1. Call to Order (Announce Directors/Staff in Attendance) | | 1 min. |
| 2. Vote to Hold a Closed Meeting of the CA Board of Directors | | 1 min. |
| 3. Closed Meeting of the CA Board of Directors | | 30 min. |
| 4. Announcement of Closed/Special Meetings Held/To Be Held | | 1 min. |
| 5. Approval of Agenda for Open Board of Directors Meeting | | 1 min. |
| 6. Disclosure of Conflicts of Interest | | 1 min. |
| 7. Resident Speakout | | |
| 8. Approval of Minutes | January 28, 2016 | February 11, 2016 |
| 9. Chairman's Remarks | | 3 min. |
| 10. President's Report – See written report – Follow-Up Questions from the BOD | | 10 min. |
| 11. Committee Chairs' Remarks | | 10 min. |
| (a) Board Operations Committee | | |
| (b) External Relations Committee | | |
| (c) Planning and Strategy Committee | | |
| (d) Strategic Implementation Committee | | |
| (e) CA Representatives to the Inner Arbor Trust Board of Directors | | |
| 12. Recommendations for Board Action | | |
| (a) Consent Agenda – None | | |
| (b) Recommendations for Action | | 70 min. |
| 1. Approve Annual Charge Rate for FY 17 | | |
| 2. Approve Proposed FY 17 Rates | | |
| 3. Approve Proposed FY 17 Capital Budget | | |
| 4. Approve Proposed FY 17 Operating Budget | | |
| 5. Approve Proposed Conditional FY 18 Capital Budget | | |
| 6. Approve Proposed Conditional FY 18 Operating Budget | | |
| 7. Approval of February 4, 2016 Board of Directors Work Session
Suggestion to Suspend the Rules regarding Board Operating
Committees (External Relations, Planning and Strategy, Strategic
Implementation) for the months of March 2016 and April 2016 | | |

- 13. Committee Agendas
 - (a) Planning and Strategy Committee **60 min.**
 - 1. Discussion
 - (a) Presentation: An Overview of Community Association and Columbia Association Roles and Financial Responsibilities
 - (b) Board Work Plan for Calendar Year 2016
 - (b) Strategic Implementation Committee **5 min.**
 - 1. Discussion
 - (a) Committee Tracking Form
 - (c) External Relations Committee **5 min.**
 - 1. Discussion
 - (a) Committee Tracking Form
- 14. Tracking Forms **5 min.**
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests
- 15. Talking Points **2 min.**
- 16. Adjournment – Anticipated Ending Time: Approximately 10:40 p.m.

**Upcoming Board Meetings:
Thursday, March 10, 2016
Thursday, March 24, 2016**

**ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY
CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.**

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

DRAFT MINUTES
BOARD OF DIRECTORS MEETING
Held: January 28, 2016

To be Approved: February 25, 2016

A meeting of the Columbia Association Board of Directors was held on Thursday, January 28, 2016 at the Columbia Association Building. Present were Chairman Andrew Stack and members Brian Dunn, Reg Avery, Dick Boulton, Jeanne Ketley, Alan Klein, Nancy McCord, and Gregg Schwind (who arrived at 7:46 p.m.). Janet Evans participated by phone. Also present were CA President/CEO Milton W. Matthews, Chief Staff Liaisons Susan Krabbe and Norma Heim, General Counsel Sheri Fanaroff and Governance Chief of Staff Jane Dembner.

- 1. Call to Order:** The Board of Directors Meeting was called to order at 7:32 p.m. by the Chair, Andrew Stack.
- 2. Announcement of Closed/Special Meetings Held/To Be Held: Architectural Resource Committee** held a closed meeting at the Columbia Association Building on January 11, 2016. ARC Members present at the meeting were Jane Dembner, Craig Garrison, Michael Shaw and Gordon MacPhee. Others present were Carole MacPhee, Laura Parrish, Debbie Nix, Bob Bellamy, Susan Sloan, Karen Turcan and Dale Wasmus. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4) (iv) consultation with staff personnel consultants, attorneys, or other persons in connection with pending or potential litigation.
The vote to close was 4-0-0.
For: Jane Dembner, Craig Garrison, Michael Shaw and Gordon MacPhee
- 3. Approval of Agenda:**
Action: Ms. McCord moved that the agenda be accepted; Mr. Avery seconded the motion. The agenda was approved unanimously.
- 4. Disclosure of Conflicts of Interest:** none
- 5. Resident Speakout:**
 - (a) Jerry Krasnick, Town Center, had questions regarding the proposed land swap between Columbia Association and Howard Hughes Corporation.
 - (b) Chris Alleva, Hickory Ridge, spoke about the proposed Wegman's rezoning.
 - (c) Eric Stein, Hickory Ridge, spoke about the proposed Wegman's rezoning.
 - (d) Bill Ingles, Hickory Ridge, spoke about Wegman's rezoning and affordable housing in Banneker.
 - (e) Joel Hurewitz, Harpers Choice, spoke about the proposed revised ethics policies.
 - (f) Mihir (Mike) Patel of Simpsonville spoke about the proposed Wegman's rezoning.
 - (g) Shrinath Desai of Elkridge spoke about the proposed Wegman's rezoning.

45 **6. Approval of Minutes of January 14, 2016:**

46 Mr. Klein clarified his discussion referred to at lines 90 and 91 but did not ask for any
47 specific changes to the minutes. Mr. Schwind asked that at line 154 “providing services in
48 Haiti.” be changed to “service.”

49 **Action:** Nancy McCord moved to approve the minutes as amended; Reg Avery seconded the
50 motion. The vote to approve the minutes was unanimous.
51

52 **7. Chairman’s Remarks:** Mr. Stack thanked the CA staff for the snow removal and reminded
53 everyone of upcoming dates.
54

55 **8. President’s Remarks:** President Matthews referred the Board to his report. He assured the
56 Board that CA monitors what is happening in the County and that CA will be involved in the
57 New Town development. President Matthews discussed proposed improvements to clubs
58 and services. A suggestion was made to put a link to the President’s Report on the website.
59

60 **9. Committee Chairs’ Remarks:**

61 (a) **Board Operations Committee:** none

62 (b) **External Relations Committee:** none

63 (c) **Planning and Strategy Committee:** none

64 (d) **Strategic Implementation Committee:** none

65 (e) **CA Representatives to the Inner Arbor Trust Board of Directors:** Gregg Schwind
66 advised that the next meeting would be held on February 22, 2016.
67

68 **10. Recommendations for Board Action:**

69 (a) **Consent Agenda – None.**
70

71 (b) **Recommendations for Action:**

72 **1) Approval of Land Swap – Columbia Association and HRD Tennis Facility:**

73 Dennis Matthey described a proposed agreement between CA and Howard Research
74 and Development to swap approximately 0.4 acres of Town Center open space near
75 the Banneker Road Fire Station for a parcel in Long Reach that would be used to
76 develop an indoor tennis facility. The Board discussed the benefits and disadvantages
77 of approving the proposed land swap.

78 **Action:** The Board voted to approve the transfer of 0.4 acres of Town Center Lot 2,
79 owned by CA to HRD in exchange for HRD turning over to CA two parcels in Long
80 Reach, Parcel 96 and Lot 2 totaling approximately 11.8 acres.

81 **Vote: 8-1-0**

82 For: Messrs. Avery, Boulton, Dunn, Klein, Stack, and Schwind; and Mmes.
83 McCord and Evans

84 Against: Ms. Ketley
85
86

87 **11. Special Topics and Presentations:**

88 (a) **Update - Columbia 50th Birthday Celebration:** Ms. Marlys East, the 50th Birthday
89 Managing Director, presented a plan to the Board for Columbia's 50th birthday celebration.

90 She gave the Board members a package that is to be provided to the community. The Board
91 had several questions for Ms. East.
92

93 **(b) Discussion of Revised Ethics Policies:** Sheri Fanaroff provided the Board with the
94 Proposed Revisions to CA's Ethics Policies and advised that the previous Board had asked
95 that these policies be reviewed. Ms. Fanaroff pointed out that several of the Board members
96 have not yet signed the current ethics policies, and Mr. Stack urged all Board members to do
97 so. The Board requested they be provided with policies of other similar homeowners
98 associations. The Board decided not to proceed with considering the proposed revisions to
99 CA's current ethics policies.
100

101 **12. Committee Agendas:**

102 (a) Strategic Implementation Committee:

- 103 i. **Easement Agreements related to the Crescent Property:** Dennis Matthey
104 presented the requested easement to the Board. Discussion by the Board of the
105 easement requested and the need for the easement for the upgrades to the
106 restroom facilities at Merriweather and Symphony Woods.
107 **Action:** Mr. Schwind moved that the SIC recommend that the Board approve the
108 easement agreements related to the Crescent Property. Mr. Avery seconded the
109 motion. The vote to approve was 2-1-0.
110 For: Messrs. Avery and Schwind
111 Against: Ms. Evans
112

113 (b) External Relations Committee:

- 114 i. **Recommendations from the Watershed Advisory Committee re: Watershed**
115 **Remediation Projects:** John McCoy spoke about the Watershed Remediation
116 Projects and recommendations made by the Watershed Advisory Committee. The
117 ERC discussed the need to have the watershed remediation projects on CA
118 property included in the Howard County Department of Public Works budget.
119 **Action:** Mr. Klein moved to recommend that the Board approve the
120 recommendations made by the Watershed Committee. Mr. Dunn seconded the
121 motion. The motion was approved by a vote of 3-0-0.
122

123 **13. Tracking Forms:**

- 124 (a) Tracking Form for Board Requests: No additions
125 (b) Tracking Form for Resident Requests: No additions.
126

127 **14. Talking Points:** Alison Mathieson presented the talking points.
128

129 **15. Adjournment:** The Board of Directors meeting was adjourned at 10:50 p.m.
130

131 Respectfully submitted,
132

133 Alison Mathieson
134 Recording Secretary

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: February 11, 2016

To be approved: February 25, 2016

A meeting of the Columbia Association Board of Directors was held on Thursday, February 11, 2016, at the Columbia Association Building. Present were Chairman Andrew Stack and members Reg Avery (via phone at 7:42 and in person at 7:52 p.m.), Dick Boulton, Brian Dunn, Janet Evans (via phone), Jeanne Ketley, Alan Klein, Nancy McCord, and Chao Wu. Member Gregg Schwind was absent. Also present were CA President/CEO Milton W. Matthews, Chief Staff Liaisons Susan Krabbe and Norma Heim, and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:31 p.m. by the Chairman, Andrew Stack.

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

The Risk Management Committee met on January 28, 2016 at the Columbia Association headquarters. Members present were Milton Matthews, Susan Krabbe, Reg Avery, and Gregg Schwind (via phone). The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(iii) consultation with legal counsel on legal matters, and (iv) investigative proceedings concerning possible or potential litigation or other legal matters. The meeting was closed from 7:05 p.m. until 7:25 p.m.

Mr. Dunn arrived at 7:35 p.m.

3. Approval of Agenda

Action: Ms. McCord moved to approve the agenda. Ms. Ketley seconded the motion, which passed unanimously. Vote: 8-0-0

4. Disclosure of Conflicts of Interest: none

5. Resident Speakout:

(a) Barbara Russell, Oakland Mills, requested information about how the Inner Arbor Trust has spent funds received from CA, the state and county, how it raises money, and progress it has made thus far.

Mr. Avery called in at 7:42 p.m.

6. Approval of Minutes of January 28, 2016 (deferred until February 25, 2016)

7. Chairman's Remarks: Mr. Stack announced upcoming meetings and events:

- February 13: CA All-Star activities at the athletic facilities.
- February 20: Downtown Columbia Affordable Housing presentation
- February 20 and 23: Information sessions for people interested in running for the Board of Directors
- February 22: meeting of the Long Reach Village Board to present Indoor Tennis Facility plans.
- February 25: next CA Board meeting during which the budget vote will take place.
- February 25: Downtown Columbia Transportation session.
- February 29: BOC meeting.
- March 15 and 16: Google App training

48 **8. President's Remarks:** none

49
50 **9. Committee Chairs' Remarks:**

- 51 (a) Board Operations Committee: none
52 (b) External Relations Committee: none
53 (c) Planning and Strategy Committee: Mr. Wu spoke about email he sent to staff re: Long Reach Tennis
54 Facility
55 (d) Strategic Implementation Committee: none
56 (e) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Boulton said he drafted
57 guidelines for CA Board members serving as representatives on the Inner Arbor Trust Board of
58 Directors and will get input on the guidelines from Mr. Schwind and Mr. Matthews. He said a
59 presentation regarding raising \$400,000 for lighting and audio equipment in the Chrysalis was
60 cancelled due to snow. He also said the next IAT meeting will be on February 22.

61
62 *Mr. Avery arrived at 7:52 p.m.*

63 **10. Recommendations for Board Action**

- 64 (a) Consent Agenda – None
65 (b) Recommendations for Action
66 1. Approval of the Easement Agreements related to the Crescent Property
67 Ian Kennedy, Executive Director of the Downtown Columbia Arts and Culture Commission,
68 described his organization's role in the process of transferring ownership of Merriweather Post Pavilion
69 from Howard Hughes Corporation to the county. He asked the Board to approve easements needed to
70 upgrade facilities at Merriweather.
71 **Action:** The Board approved the SIC's recommendation to approve six easements in the Crescent
72 Property for water and sewer lines related to improvements at Merriweather Post Pavilion. Vote: 7-1-1
73 For: Messrs. Avery, Dunn, Stack, and Wu, and Mses. Evans, Ketley and McCord
74 Against: Mr. Klein
75 Abstain: Mr. Boulton
76
77 2. Approval of the Recommendations from the Watershed Advisory Committee
78 Open Space Director Dennis Matthey said CA would benefit if the county continues to impose its
79 Stormwater Utility fee.
80 **Action:** The Board unanimously approved the ERC's recommendation to support the Watershed
81 Advisory Committee's request that CA oppose repeal of the county's Stormwater Utility Fee.

82 **11. Special Topics and Presentations – none**

- 83 (a) Briefing on Concept Plan for New Indoor Tennis Facility
84 CA Construction Director Albert Edwards and Donald Konapelsky of GTM Architects gave an update
85 regarding the Long Reach Indoor Tennis Club Project construction documents, cost estimates and
86 preliminary project schedule. They estimate the project will be complete in February 2018, but the date is
87 dependent on the county permitting process and the actual start date of construction.
88

89 **12. Committee Agendas**

- 90 (a) Planning and Strategy Committee
91 1. Discussion:
92 (a) PSC hosts Board work session on the Proposed Draft FY 17 and FY 18 Capital and Operating
93 Budgets
94
95 (b) Formulate and Approve Recommendations to the Board of Directors re: Proposed Draft FY 17
96 and Conditional FY18 Budgets (Capital and Operating) and Rates
97 Board members commended staff on the budget document and process. Mr. Matthews noted that
98 when budget requests exceed fund availability, requests related to safety issues take priority.

Action: Ms. McCord moved that the PSC recommend that the Board approve the Draft FY 17 and FY 18 Capital and Operating budgets. Ms. Ketley seconded the motion, which the committee passed unanimously. Vote: 3-0-0.

(c) Committee Tracking Form

13. Tracking Forms

(a) Tracking Form for Board Requests: No additions

(b) Tracking Form for Resident Requests: Barbara Russell requested receiving within 30 days information regarding how the Inner Arbor Trust has spent funds received from CA, the state and county, how it raises money, and progress it has made thus far.

14. Talking Points: Recording Secretary Valerie Montague read the Talking Points.

Ms. Heim noted the dates for stakeholders dinners: March 28 (League of Women Voters and Howard County Citizens Association), April 11 (Village Managers and Board Chairs), and April 27 (Chamber of Commerce Executive Committee)

15. Adjournment: The meeting was adjourned at 9:08 p.m.

Respectfully submitted,

Valerie Montague
Recording Secretary

FEBRUARY 2016

Message from the Office of the President/CEO

The January 2016 Blizzard is over and our lives have returned to normal. However, we are still reminded of how much snow we got by the remaining mounds lining our streets and parking lots. Each time our area is blanketed with snow, CA's snow removal teams respond to open our facilities and amenities. That is no easy task and the effort takes a lot of preparation, prioritization and coordination.

Clearing the snow from CA property is done by a dedicated group of CA team members from Open Space Management, Capital Improvements, Golf Course Maintenance, and each of our facilities. They remove the snow from community and neighborhood centers, the three gyms, ice rink, maintenance facilities, more than 30 parking lots and more than 120 miles of pathways and sidewalks connecting our community. Using trucks and handheld equipment, and operating heavy and light equipment, team members are often able to remove snow from these areas within a day. But the January Blizzard was an exceptional storm and it took several days to dig out. The 2016 Blizzard compares to the recent blizzards of 2010 and 2003 - all of which paralyzed our region for days.

Our community partners also have a major effort in clearing the snow for safe travel. Howard County has more than 1,000 miles of roadways and miles of pathways from which they remove snow. The Howard County Public School System removes snow from the walkways and parking lots of 76 schools.

It takes the combined efforts of many people from the public and private sectors to keep our community working effectively before, during, and after major weather events. On behalf of the Office of the President/CEO, *Thank You* to all our CA team members and community partners for being at their best, especially when the weather is less than ideal.

Energy Management

CA's energy management program has achieved some notable accomplishments over the last several months. A combined heat and power (CHP) generating station was installed at the Supreme Sports Club that will simultaneously provide electricity and hot water for the facility. This project was developed in partnership with Baltimore Gas and Electric and will reduce operating costs and energy consumption. Numerous other energy projects were implemented that included LED lighting at the Columbia Athletic Club, the Supreme Sports Club, and courtyards at Kahler Hall and Slayton House.

CA has also recently received national recognition for our leadership on energy and sustainability issues. CA was recently mentioned in a fact sheet from the White House [press office](#) promoting our commitment to energy efficiency as a participant in the Department of Energy's Better Buildings Challenge program.

Sport and Fitness

All Star Open House Day

On February 13, the Sport and Fitness facilities welcomed the public to the All Star Open House Day - a series of special classes, programs and events, along with ongoing All Star themed activities and promotional displays, intended to express member appreciation and celebrate our outstanding facilities, staff and programs. The All Star theme tied in to the NBA All Star weekend so we at CA could celebrate our stars - members, residents and guests! Gold stars decorated the entranceways, staff wore gold medals, and foil-wrapped sports chocolates, fruit chews and freshly made popcorn were given at the front desks. In addition to free guest admission, special group fitness classes and sports activities such as basketball skills contests, cardio tennis, racquetball clinics, wibit races, putting contests, martial arts, and ice and roller skating were scheduled from opening until closing and made available to everyone. The event was a great success generating hundreds of program and membership leads and creating a fun and celebratory atmosphere for members, guests and staff alike. We look forward to conducting three open house events each year with the next event scheduled in late June and featuring a Summer Olympics theme.

Administration

Anish Manrai was named Assistant Director of Sport and Fitness in February 2016. Anish has worked at CA since 2013 and most recently served as General Manager of Tennis Operations. CA's Tennis Division under his leadership was awarded the 2015 United States Tennis Association (USTA) Mid-Atlantic Innovation Award and was nominated for the 2016 USTA Organization of the Year.

Aquatics

Aquatics is in the process of hiring 450 new and returning team members for the summer 2016 season. Eighty-five (85) offers to new lifeguards were sent the week of February 1, and more are expected to follow. The first of four New Guard certification courses began on February 8.

Registration for World's Largest Swim Lesson is open. The event will take place on June 24 at the Dickinson Pool at 1:00 pm.

Aquatics is in the process of interviewing and hiring 42 coaches for the 2016 Columbia Neighborhood Swim League (CNSL) season.

The Dorsey renovations are going well and are expected to be completed for the reopening of the facility on Memorial Day Weekend.

Columbia Swim Center

The Swim Center will be closed from June 16 through Labor Day for installation of the new Splashdown slides, tower, and repairs to the Program Pool roof. Morning Swim programming will be moved to the Hawthorn pool for the upcoming summer.

Golf

Fairway Hills will begin its FootGolf League on Mondays, beginning April 18. FootGolf is playing Golf to larger holes, in the rough, and with a soccer ball. The front 9 holes will accommodate 18 FootGolf holes. FootGolf will not impact the golf course or other golfers.

The stream stabilization/bridge repair work is entering the final stages for completion. Large rocks have been placed to stabilize the stream bank and the planks on the bridge are being replaced.

The First Tee of Howard County is now conducting Winter Session classes, with Spring Session classes beginning in mid-April. The First Tee of Howard County was one of two of the 185 National Chapters to earn the ACE level award three years in a row. The 9th Annual Taste for The First Tee will be held on April 14th at the Turf Valley Resort. Tickets and class registration may be found on its website: www.thefirstteehowardcounty.org.

Indoor/Outdoor Tennis Clubs

The Winter Session for Juniors and Adults began on January 19 and continues through March 28.

Pickleball continues to be popular and offered two days weekly at Owen Brown Tennis Club with an average of 14-16 players per day.

Cardio Tennis continues to be popular, and is growing with an average monthly participation of 100 players.

Columbia Gym

Table Tennis is now offered as a drop-in activity for members and guests! The new tables and equipment are available for use in the atrium every Thursday evening from 7pm-10pm.

Basketball Clinics for intermediate and advanced youths, ages 10-14, were started on weekday afternoons with great participation in February.

Due to inclement weather, the Family Fun Around the World event was rescheduled from January 22 to August 19th.

The KidSpace Adventure Day program on February 5 and 8 had the maximum number of registrations-30 children per day.

Supreme Sports Club

The Biggest Winner started in January with four teams.

KidSpace hosted 13 birthday parties in January and experienced increased usage during the snow week. The daily average was 129.

Personal Training

The Columbia Gym hosted the Biggest Winner 2016 Kick Off on Saturday, January 30. A total of 45 individuals are participating in this year's program. The Success Celebration will be held on April 6.

We are working on a marketing plan for launching a new client package that would be offered to new members and "new" clients who have not purchased or used sessions in over a year.

Haven on the Lake

Information on Haven on the Lake (HOTL) is now displayed on the Sheraton and Homewood Suite websites. HOTL is also working with Sales and Marketing to complete a sales kit to present to

corporations, and has sold 187 vouchers offering access to the healing environments and one class through “Living Social,” a social media e-commerce website.

HOTL recently hired a group fitness yoga supervisor and a healing environments supervisor. It is also adding more TRX classes due to the high demand and positive feedback, and is creating a Pilates circuit to add value to the Revive membership program.

Planning and Community Affairs

Development Monitoring

Staff from the Office of Planning and Community Affairs continued to monitor development in and around Columbia. The updated Development Tracker, which tracks development proposals and meetings for sites in and close by to Columbia is available on-line at <http://bit.ly/DevelopmentTracker>. This is updated at least monthly. Planning staff also attended and/or participated in various meetings related to planning and development including:

- Hickory Ridge Village Center redevelopment workshop (2/18/16)
- Presubmission Community Meeting on changes to the Downtown Columbia Plan (based on join recommendations) to increase affordable residential units in Downtown Columbia (2/20/16)

Bicycle Friendly Community Application

Planning staff submitted a Bicycle Friendly Community application to the League of American Bicyclists for Columbia, Maryland with the support from other CA departments, Howard County Government and bicycling advocates. The application highlights essential elements from a community that are consistent in making a great place for bicycling, which includes topics of engineering, education, encouragement, enforcement and evaluation.

The state of Maryland has six bicycle friendly communities: Rockville, Baltimore, Bethesda, Frederick, Salisbury and Hagerstown. All six were awarded “bronze” (one of five designations: Diamond, Platinum, Gold, Silver and Bronze). If Columbia were to be designated a Bicycle Friendly Community, it would recognize the hard-work and investment that CA and others make to improve the quality-of-life for those who live, work and play in Columbia.

PALS (Partnership in Action Learning Sustainability)

Planning staff joined faculty and students on a bus tour of Owen Brown Village Center. The tour helped to orient landscape architecture and real estate development students enrolled in the PALS course sponsored by Howard County Government on a detailed assessment of community revitalization in the village center. Students, faculty and staff also toured Downtown Columbia, Wilde Lake Village Center and Harper’s Choice Village Center to get a better understanding of design elements and the economic market in Columbia.

Community Services

Volunteer Center

On January 18th, the Volunteer Center, in partnership with the Howard County Martin Luther King, Jr Celebration Commission, worked with 12 other organizations to offer 13 different opportunities to honor Dr. King’s birthday with service to the community. To date, the center has verified more than 290

volunteers who contributed over 550 hours of service. Specific outcomes include clipping coupons in the amount of \$12,420 for military families overseas and collecting 3,147 pounds of food and non-perishable items for the Howard County Food Bank.

Columbia Art Center

In partnership with Columbia Festival of the Arts, the Columbia Art Center hosted a ticketed concert on Saturday, February 6 with nationally known jazz musician Samuel James. More than 85 people enjoyed the evening concert held in the Columbia Art Center Galleries. Prior to the concert, attendees enjoyed a private showing of the theme exhibit “Beyond the Blues.” The show featured more than 55 visual art works celebrating and reflecting African American music and culture. Attendees were able to view the show, talk to the artists and then enjoy an evening of jazz and blues tunes. The event was part of Columbia Festival of the Arts winter festival mini-series.

School Age Services

School Age Services launched a Pay as You Go breakfast program to ease the stress of family mornings. Beginning February 1, parents who are time-crunched in the morning can purchase a Kellogg’s Jump Start breakfast for their children. The breakfast would supplement, not replace, the snack routinely served in the morning. The new program was instituted following feedback from parents on the annual survey.

Youth and Teen Center

In partnership with the Jacaronda Center for Family and Youth Development, the Youth and Teen Center will host a parent workshop series beginning in March. Each workshop will focus on ways parents can improve parenting skills while navigating through the many roles they play.

Communications and Marketing

Email Broadcasts

Email broadcasts that consistently have high open rates are the CA Digest, Haven on the Lake member eNewsletter, School Age Services, and the Fitness eNewsletter. CA Digest is delivered in two different emails: one to PPP members and one to everyone else. The ones that go to PPP members consistently have an open rate that is about 30%-45% higher. Of all emails sent to groups over 1,000 addresses, SAS has the highest open rates from 87% - 93%. Since its inception, the Fitness eNewsletter goes to the greatest number of recipients (over 15,000 people) and has an open rate of between 37% - 41%, meaning it’s reaching a large number of members.

PR/Media Activity

Five press releases were sent between January 13 and February 12. High profile coverage during that period included a *Columbia Flier* cover story on the Youth and Teen Center’s annual clothing drive distribution days; a *Flier* story on Historic Oakland being able to host a wedding during the blizzard thanks to the work of CA’s crews; and *Chesapeake Family Magazine*’s website mentioning Columbia Swim Center in two articles.

Publications

February: Publications included *CA Monthly* and *CA Today*. The former highlighted Valentine’s Day date ideas with Columbia Association, as well as the return of Excite Columbia and information regarding the FY2017 and FY2018 budgets. *CA Today* featured stories on corporate memberships, translation services, core workouts, My Baby and Me, aquatics for seniors and the Inter-County Broadband Network.

March: *CA Monthly* will feature spring events, and *CA Today* will highlight camps, planning, and KidSpace parties, among other stories.

Social Media

Following are highlights of social media progress in calendar year 2015:

Facebook

- Gained over 2,400 new likes
- 74 percent of our likes are females; mostly ranging from age 24-44
- We received 2.1 million impressions by more than 800,000 unique Facebook users.
- Over 25,000 unique Facebook users shared our content.

Twitter

- We received nearly 1 million impressions
- Gained over 800 organic followers (35% increase)
- 52 percent of our followers are females (Women between ages of 35-44 appear to be the leading force)
- 42 percent of our followers are males

Instagram

- Gained 373 organic followers

YouTube

We started the year with 88,029 lifetime views and ended with 126,475 (44% increase)

Pinterest

9 different boards showcase CA – if you haven't checked it out yet, please do so

www.pinterest.com/columbiaassn/

Video

Programming for Columbia Matters TV and Radio follows topics that run in *CA Monthly* and *Howard Magazine*, as well as current events. Our current focus is also on developing group fitness videos and one that will be used to promote Haven on the Lake.

Monthly Updates

Inner Arbor Plan and Organization

An update on the Chrysalis project can be found at the following link:

<http://static1.squarespace.com/static/51e1bf57e4b0e2abc3e95f77/t/56c3ac3fa3360cdc84d13b6f/1455664197094/Inner+Arbor+Trust+Update+as+of+February+2016.pdf>

Upcoming Events

The Volunteer Center serving Howard County will offer a Volunteer Leaders Training on March 14 from 6:00-8:00 pm at CA headquarters. The session offers information on best practices for volunteer projects and volunteer management.

In conjunction with the Little Patuxent Review, the Columbia Art Center will feature Classical Indian Dance to Bollywood, a free dance performance on Monday, March 21 at 7:00 pm. Local dance artist Jaya Mathur will demonstrate the fast-paced and expressive form of dance from its origins to how it is used today in folk and western styles of dance. No registration is required.



COMMITTEE RECOMMENDATIONS TO BOARD

Date: February 17, 2016
To: Columbia Association Board of Directors
From: Chao Wu, Chair – Planning and Strategy Committee
Subject: Recommendation for the Draft Proposed FY 17 and Conditional FY 18 Budgets

Issue:

At its February 11, 2016 meeting during the Board of Directors meeting, the Planning and Strategy Committee (PSC) reviewed and discussed the draft proposed FY 17 and conditional FY 18 operating and capital budgets.

Discussion:

PSC members and other Board members reviewed and discussed the draft FY 17 and conditional FY 18 operating and capital budgets thoroughly throughout the budget process, so little discussion was required at this meeting.

Recommendation of Committee:

By a vote of 3 For 0 Opposed 0 Abstain

☐

Has no recommendation.

☒

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

The draft proposed FY 17 and conditional FY 18 operating and capital budgets, including the annual charge rate of \$0.68, the proposed cap of 3.5 percent and the membership and other rates were discussed in work sessions throughout the budget process.

Motion: The recommendation must be written in the form of a motion or resolution.

The PSC moved to recommend that the Board of Directors approve the draft proposed FY 17 and conditional FY 18 operating and capital budgets.

Additional Action recommended by committee in lieu of motion or in addition to motion:
None.

**Notes from the
Work Session of the CA Board of Directors
February 4, 2016**

A work session of the Columbia Association Board of Directors was held on Thursday, February 4, 2016 beginning at 7:30 p.m. at Columbia Association headquarters. Present were Andrew Stack, CA Board Chair; and Board members Reg Avery, Dick Boulton, Brian Dunn, Alan Klein, Nancy McCord, and Milton W. Matthews. Board members Janet Evans and Jeanne Ketley participated via telephone. Staff members in attendance were General Counsel Sheri Fanaroff; Governance Chief of Staff Jane Dembner; and Chief Staff Liaisons Norma Heim, Susan Krabbe, and Janet Loughran.

Discussion on the Board/Committee Structure

Ms. Dembner reviewed the two supporting documents for the work session.

- The first, Ms. Dembner's memorandum dated February 4, 2016, gave an overview of the current committee structure and how it evolved over time, and summarized the Board's ideas from June 2015 on potential ways to change the meeting schedule of the Board and its committees.
- The second document, the Columbia Association Board of Directors Committee Structure Governing Documents updated on November 12, 2015, details the model, description and purpose, and responsibilities of the individual Board committees.

Attendees discussed potential goals and benefits of changing the current committee system and the structure of Board meetings:

- Ending the confusion of having committee meetings within Board meetings;
- Presenting information that could be heard and discussed by all Board members at the same time;
- Making decisions earlier in the evening;
- Ending meetings earlier in the evening; and
- Having work sessions throughout the year.

Attendees discussed the suggestions made in June 2015 and ideas put forth during the evening. They included:

- Second Thursday of the month: standing committees meet back-to-back;
- Second Thursday of the month: standing committees meet concurrently;
- Second Thursday of the month: having a Board work session;
- Fourth Thursday of the month: having a decision-making Board meeting; and
- No changes to the current structure.

The role of the Board Operations Committee (BOC) and who would be responsible for creating meeting agendas in a revised governance structure were also discussed.

At the conclusion of the discussion, attendees agreed to the following:

- Pending approval by the Board of Directors at its February 25, 2016 meeting, the current committee rules will be suspended for March 2016 and April 2016 for the External Relations, Planning and Strategy, and Strategic Implementation Committees. The BOC, Audit, and Risk Management Committees will continue to meet in accordance with current rules and practices.

- The following revised meeting schedule will be implemented on a trial basis in March 2016 and April 2016:
 - Second Thursday of the month: This meeting will be a work session of the CA Board of Directors. Briefings and straw votes will be allowed. Votes by the Board of Directors will not take place at this meeting, unless necessary to respond to an urgent matter.
 - Fourth Thursday of the month: This meeting will be a voting meeting of the Board of Directors. Votes will be taken on matters discussed by the Board at the work session. The meeting will be expected to end by 10:00 p.m.
- CA staff members will review the current documents and policies concerning Board governance, and ascertain what changes are necessary to implement the proposed revisions to the committee system and Board meeting structure on a permanent basis. Those suggested changes will be presented to the BOC for consideration.
- It is anticipated the BOC will make a recommendation to the Board of Directors to approve final adoption of the proposed revised committee system and Board meeting structure at its April 28, 2016 meeting. If approved by the Board of Directors, the new committee system and Board meeting structure will be effective May 1, 2016.
- The Board Operations Committee will continue to set the agendas for both monthly meetings of the Board of Directors. Current members of the Board Operations Committee will continue to serve on the committee until April 30, 2016.
- Effective May 1, 2016 or upon approval of the Board of Directors of the proposed new committee structure and meeting schedule, the composition of the Board Operations, Risk Management, and Audit Committees will be as follows:
 - Board Operations Committee:
 - Chair of the CA Board of Directors;
 - Vice Chair of the CA Board of Directors;
 - President/CEO of Columbia Association;
 - Two of the remaining eight members of the CA Board of Directors – to be rotated throughout the fiscal year
 - Risk Management Committee:
 - CA Vice President/CFO – Chair of the Committee
 - CA President/CEO
 - Three members of the CA Board of Directors – to be appointed at the organizational meeting of the CA Board of Directors in May of each year
 - One Resident Expert
 - Audit Committee:
 - CA President/CEO
 - Three members of the CA Board of Directors – to be appointed at the organizational meeting of the CA Board of Directors in May of each year
 - Two Resident Experts
 - CA Director, Internal Audit – Chief Staff Liaison to the Committee

It was also recommended that the Board of Directors follow two new protocols at future meetings:

- Document the reasons for decisions by the Board of Directors (although an issue was noted as to who would prepare such documentation) and
- Appoint a timekeeper (possibly the Vice Chair of the Board) to ensure adherence to time allocations.

The work session adjourned at 8:38 p.m.

Notes taken by,

Janet F. Loughran
Executive Assistant to the President/CEO



February 18, 2016

To: Members of the Planning and Strategy Committee (PSC)
Milton W. Matthews, President/CEO

From: Jackie Tuma, Director of Internal Audit
Jane Dembner, AICP, Director of Planning and Community Affairs

cc: Columbia Association Board of Directors

Subject: Overview of Community Association and Columbia Association Roles and Financial Responsibilities

Background

At the request of CA's President, we have prepared the attached presentation to provide an overview of the ten community associations and their relationship with CA. The presentation outlines the responsibilities of each organization from both an operational and financial perspective in relation to each other.

This is an informational item. No action is required.

Village Community Association Overview

Presented to CA Board of Directors
February 25, 2016

Background

- ▶ At the request of CA's President, this presentation was prepared to provide an overview of the ten community associations and their relationship with CA. The presentation outlines the responsibilities of each organization from both an operational and financial perspective.

Agenda

- ▶ Roles & responsibilities – Community Associations & CA
- ▶ Financial summary, including funding relationship between the Community Associations & CA

Community Association Overview

- ▶ Each village has its own residential community association, which is an independent, incorporated, nonprofit civic association formed exclusively for the promotion of the common good and welfare of the residents and property owners of that village
- ▶ Each association has similar, yet separate, Articles of Incorporation, By-laws and Covenants
- ▶ Each association has its own community-elected Board of Directors

Overview (continued)

- ▶ The community associations administer the village covenants, manage CA's community buildings, advocate for their residents and foster community participation at a grassroots level
- ▶ CA constructed, owns and maintains 24 facilities that the Community Associations utilize
- ▶ Building use agreements (called *Management Contracts*) between CA and each Village Community Association outline the responsibilities of each party

Overview (continued)

- ▶ The Village Community Associations utilize the facilities in fulfillment of their organizational goals, including:
 - provide services to the community,
 - Hold meetings of their Boards of Directors,
 - make meeting space available to the community for civic and social events,
 - provide leased or rented space to commercial, religious, social and civic organizations in order to generate revenue for their organizations,
 - provide office space for Association management, covenant enforcement, and distribution of community information.
- ▶ Additionally, the Associations are responsible for providing day-to-day facility maintenance and making minor (non-capital) facility repairs.

Overview (continued)

- ▶ The Columbia Association provides for:
 - Free use of CA's Neighborhood and Community Center buildings
 - The Assessment Share to each village association
 - Capital improvements to community/neighborhood center buildings
 - Building maintenance
 - Land maintenance of the grounds, snow removal, trash and debris removal
 - Payment of real estate taxes and maintains property insurance
 - Payment of village association employee benefits
 - Covenant enforcement legal fees

Assessment Share

- ▶ CA Board approved the assessment share formula in July 2012.
- ▶ The complicated formula results in the payment CA provides to each village to cover such components as staff salaries, benefits, & taxes; operating expenses; and communication and special events costs, etc. and then subtracts the component of income generated by the facility. Among other items, the number of community buildings, potential rental income and village population are also addressed in the formula.
- ▶ The CA Board agreed that the formula should be review and updated in 5 years.
- ▶ Staff will be preparing a recommended process for the model update so that the update can be completed and agreed to by May 1, 2017.

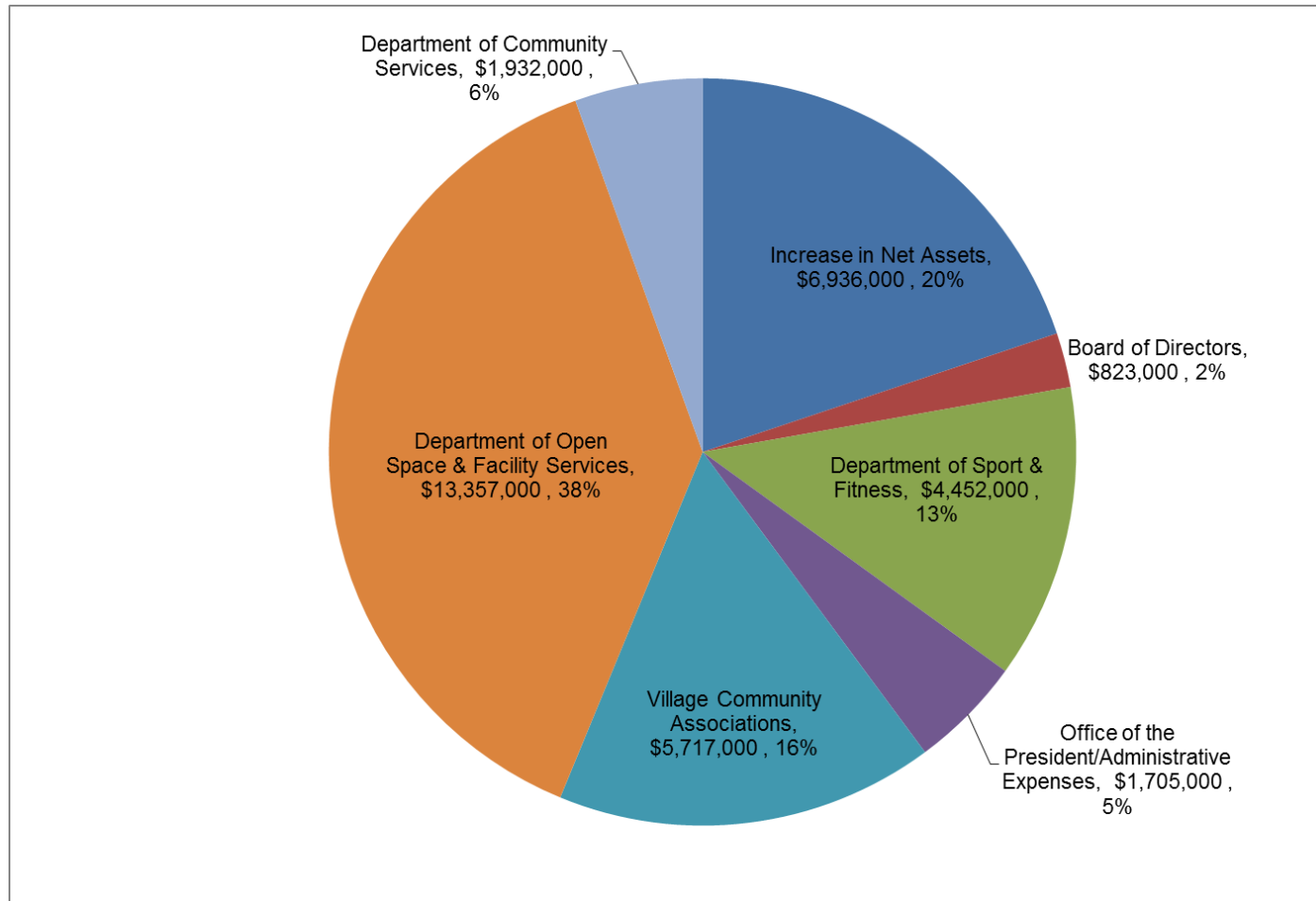
Contingency Fund

- ▶ A Contingency Fund was established in 1999 to *address the exceptional needs of a village or a one-time expense shared by a majority of the villages.*
- ▶ The fund is administered by a committee consisting of CA's Director of Planning & Community Affairs, two village managers, one CA Board member and one Village Board chair.
- ▶ Contributions to the fund come from the villages' *excess cash reserves.*
- ▶ The fund is capped at 20% of CA's total assessment share to the villages for a given year.

Where are we now?

- ▶ The following slides contain summary financial data and illustrate the funding relationship between CA and the Village Community Associations as has been described.

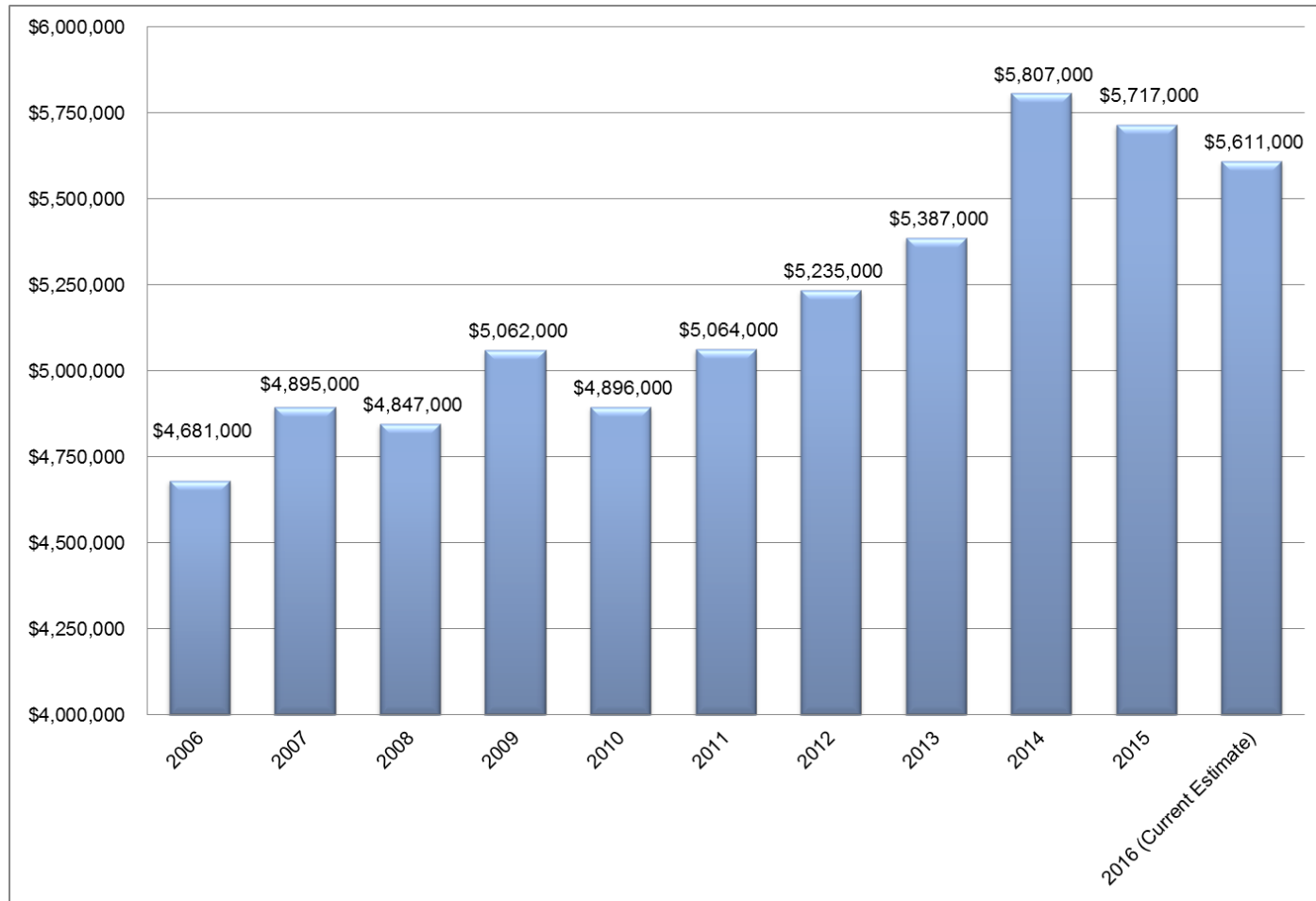
Use of Annual Charge To Support CA's Programs and Services – FY 2015



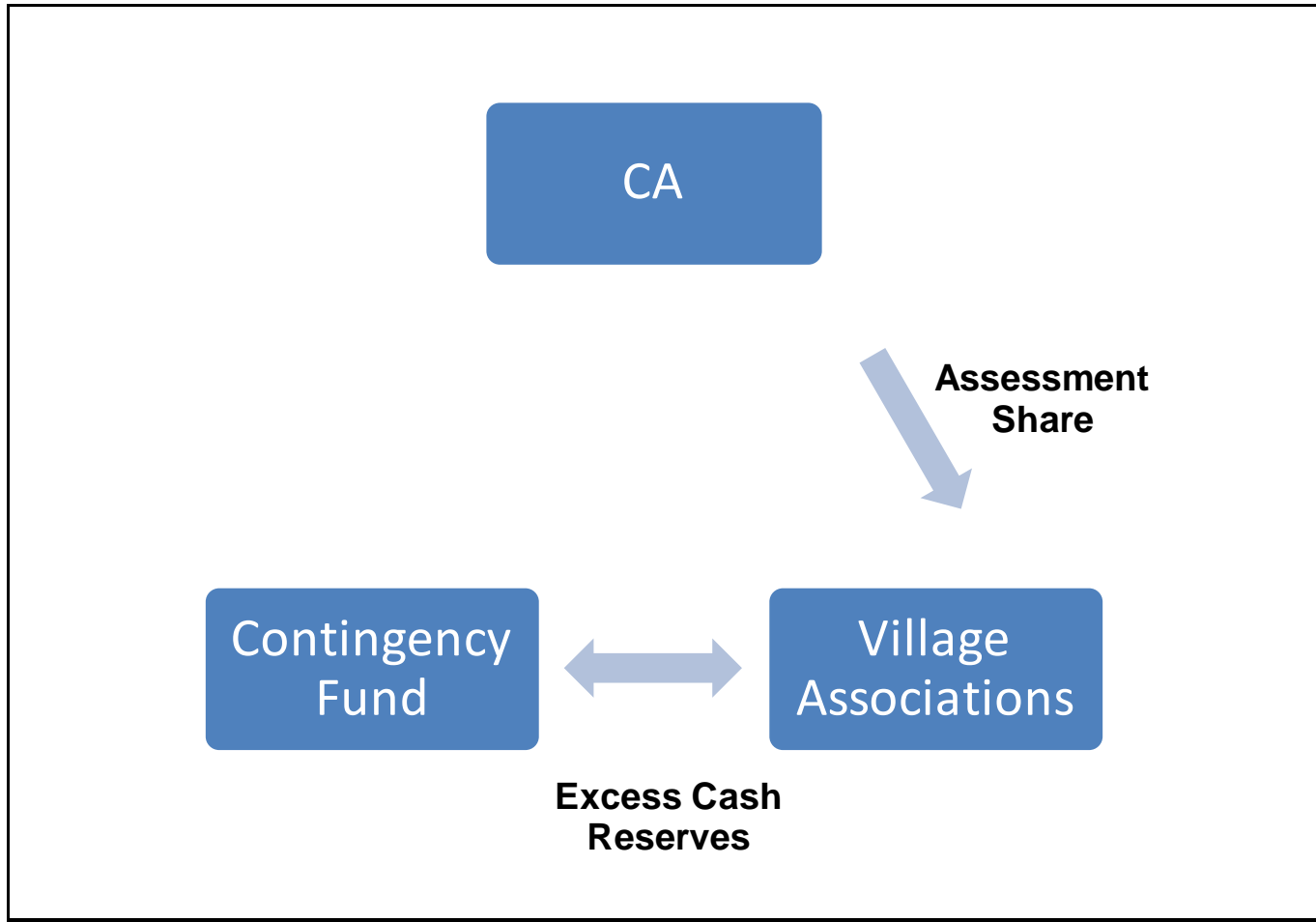
Assessment Share – Village Community Associations (Excerpt from Financial Report as of April 30, 2015)

	FY15 (\$000's)
Income	\$ 41
Operating Expenses	
Insurance	26
Fees	282
Rentals	2
Taxes	9
Utilities	7
Repairs & Maintenance	340
Comm. Assoc. Assess Share	2,974
Depreciation	772
Interest Expense Allocation	93
Alloc. Of Division's Admin.	279
Alloc. Of Prod./Welcome Ctr. & Com. Engagement	118
Less: Total Operating Expenses	- \$ 4,902
Less: Alloc. Of Admin. Serv. Expenses	- 856
Increase/Decrease in Net Assets	<u>\$ (5,717)</u>

Ten Year Trend: Use of CA's Annual Charge – Community Associations



Assessment Share and Related Funds



SCHEDULE TO COMPUTE CASH RESERVES LIMITATION

1)	Fiscal Year Expenses (exclusive of Depreciation)		0
2)	Percentage Calculation *	x	0.15
3)	Operating Reserve		0
4)	Village Association Cash and Investment Accounts:		0
5)	Adjustments **		
	Accounts Payable	(+)	0
	Security Deposits	(+)	0
	Sales Tax	(+)	0
	Deferred Revenue - CA	(+)	0
	Deferred Revenue - Other	(+)	0
	Accrued Liabilities - Payroll	(+)	0
	Accrued Liabilities - Other	(+)	0
	Accounts Receivable	(--)	0
	Prepaid Expenses	(--)	0
	Total Adjustments		0
6)	Reserve Account (line 4 minus line 5)		0
7)	Excess Cash Reserves (line 6 minus line 3)		0
8)	Audit fee allowance ***		0
9)	Remittance amounts (Line 7 minus line 8)		0

* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 15% of the total expenses of the village for that year exclusive of depreciation and capital expenditures **except that it should be no more than 20% in the year prior to a planned capital expenditure greater than \$10,000 and it should be no more than 25% in the year prior to a planned major CA-funded renovation to a Community Center.** The Contingency Fund will be capped at 20% of CA's total village allocation for a given year. Any excess will be returned to Columbia Association.

** Adjustments do not include accounts payable to the Contingency Fund for excess cash reserves.

*** Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3 (the year the audit is conducted).

Village Contingency Fund – Six Year History

FY10 Fund Balance	\$ 83,024
<i>Plus:</i> Excess Cash Reserves FY11 - FY16	\$ 324,180
<i>Less:</i> Disbursements FY11 - FY16	\$ (43,633)
FY16 Fund Balance	<u>\$ 363,571</u>
<i>Contingency Fund Cap</i>	<u>\$ 613,308</u>

<u>Excess Cash Reserves - 6 Year Trend</u>		<u>Contingency Fund Disbursement History</u>	
FY 11	\$ 6,226	FY 11	\$ 783
FY 12	\$ 24,604	FY 12	\$ -
FY 13	\$ 28,498	FY 13	\$ 10,000
FY 14	\$ 27,140	FY 14	\$ -
FY 15	\$ 114,562	FY 15	\$ -
FY 16	\$ 123,150	FY 16	\$ 32,850
	<u>\$ 324,180</u>		<u>\$ 43,633</u>

Summary of Reporting Requirements

Exhibit in Management Contract

Report Name	Requirement for Submission to CA
Board Approved Operating Budget	Annually, prior to the beginning of the fiscal year.
Board Approved Capital Budget	Annually, prior to the beginning of the fiscal year.
Budget Spreadsheet by Quarter	Annually, with the 1 st quarter financial statements.
<ul style="list-style-type: none"> • Statements of Financial Position • Summary Statements of Activities • Detailed Statements of Activities <i>(1st, 2nd, and 3rd quarters)</i>	Within 45 days of the close of each applicable quarter.
<ul style="list-style-type: none"> • Statements of Financial Position • Summary Statements of Activities • Detailed Statements of Activities • Schedule A • Schedule to Compute Cash Reserves Limitation <i>(4th quarter)</i>	Within 60 days of the close of the fiscal year.
Facility Use Report	Submitted to CA within 60 days of the end of the Association's fiscal year.

Village Community Associations – Financial Statements

- ▶ Each Village Board is required to review and accept the quarterly financial statements before they are forwarded to CA.
- ▶ In addition to the statements, written explanations are required for all variances greater than \$500 and 25% of budget.
- ▶ The Village Community Associations are required to have independent audits of their financial statements conducted at least every three years.

Village Community Associations – Financial Statements

- ▶ CA's Internal Audit Department analyzes the quarterly/annual financial statements for mathematical accuracy, proper format and reasonableness of key operating ratios.
- ▶ Feedback from this analysis is provided to the Director of Planning & Community Affairs and the respective Village Managers each quarter.
- ▶ The Internal Audit Department also compiles quarterly/annual reports for CA's Board of Directors so that key financial data among the Villages can be compared.



February 6, 2016

To: Members of Planning and Strategy Committee (PSC)
Milton W. Matthews, President/CEO

From: Jane Dembner, AICP
Director of Planning and Community Affairs;
Governance Chief of Staff

cc: Columbia Association Board of Directors (Board)

Subject: Work Plan / Strategic Issues for Calendar Year 2016

In November 2015, the Board agreed to revive CA's strategy-making process and, as part of that process, to develop a "Work Plan" which will focus on strategic priorities for the Board for calendar year 2016. The strategic priorities for the Board will be formulated within the context of Columbia Association's (CA) existing five-year Strategic Plan.

In January 2016, the Board members identified some potential issues for board focus this year. The issues are listed below and staff has noted how the issues related to Strategic Plan Goals or if the item is already being address, e.g., Board committee structure.

At the February 25, 2016 Board meeting, the PSC will be asked to hone the issues into a few top ones and make its recommendation to the Board. As Board members prepare for this meeting, please consider which issues you think are the top three to be addressed this year in the Board's work plan.

Issue Ideas from 1/2016 PSC Meeting	Associated Strategic Plan Goal / Comment
New Town zoning and shared community vision	Development and communicate a shared vision for Columbia, and advance the vision through advocacy partnerships, and alignment of CA programs and services
CA position and involvement in the development review process	Development and communicate a shared vision for Columbia, and advance the vision through advocacy partnerships, and alignment of CA programs and services
What are our prerogatives and our role in commercial covenants	Development and communicate a shared vision for Columbia, and advance the vision through advocacy partnerships, and alignment of CA programs and services
Would like CA to do more for the young people. Come up with ideas for idea to provide for them.	Develop programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia.
Plus/minus of making each resident a member of CA	Demonstrate the practices of a high-performing and responsive organization.
Find ways for residents to be more involved and more participation in our activities and more involvement; Better communication with our community	Strengthen communication and community engagement in CA.
Board Committees- how to best structure our work – keep or change	Already being addressed by BOD
What can we do to make our clubs and facilities more competitive	Maintain and enhance Columbia's facilities, open spaces, connectivity and environmental stewardship.
Membership rates	Update already underway
Work on a more positive relationship between staff and the board	Demonstrate the practices of a high-performing and responsive organization.

Tracking Form
Strategic Implementation Committee FY16

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		Update - Key Performance Indicators Dashboard			ongoing		to be included in the President's Report for the fiscal year quarters (June, September, December, March)	
SIC		Monitor Watershed Program			ongoing			Provided in November, 2014. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor Lake Water Quality			ongoing			Provided in January, 2015. Will update as a report and the Board can decide if they need it on an agenda
SIC		Monitor CA's Comprehensive Sustainability Plan efforts			ongoing			Reporting quarterly in the dashboard - April, June, September, December, 2015
SIC		Friends of Bridge Columbia to present their responses to County report	3/24/2016					

Tracking Form
Strategic Implementation Committee FY16

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC	2/26/2015	Howard County Easement Request - 100 year flood plain drainage and utility easement. Village of Kings Contrivance.	2/26/2015		Staff sent revised request to Howard County. No response to date from Howard County			
SIC	5/28/2015	New Headquarters - Transfer of Funds	5/28/2015			5/28/2015	recommended	approved
SIC	5/28/2015	FY 15 and FY 16 Category II Equipment Purchase Changes	5/28/2015			5/28/2015	recommended	approved
SIC	6/29/2015	Update on the Long-Term Lake Management Plan and Funding Discussion for Wilde Lake	7/23/2015			7/23/2015	recommended	approved
SIC	6/29/2015	Swim Center Architectural/Engineering Capital Funding Request	7/23/2015			7/23/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 282	9/24/2015			10/8/2015	recommended	approved
SIC	9/24/2015	Howard County Easement Request - Kings Contrivance - Open Space Lot 284	9/24/2015			10/8/2015	recommended	approved
SIC	10/8/2015	Update on Dannon Garth Pond	10/22/2015			removed from agenda		
SIC	11/12/2015	Update on the Swim Center	11/12/2015			11/12/2015	recommended	approved
SIC	1/14/2016	Land Swap - Columbia Association and HRD - Tennis Facility	1/14/2016			1/28/2016	recommended	approved
SIC	1/28/2016	Easement Agreements related to the Crescent Property	1/28/2016			2/11/2016	recommended	approved

**FY 16 Tracking Log
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)		Create Schedule for Board Visits to Advisory Committees in FY 2016	Ongoing On the agenda 9/24/2015			Schedule and committee list was shared with BOD 6/30/2015 Revised on 9/1/15 committee list and schedule shared on 9/1/15 Committee sign up sheet and meeting dates/times will be posted for BOD meeting on 9/24/15		
ERC (from FY 15 End-of-Year Report)	6/1/2015	Plan and Host Stakeholders Dinners	First Discussed on 6/25/2015 To be discussed on 7/23/2015 On the agenda 9/24/2015			Documents posted for BOD meeting on 9/24/2015	ERC recommended that the Board hold a stakeholder dinner with the 1)Chamber of Commerce, 2) state delegation and county elected officials, 3) Howard County Citizen Association(HCCA) and League of Woman Voters (LWV) board of directors, and 4) village board chairs and managers. Stakeholder dinner is scheduled for Monday November 23, 2015 at Historic Oakland. 9/24/2015	Board voted and approved Stakeholder dinners as proposed (10/8/15) A stakeholder dinner was held on November 23, 2015 at Oakland Manor; well attended by Howard County Council and State Delegates

**FY 16 Tracking Log
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC (from FY 15 End-of-Year Report)		Determination of Carillon Bells	A process is underway to hire a consultant to assist in moving forward -Aug 2015					Board made the decision to take it out of the FY17 budget 11/17/2015
ERC		Continue to build strategic partnership relationships with Howard County Schools, Festival of the Arts, and Columbia 50th Birthday Celebration, Inc.	Ongoing					
ERC		Continue to build relationships with stakeholders in the community	Ongoing					
ERC	6/25/2015	Snowden River Development	Discussed 6/25/2015 On the agenda for 7/23/2015				The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway for a proposed gas station. 7/23/15	Milton presenting at HoCo Planning Board Public Hearing on 9/17/2015

**FY 16 Tracking Log
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC	6/25/2015	Sound Issue at Merriweather	6/25/2015 Postponed till 7/23/2015			This was suppose to be discussed on by the board on 7/23/2015 but it was already handled by the Howard County Executives		Completed. No action was required because the Howard County Executive sent a letter to the Howard County Citizens association.
ERC	6/29/2015	Policy for sponsorships	To be discussed on 9/10/2015 On the agenda for 9/24/2015			Policy posted for board meeting on 9/24/2015	ERC recommended that the board accept a revised version of the CA Sponsorship Policy 9/24/2015 Scheduled for vote on 10/22/15) The Board approved the revised version of the CA Sponsorship policy. (10/22/2015)	

**FY 16 Tracking Log
External Relations Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Discussion	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
ERC	12/11/2015	Presentation by Sister City Planning Committee re: New Sister City Relationship with Cap-Haitian, Haiti	12/10/2015				The ERC voted to recommend it to the full Board.	
ERC	1/28/2016	Stormwater Utility Watershed Protection Fee	1/28/2016			2/4/2016	The ERC voted to recommend to the Board that they oppose the repeal of the Stormwater Utility Fee 1/28/2016	Board voted to submit testimony opposing the repeal of the Stormwater Utility Fee 2/11/16

Board Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Alan Klein	Would it be possible for you to prepare a summary of the specific bills which CA lobbied about and their disposition?	5/1/2015	General Counsel	5/29/2015	5/13/2015
3	Gregg Schwind	Can we get good numbers on exactly how many people have taken advantage of our senior discount for gym memberships since the inception of the senior discount 2-3 years ago?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
4	Gregg Schwind	How many Haven members are 65+? Why is there no reference to the senior discount on the Haven site or in the Haven membership materials?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
5	Gregg Schwind	How are we marketing our senior discount to older adults? Why is there no reference to the senior discount on the CA website?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015
6	Gregg Schwind	Can we get numbers on Older Adult gym and pool memberships (single facility and PP and pools only) for the past year or several years to see if there is a trend (i.e., are we gaining or losing older adults in our fitness facilities and pools)?	4/23/2015	Communications & Marketing	6/23/2015	6/23/2015

Board Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Reg Avery (on behalf of Barbara Russell)	What is the specific amount of insurance that CA carries for the IAT property? What does it cost annually? What specifically does it cover? Does it cover the liability for public events such as Wine in the Woods that ar held on the property? What, if any, obligation does IAT have for insuring the property and who legally authorizes the outside events like Wine in the Woods- IAT or CA?	4/7/2015	Chief Financial Officer	5/7/2015	5/13/2015
8	Gregg Schwind	Who can qualify for reduced-price memberships and what paperwork does CA require to make that determination?	8/27/2015	Communications & Marketing	9/30/2015	9/22/2015
9	Chao Wu	Please provide the numbers of full-time, part-time, and temporary employees and the corresponding salary and bonus expenses for 2011 through 2015	10/19/2015	CFO's Office	11/12/2015	11/11/2015

Board Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
10	Chao Wu	Please have CA staff work with the 3 villages that have 1-year terms for the Columbia Council representatives to determine how they could change to 2-year terms and whether or not they are willing to do so.	02/12/16	General Counsel; Office of Planning and Community Affairs	To Be Determined	

Resident Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	Tom and Ginger Scott	Does CA continue to distinguish between Board members and CA employees in the tax reporting of Package Plan memberships and, if so, the rationale behind that distinction.	5/3/2015	Chief Financial Officer	6/3/2015	5/8/2015
3	Joel Hurewitz	What document or policy, if any, provides for the President to preside at Members Meetings when Section 4.02 of the Bylaws gives this responsibility to the Chairperson of the Board, and Section 4.03 gives this responsibility to the Vice-Chairperson in the absence of the Chairperson and Section 4.04 does not specifically give this responsibility to the President?	4/9/2015	General Counsel	6/1/2015	5/27/2015
4	Joel Hurewitz	What document or policy, if any, provides for an annual organizational meeting, separate and distinct from the Members Meeting, of the Columbia Council when SEVENTH (1) of the Charter states that "The members of the Corporation shall be the Columbia Council	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
5	Joel Hurewitz	What document or policy, if any, provides for the election of a Chair and Vice-Chair of the Columbia Council separate and distinct from the Chairperson and Vice-Chairperson of the Board of Directors?	4/9/2015	General Counsel	6/1/2015	5/27/2015
6	Joel Hurewitz	What document or policy, if any, provides for the backdating of the appointment of Members and Board of Directors especially in light of the amendments to SEVENTH (3) of the Charter which provides that "Each member and director so elected shall serve as such until the end of his/her term as Columbia Council Representative or until his or her successor is duly elected and qualifies, whichever is later" with the May organizational meeting being later than the election of the Council Representative?	4/9/2015	General Counsel	6/1/2015	5/27/2015

Resident Request Tracking Log
FY 16
As of February 18, 2016

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
7	Joel Hurewitz	What document or policy, if any, provides for the backdating of the appointment of the Executive Officers when Section 4.01 of the Bylaws provides that "Each such officer shall hold office until the first meeting of the Board of Directors after the annual meeting of members next succeeding his or her election, and until his or her successor shall have been duly chosen and qualified"?	4/9/2015	General Counsel	6/1/2015	5/27/2015
8	Robert E. Slattery	He would like to see the application Prescott College made for grants from CA and to better understand the evaluative process that led to the grants to Prescott College.	9/8/2015	Community Services	10/8/2015	9/17/2015
9	Tom Scott	Would like a link to the data on which CA based statements re: Sport and Fitness FY 16 revenue and expenditures in its letter in the August 20, 2015 Columbia Flier	9/14/2015	Chief Financial Officer	10/14/2015	9/24/2015

Resident Request Tracking Log
FY 16
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1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
10	Shareen Warshanna	Please confirm that none of the volunteers or employees of CA carries any concealed weapons or fire arms within any facility owned, rented, leased or sponsored by CA	10/29/2015	General Counsel	11/29/2015	11/10/2015
11	Shareen Warshanna	Please confirm that none of CA's volunteers or employees are active members of any adverse organizations that promote violence against adversity, which includes organizations against color, race, national origin, religion, etc.	10/29/2015	General Counsel	11/29/2015	11/10/2015