

February 5, 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 11, 2016 at 7:30 p.m. at the Columbia Association Building, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

1.	Call	to Orc	der (Ar	nnounce Directors/Staff in Attendance)	1 min.					
2.	Announcement of Closed/Special Meetings Held/To Be Held 1 min.									
3.	Approval of Agenda 1 min.									
4.	Disclosure of Conflicts of Interest 1 min.									
5.	Res	ident S	Speak	out						
6.	App	roval c	f Minu	utes (Deferred until February 25, 2016)						
7.	Cha	irman'	s Ren	narks	3 min.					
8.	Pres	sident's	s Rem	narks; Follow-Up Questions from the Board Members	10 min.					
9.	Con	nmittee	e Chai	irs' Remarks	10 min.					
	(a)	Board	d Ope	rations Committee						
	(b)	Exter	nal Re	elations Committee						
	(c)	Planr	ning a	nd Strategy Committee						
	(d)	Strate	egic Ir	mplementation Committee						
	(e)	CA R	epres	sentatives to the Inner Arbor Trust Board of Directors						
10.	Rec	omme	ndatio	ons for Board Action						
	(a)	Cons	ent A	genda – None						
	(b)	Reco	mmer	ndations for Action	15 min.					
		1.	Appr Prop	oval of the Easement Agreements related to the Crescent erty						
		2.		roval of the Recommendations from the Watershed Advisory mittee						
11.	Spe	cial To	pics a	and Presentations						
	(a)	Briefi	ng on	Concept Plan for New Indoor Tennis Facility	30 min.					
12.	Con	nmittee	e Ager	ndas						
	(a)	Planr	ning a	nd Strategy Committee	80 min.					
		1.	Disc	ussion						
			(a)	PSC hosts Board work session on the proposed draft FY 17						
			(b)	and FY 18 capital and operating budgets. Formulate and approve recommendations to the Board of Directors re: Proposed Draft FY 17 and Conditional FY 18						
			(c)	Budgets (capital and operating) and Rates Committee Tracking Form						

13. Tracking Forms 5 min.

- (a) Tracking Form for Board Requests
- (b) Tracking Form for Resident Requests
- 14. Talking Points 2 min.

15. Adjournment – Anticipated Ending Time: Approximately 10:30 p.m.

Upcoming Board-Related Meetings February 18, 2016 – Board Work Session on Budgets, *if necessary*February 25, 2016 – Board of Directors Meeting

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

CA Mission Statement

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

CA Vision Statement

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



COMMITTEE RECOMMENDATIONS TO BOARD

Date:	February 2, 2016
То:	Columbia Association Board of Directors
From:	Reginald Avery, Chair – Strategic Implementation Committee
Subject:	Easement Agreements Related to the Crescent Property
reviewed and and and public stores sewer lines in	28, 2016 meeting during the CA Board, the Strategic Implementation Committee (SIC) discussed six easement requests from Howard Hughes and Inner Arbor Trust for private rm water and sewer lines in the Crescent Property. The private and public storm water and the easement requests will allow for construction of planned new public and private I ongoing improvements to Merriweather Post Pavilion to be in place when their season April 2016.
that were error Downtown Co	eting, CA staff obtained information (attached) that corrects statements made in the meeting neous. CA's approval of these easements is a required step in the process by which the lumbia Arts and Culture Commission, not Inner Arbor Trust, receives access to funding to planned improvements to Merriweather Post Pavilion.
timing of const	and other Board members reviewed and discussed the easement requests, related to the truction, the location of the restrooms, who benefits from the projects, etc.
Recommenda By a vote of	<u>tion of Committee:</u>
Has no	o recommendation.
	nmends the following action be taken or motion be approved by the CA Board of Directors ards to the issue described above.
	r <u>Recommendation:</u> In was extensive, with SIC and Board members thoroughly discussing the back-up materials patters

The SIC moved to recommend that the CA Board of Directors approve the six easement agreements in the Crescent Property that support both CA's interest in the development of the Symphony Woods Program as well as the continued improvements to Merriweather Post Pavilion, which will ultimately transfer to the Downtown Columbia Arts and Culture Commission, and that the CA Board of Directors authorize approval of the easements in their entirety if required by Howard County permitting officials.

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

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



January 21, 2016

To: CA Board of Directors

Milton Matthews, President and CEO Susan Krabbe, Vice President and CFO

From: Dennis Mattey, Director of Open Space and Facility Services

Albert Edwards, Director of Construction

Re: Crescent Property Easement Requests

Attached are two drawings which show 6 individually numbered easement requests from Howard Hughes and Inner Arbor Trust for private and public storm water and sewer lines in the Crescent Property that will allow for construction of planned new public and private restrooms as well as ongoing improvements to Merriweather Post Pavilion. The 6 (small area) easement requests from Howard Hughes are part of 6 larger easement agreements that cross the Inner Arbor Trust (IAT) phase 1 and 2 boundaries into the phase 3 area. The larger portion of the 6 easements fall within the Phase 1 and Phase 2 IAT boundaries and are within the purview of IAT to approve but the portion of the easements within the phase 3 area must be approved by CA.

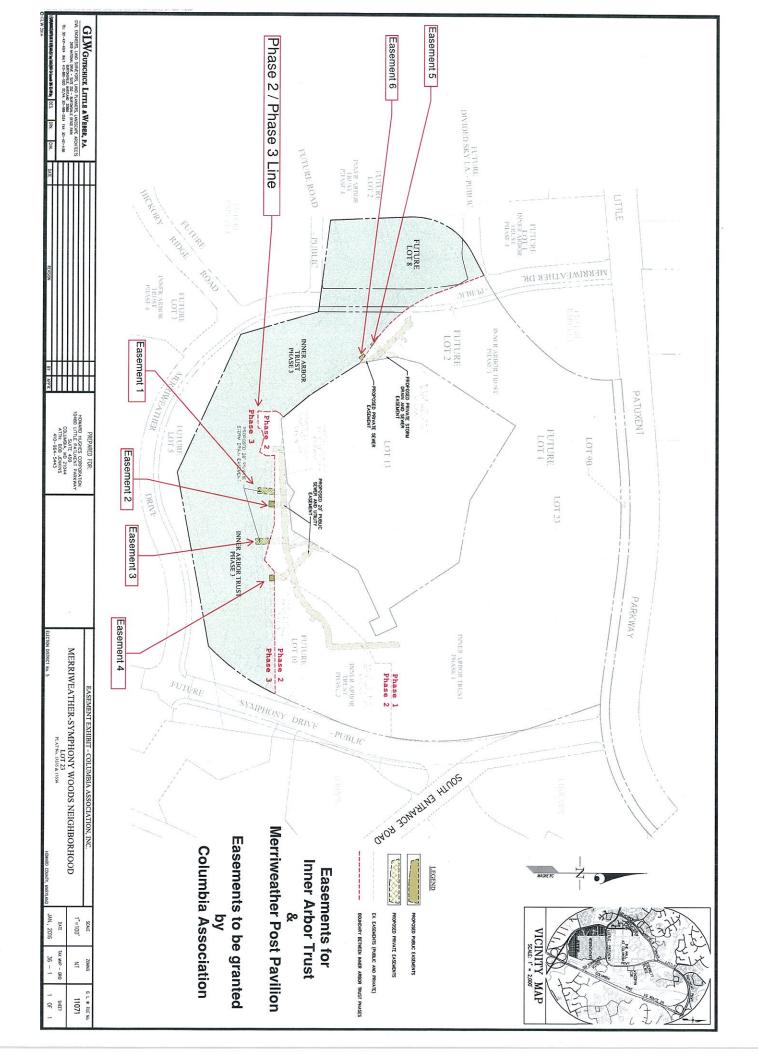
Insomuch as a portion of the easement areas falls into phase 3 which is outside the current oversight authority of the Inner Arbor Trust, Howard Hughes and IAT brought these requests forward to CA staff for CA Board approval. Although easements regularly cross property lines, because the proposed easements requested by Howard Hughes and IAT cross a somewhat artificial owner-created phasing line, it is possible that Howard County may require CA to cosign the entire easement area agreement along with the Inner Arbor Trust.

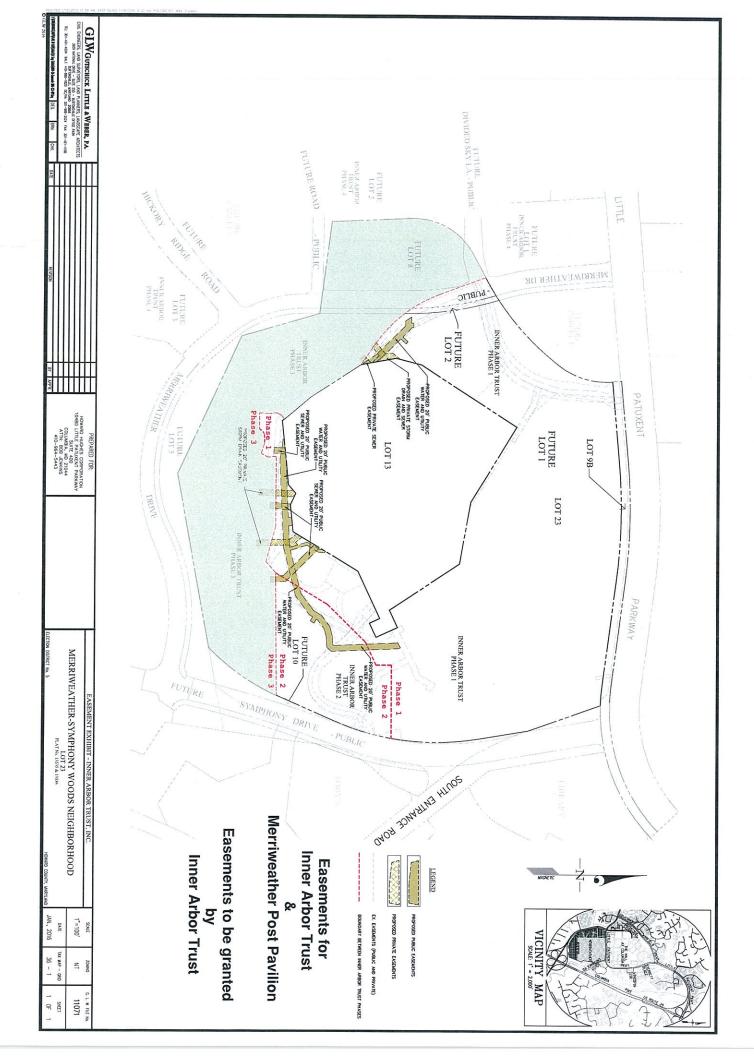
Recommendation

CA staff recommends that the CA Board approve the easement requests from Howard Hughes and IAT that support both CA's interest in the development of the Symphony Woods program as well as the continued improvements to Merriweather Post Pavilion which will ultimately transfer to Howard County. It is further recommended that the CA Board authorize approval of the easements in their entirety if required by Howard County permitting officials.

Ongoing Development

Howard Hughes has also approached CA staff regarding a next set of easement requests to facilitate the Crescent Property development. These easements are currently under review by CA staff and will be brought before the CA Board in March.





RESOLUTION AUTHORIZING EASEMENT

The Columbia Association ("CA") Board of Directors (the "Board") has considered whether to grant an easement to Howard County Maryland, and Merriweather Post Business Trust relating to Utility easements across Town Center Section 1, Lot 23 as shown on Easement Exhibit – Columbia Association and Easement Exhibit – Inner Arbor Trust, a copy of which is attached to this Resolution (the "Easement"). The Board makes the following findings with respect to the Easement:

- 1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;
- 2. The Easement is expected to produce civic betterments or social improvements consisting of sewer, utility, and storm drain facilities associated with the improvements of Meriwether Post Pavilion and the Inner Arbor Trust program and;
- 3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED	
, 201	6



February 2, 2016

To: CA Board of Directors

Milton Matthews, President and CEO Susan Krabbe, Vice President and CFO

From: Dennis Mattey, Director of Open Space and Facility Services

Albert Edwards, Director of Construction

Re: Crescent Property Easement Requests

The purpose of this memorandum is to provide additional clarification regarding the discussion that took place at the CA Board of Directors (BOD) meeting on Thursday January 28, 2016, regarding the Crescent Property easement requests. At that meeting CA staff suggested that approval of the easements would trigger some financial benefit to Inner Arbor Trust.

The attached e-mail from Greg Fitchitt outlines the plan approval process for Merriweather improvements as well the second phase funding allocation for those improvements, which is triggered by Site Development Plan approval for the complete scope of planned Merriweather work. The Site Development Plan cannot be approved until the easement requests which were discussed at the January 28 CA BOD meeting are approved. The financial or funding benefits accrue to the Downtown Columbia Arts and Culture Commission and not to the Inner Arbor Trust.

I wanted to make sure that full and correct information regarding the requested easements was available to CA BOD members in advance of the next meeting. Ian Kennedy, Executive Director – Downtown Columbia Arts and Clulture Commission, plans to attend the February 11 Board Meeting to address additional questions related to the easement requests.



Albert Edwards <albert.edwards@columbiaassociation.org>

Merriweather easements

1 message

Greg Fitchitt < Greg. Fitchitt@howardhughes.com>

Tue, Feb 2, 2016 at 9:48 AM

To: "albert.edwards@columbiaassociation.org" <albert.edwards@columbiaassociation.org>

Cc: Bob Jenkins <robert.jenkins@howardhughes.com>

Al.

I understand from Bob that the CA board had some questions about the Merriweather easements needed from CA and how they relate to the Merriweather Post Pavilion (MPP) construction currently underway. Here's a brief summary of the key points:

- In 2014, HRD and the Downtown Columbia Arts and Culture Commission (DCACC) entered a Joint Development Agreement (JDA) in order to accelerate the renovation and eventual turnover of MPP from HRD to DCACC.
- Under the JDA, HRD pays the first \$9.5M of MPP renovation cost and DCACC pays the next \$9.5M.
- The first \$9.5M has been spent (on the first phase of renovations completed in 2015 and the initial work on the second phase). DCACC now requires access to its funding to complete the second phase, which is now under construction.
- The JDA requires that the Site Development Plan (SDP) for the complete scope of the MPP renovations be approved before DCACC can access its funding.
- The Planning Board approved the MPP SDP on December 17, 2015, however in order for the County to sign off on the final SDP documents (and so allow DCACC to use its MPP renovation funds), all paperwork must be complete and in order.
- This includes the MPP easements from CA, which are required before the County will sign the final SDP documents.

The second phase of MPP renovation, which includes a new stage house, is progressing well, However the timelines are very tight, and Merriweather has already booked shows beginning in late April. In order to be able to continue construction and have the stage house in place when the season begins, we request on behalf of DCACC and also IMA (the operator of MPP) CA's approval of the easements as soon as possible.

Please let me know if you have any questions or need any further information.

Best Regards,

Greg

Greg Fitchitt | Vice President, Development | The Howard Hughes Corporation Columbia Regional Office | 10480 Little Patuxent Parkway, Suite 400 | Columbia, MD 21044 410.964.5445 phone | 310.892.9718 cell | 410.964.5409 fax

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COMMITTEE RECOMMENDATIONS TO BOARD

Date:	February 11, 2016								
To:	Columbia Association Board of Directors								
From:	Dick Boulton, Chair, External Relations Committee								
Subject:	Recommendation re: Stormwater Utility (Watershed Protection) Fee								
Issue: Repeal of the	Stormwater Utility (Watershed Protection) Fee imposed by Howard County								
members and	v 28, 2016 Board of Directors Meeting, the External Relations Committee other Board members reviewed and discussed justifications for opposing the eal of the existing Stormwater Utility (Watershed Protection) Fee.								
Utility Fee: -CA is alleviat -Columbia's r -CA can use t	sable to fund the current list of proposed projects using the existing Stormwater and of the financial burden to correct these issues esidents will benefit from the resulting improvements and the funds it would have spent on these projects to carry out other watershed or retain water where it falls.								
Recommenda	tion of Committee:								
By a vote of	3 to 0: X For Opposed 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:									
Motion: The recommendation must be written in the form of a motion or resolution.									
Oppose repea	Oppose repeal of the Stormwater Utility (Watershed Protection) Fee by Howard County.								

<u>Additional Action recommended</u> by committee in lieu of motion or in addition to motion:

MOTION voted on and approved by the Watershed Advisory Committee:

Recommend to the CA Board that they

• Oppose the repeal of the Stormwater Utility (Watershed Protection) Fee by Howard County.

JUSTIFICATION:

- The Stormwater Utility Fee, known as the Watershed Protection Fee provides a dedicated fund for the County to use to implement the 148 watershed remediation capital projects that have been identified and prioritized in the recent Assessment of the Howard County portions of the Little and Middle Patuxent watersheds.
- Repealing the enabling legislation for the Watershed Protection Fee will mean stormwater projects will have to compete with Education, Public Safety and any other priority in the County for money from the General Fund.
- The General Fund is funded with tax revenues and bonds used for Capital projects are paid for through tax revenue so in essence repealing the Fee just swaps a dedicated fee for a general tax if in fact the revenue levels are to be maintained.
- The County needs these projects to be completed to meet the TMDL requirements of the State and EPA for water quality.
- If the county is able to fund the current list of proposed projects
 - o CA is alleviated of the financial burden to correct these issues,
 - Columbia's residents will benefit from the resulting improvements and
 - CA can use the funds it would have spent on these projects to carry out other watershed remediation to retain water where it falls.

MOTION:

Recommend to the CA Board that they

- request the Howard County Department of Public Works to include a number of the watershed remediation projects on CA property in the current county budget request, and in future budget requests for the duration of the program, then
- support the budget requests with testimony relevant to these projects.

JUSTIFICATION:

- 148 watershed remediation capital projects were identified and prioritized in the recent Assessment of the Howard County portions of the Little and Middle Patuxent watersheds.
- Of these projects 75% were on private property including the attached list of projects on CA property.
- The county needs these projects to be completed to meet the TMDL requirements of the state and EPA for water quality.
- Funds from the county watershed utility fee and/or general fund will be used to implement these projects.
- CA may need to provide the county with some easement rights to enable them to contract/perform implementation and maintenance of the projects.
- If the county funds these projects
 - o CA is alleviated of the financial burden to correct these issues,
 - o will benefit from the resulting improvements and
 - can use the funds it would have spent on these projects to carry out other watershed remediation to retain water where it falls.

The following are the projects on CA property called out by the assessment reports:

		1	11101111	1
PROJECT ID	LOCATION	PROJECT TYPE	AMOUNT TREATED	ESTIMATED \$\$
SLP - SR - F735	Wilde Lake Headwaters	Stream Restoration	>2000 ft	\$1.4M
SLP - SR - F737A	Oakland Mills	Stream Restoration	~1000 ft	\$789K
SLP - SR - F740a	Lightning View Road	Stream Restoration	>1000 ft	\$830K
SLP - SR - F754	Lake Elkhorn Receiving Channel	Stream Restoration	~1000 ft	\$803K
SLP - SR - F853	Hopewell Park	Stream Restoration	>1200 ft	\$1M
SR - 52	Gray Sea Way	Stream Restoration	>1500 Ft	\$1.2M
SR - 53	Broken Wing Court	Stream Restoration	>1900 Ft	\$1.4M
SR-54	Distant Rock Path	Stream Restoration	>2100	\$1.7M
SR-55	Summer Cloud Way	Stream Restoration	~2000	\$1.4M
SLP - TP - F704	Sand Chain Way	Tree Planting	1.4 acres	\$69.5K
SLP - TP - F851	Marsh Hawk Way	Tree Planting	1 acre	\$49K
NLP - OF - F508	Lilac Lane	Outfall Stabilization		\$230K
SLP - OF - F706	MCGaw Court	Outfall Stabilization		\$250K
SLP - OF - F710	South of Phelps Luck and Tamar Drives Intersection	Outfall Stabilization		\$250K
SLP - OF - F711	Cradlerock Way and Homespun Drive	Outfall Stabilization		\$258K
SLP - OF - F753	9053 Guilford Road	Outfall Stabilization		\$250K
SLP - OF - F754	9790 Patuxent Woods Road	Outfall Stabilization		\$250K
SLP - OF - F773	Lightning View Road	Outfall Stabilization		\$230K
SLP-OF-F792	7363 - 7351 Hickory Log Circle	Outfall Stabilization		\$250K
SLP-OF-F851	5377 Racegate Run	Outfall Stabilization		\$250K
SLP-OF-F852	Wolf River Lane and Lightning View Road	Outfall Stabilization		\$250K
SLP-OF-F855	6029 Majors Lane	Outfall Stabilization		\$250K
SMP - BC - F306	Winter Grain Path	BMP Conversion	3.94 acres	\$280K
SMP - BC - F308	Columbia Commons Apartments	BMP Conversion	3.88 acres	\$540K
SMP - OF - F304	Shady Glen Townhomes	Outfall Stabilization		\$250K
SMP - OF - F309	5th District VFD North outfall	Outfall Stabilization		\$230K
SMP - OF - F330	Hobbits Glen Golf Club Hole #2	Outfall Stabilization		\$525K



February 4, 2016

To: CA Board of Directors

Milton Matthews, President and CEO Susan Krabbe, Vice President and CFO

From: Dennis Mattey, Director of Open Space and Facility Services

Albert Edwards, Director of Construction

Re: Long Reach Indoor Tennis Club

The purpose of this memorandum is to provide an update regarding the status of the Long Reach Indoor Tennis Club Project construction documents, cost estimates and preliminary project schedule. I have attached copies of the proposed indoor tennis building elevations, floor plans, schematic cost estimate and preliminary project schedule. The Owen Brown tennis bubble is at the end of its expected life and moving this project forward was deemed a high priority in order to maintain the Columbia indoor tennis program.

Construction Document Process

<u>Civil Engineering Status</u>: The civil engineering permit process is underway and an Environmental Concept Plan (ECP) submission was made to the county in December of 2015. A Pre-Site Development Plan community meeting is scheduled for February 22, 2016. The Site Plan submittal is scheduled for late April 2016 with final Site Plan approval expected in December 2016.

<u>Architectural Drawing Status</u>: Schematic level architectural drawings are now complete and Design Development drawings are approximately 90% complete. The building permit submission is pending final Site Plan approval which is expected to occur in December of 2016.

Construction Management and Construction Cost Estimates

<u>Modified Large Project Management</u>: CA's approach to major capital projects has been revised due to failure of the construction cost estimate process that occurred on both the Hobbits Glen Clubhouse and Haven on the Lake. Construction management services were secured at the start of the indoor tennis project design process. It was necessary to incur these costs at that

time in order to develop a reasonable cost estimate to submit for CA Board review and approval in the FY17 and Conditional FY 18 Budget process. During the design process the construction manager works in concert with the architect and the civil engineer to manage the construction cost estimates as design moves forward. The construction manager is responsible for two cost estimates, the first estimate at the end of the schematic design phase and a second estimate at the end of the design development phase. A guaranteed maximum price is submitted at the completion of construction document drawings, which will be completed September 2016.

The modified CA large project construction management program secures more accurate and more frequent cost estimates from a construction contractor as well as ongoing building program pricing for selected building systems. The revised project management program was selected after interviews with the Howard County Department of Public Works and the Howard Community College regarding best practices.

<u>Schematic Cost Estimates</u>: I have included copies of cost estimate prepared by Lewis Contractors. The schematic drawing estimate includes a design completion contingency and a contractor contingency. The design contingency will be reduced as the project moves through the design phase while the contractor contingency carries through the construction phase. The second of two construction cost estimates required by CA is due later this month at the end of the design development phase.

Preliminary Project Schedule

The project completion date is dependent on the county permitting process as well as the actual start date of construction. County permitting is based on average county review processing time and the construction duration is based on a February 2017 start date. As the project begins moving through the county permitting process the schedule will be adjusted accordingly. Currently, the project schedule shows an occupancy date of February 2018.



ENTRY APPROACH

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ENTRY





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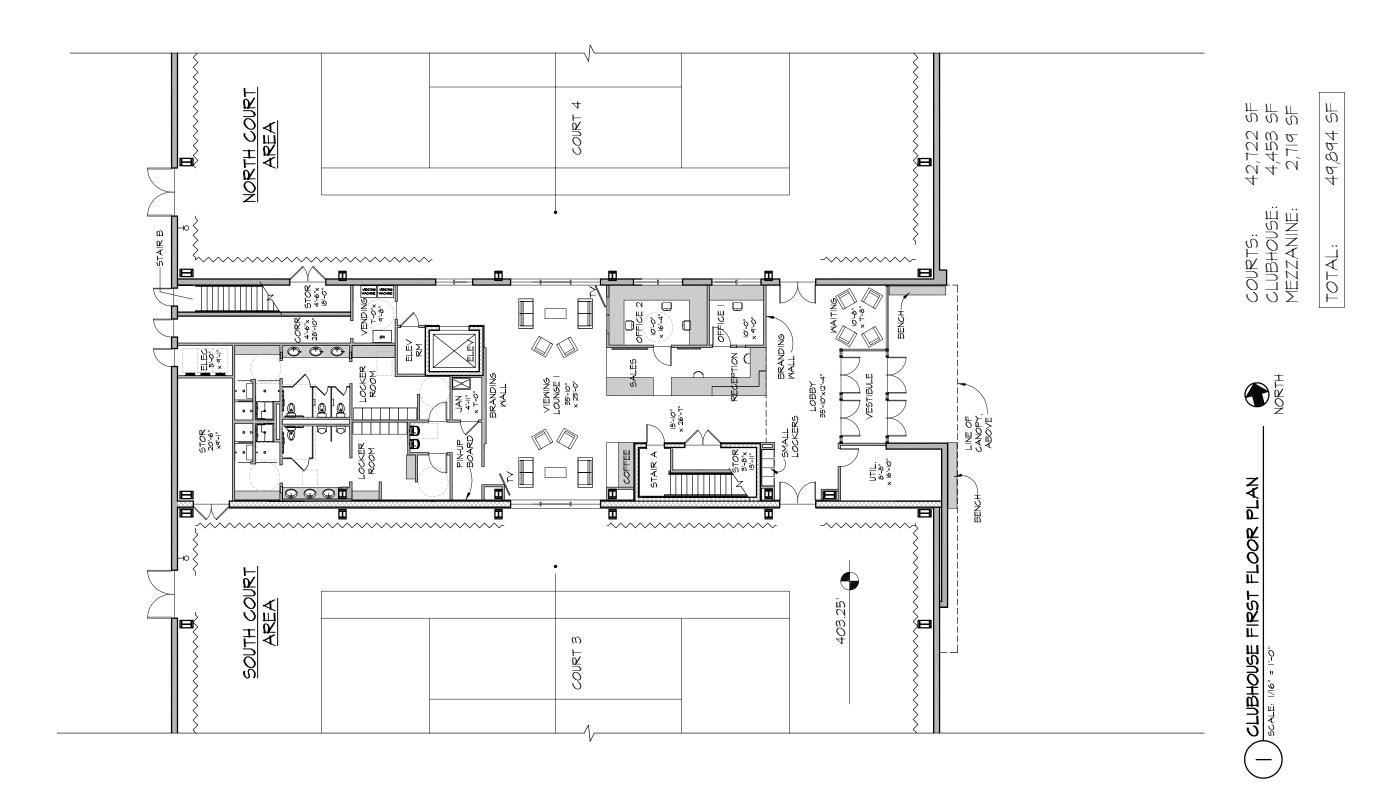


ELEVATION



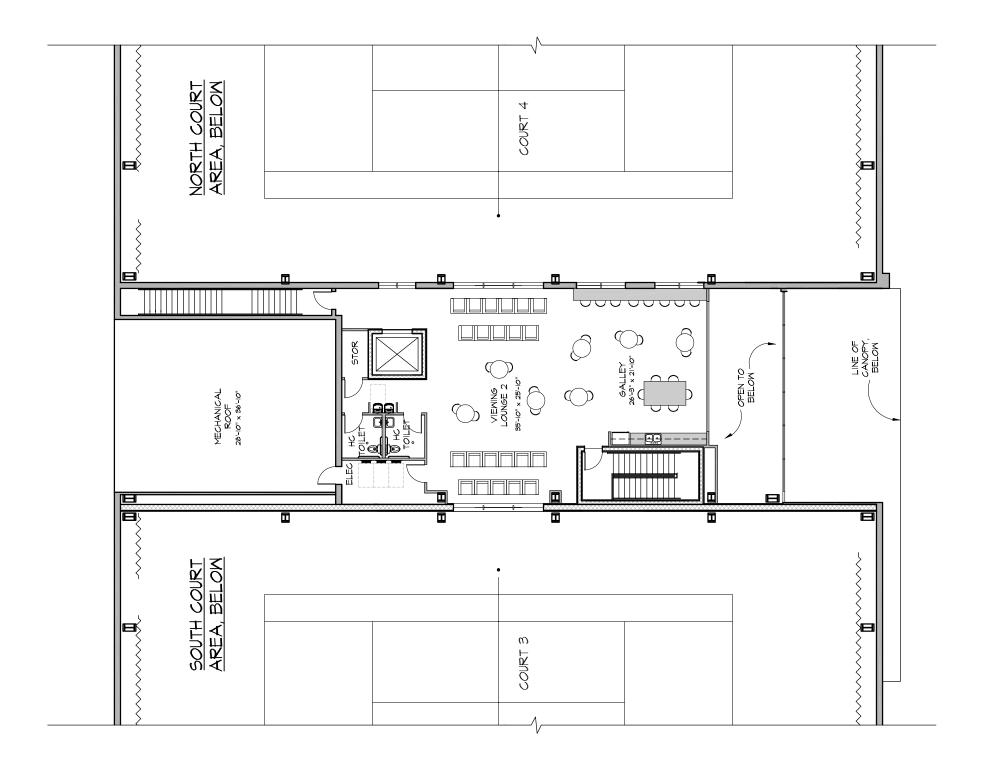


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GTMARCHITECTS



42,722 SF 4,453 SF 2,719 SF COURTS: CLUBHOUSE: MEZZANINE:

49,894

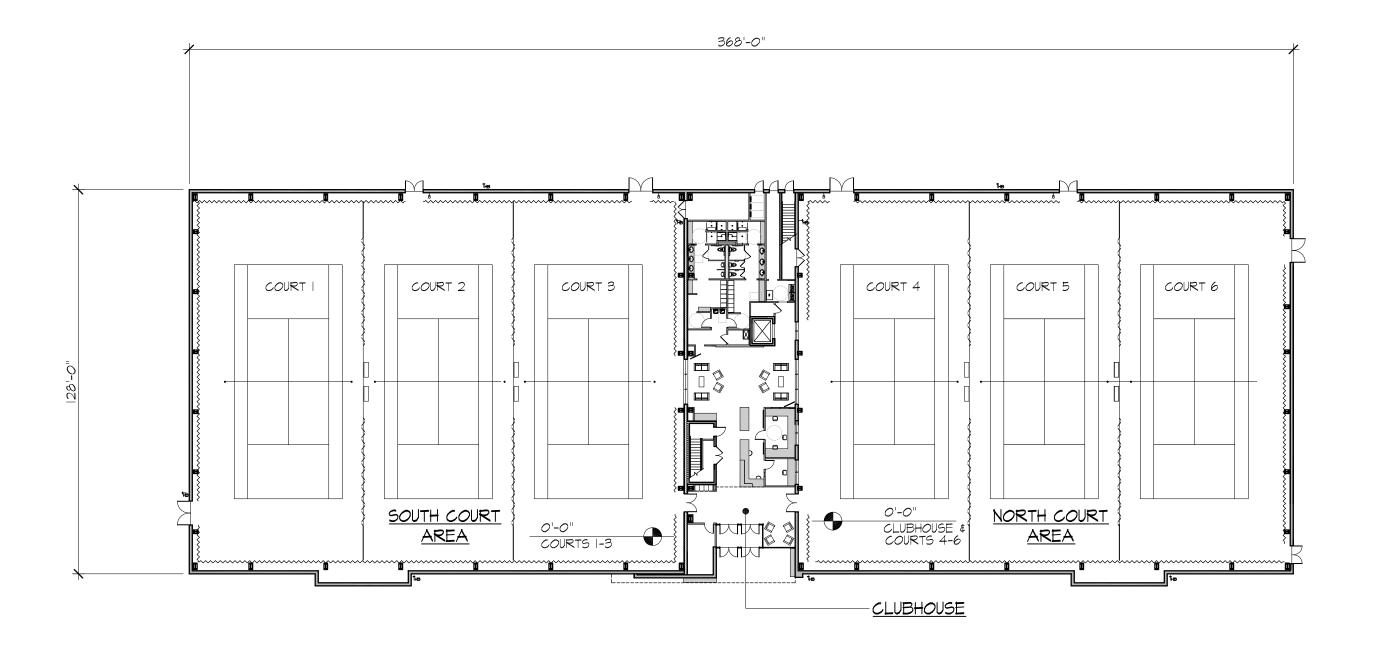
TOTAL:

CLUBHOUSE SECOND FLOOR PLAN

Columbia Association

LONG REACH TENNIS CLUB





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COURTS: 42,722 SF CLUBHOUSE: 4,453 SF MEZZANINE: 2,719 SF

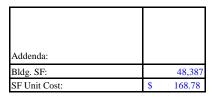
TOTAL: 49,894 SF





LONG REACH TENNIS CLUB

	Columbia Association Long
PROJECT:	Reach Tennis Center
Location:	Columbia, MD
Owner:	Columbia Association
Architect:	GTM Architects
Bid Due:	2.4.16



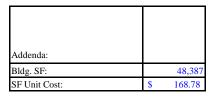


Cost Model: Option C - Schematic Design

SUBMITTED BUDGET 8,166,757

Section	Title	Labor (w/o Burden)	Labo	∟abor Burden		Material (Tax Included)		Subcontractor		Total	Division Totals		Unit Prices & Notes
	<u>DIV 1</u>												
	GENERAL CONDITIONS												
	TOTAL DIVISION ONE	\$ 510,510	\$	-	\$	-	\$	•	\$	510,510	\$	510,510	10.
	ALLOWANCES		Φ.					127.000		127.000			
	Stormwater Management System	\$ -	\$	-	\$	-	\$	125,000	\$	125,000			
	Mechanical Equipment Screen	\$ -	\$	-	\$	-	\$	40,000	\$	40,000			
	BGE Temporary Service & Consumption Charges	\$ -	\$	-	\$	-	\$	50,000	\$	50,000			
	Moveable Furniture, Desks & Chairs	\$ -	\$	-	\$	-	\$	47,450	\$	47,450			
	Landscape & SWM Planting	\$ -	\$	-	\$	-	\$	100,000	\$	100,000			
		\$ -	\$	-	\$	-	\$	-	\$	-			
	TOTAL ALLOWANCES										\$	362,450	7.
	DIV 2												
	EXISTING CONDITIONS												
	Not Used	\$ -	\$	-	\$	-	\$		\$	-			
		\$ -	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION TWO										\$	-	Enter Bldg. SF
	DIV 3												
	CONCRETE												
	Cast In Place Concrete	\$ -	\$	-	\$	-	\$	365,280	\$	365,280			
		\$ -	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION TUDES	\$ -	\$	-	\$	-	\$	-	\$	-	Φ	265 200	7.:
	TOTAL DIVISION THREE										\$	365,280	7
	DIV 4												
	MASONRY Unit Masonry	\$ -	\$		\$	_	\$	355,545	\$	355,545			
	Manufactured Stone At Branding Wall	\$ -	\$		\$	-	\$	4,000	\$	4,000			
	Manufactured Stolle At Branding Wan	\$ -	\$		\$		\$	-,000	\$	-			
	TOTAL DIVISION FOUR	Ψ	Ψ		Ψ		Ψ		Э		\$	359,545	7.
	DIV 5										4	003,010	7.
	METALS												
	Structural Steel & Decking	\$ -	\$	-	\$	_	\$	23,122	\$	23,122			
	Light Gauge Framing & Sheathing	\$ -	\$	-	\$	-	\$	64,181	\$	64,181			
	Metal Fabrications	\$ -	\$	-	\$	-	\$	65,970	\$	65,970			
		\$ -	\$	-	\$	-	\$	_	\$	-			
		\$ -	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION FIVE										\$	153,273	3.
	<u>DIV 6</u>												
	WOOD AND PLASTICS												
	Rough Carpentry	\$ -	\$	-	\$	-	\$	57,104		57,104			
	Architectural Millwork	\$ -	\$	-	\$	-	\$	37,545		37,545			
	Solid Polymer Fabrications	\$ -	\$	-	\$	-	\$	-		uded			In Millwork
		\$ -	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION SW	\$ -	\$	-	\$	-	\$	-	\$	-	Φ.	04.640	
	TOTAL DIVISION SIX										\$	94,649	1.
	DIV 7												
	THERMAL/ MOISTURE PROTECTION	¢	¢		6		¢.	10.550	Φ.	10.550	-		ļ
	Sheet Waterproofing	\$ - \$ -	\$	-	\$	-	\$	18,558 38,308		18,558			
	Fluid Applied Air Barrier Roofing & Siding Panels	\$ - \$ -	\$	-	\$	-	\$	38,308		38,308 uded			Division 13
	EPDM Roofing	\$ -	\$		\$		\$	31,990	\$	31,990			D14191011 13
	Aluminum Gutters & Downspouts	\$ -	\$		\$		\$	31,990		uded			Division 13

PROJECT:	Columbia Association Long Reach Tennis Center
Location:	Columbia, MD
Owner:	Columbia Association
Architect:	GTM Architects
Bid Due:	2.4.16



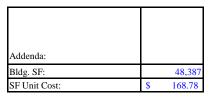


Cost Model: Option C - Schematic Design

SUBMITTED BUDGET 8,166,757

ection	Title	Labor (w/o Burden)		Labor Burde		Material (Tax Included)		Subcontractor		Total		Division Totals	Unit Prices & Notes
				i									
	Joint Sealants	\$	-	\$	-	\$	_	\$	31,452	\$	31,452		_
	Pont Boulants	\$	_	\$	_	\$	_	\$	-	\$			
		\$	-	\$	-	\$	_	\$	_	\$	_		
	TOTAL DIVISION SEVEN	7		Ť		Ť		_		_		\$ 120,308	3 2
	DIV 8											,	
	DOORS & WINDOWS												+
	HM Doors & Frames	\$	_	\$	_	\$	-	\$	32,200	\$	32,200		+
	Overhead Coiling Doors	\$	_	\$	_	\$	_	\$	10,800	\$	10,800		
	Aluminum Entry's & Storefronts	\$	_	\$	_	\$	_	\$	182,005	\$	182,005		
	Door Hardware	\$	-	\$	-	\$	-	\$	20,800	\$	20,800		+
	Mirrors	\$	_	\$	_	\$	_	\$	9,930	\$	9,930		
	Militors	\$	_	\$	-	\$	_	\$	-	\$	-		+
		\$	_	\$	_	\$	_	\$		\$	_		
	TOTAL DIVISION EIGHT	Ψ		Ψ		Ψ		Ψ		Ψ		\$ 255,735	5 5
	DIV 9											. 200,700	
	FINISHES												
+	Gypsum Board Assemblies	\$	_	\$	_	\$	_	\$	46,273	\$	46,273		+
+	Tiling	\$		\$	-	\$		\$	56,529	\$	56,529		+
	Acoustical Ceilings	\$		\$		\$		\$	20,830	\$	20,830		
	Luxury Vinyl Tile	\$		\$	_	\$		\$	19,520	\$	19,520		
	VCT Flooring	\$		\$		\$		\$	1,593	\$	1,593		
	Vinyl Base	\$		\$		\$		\$	1,970	\$	1,970		
	Rubber Stair Treads	\$		\$	-	\$		\$	10,800	\$	10,800		
+		\$		\$		\$		\$	3,793	\$	3,793		
+	Carpet Athletic Court Surfacing & Asphalt Base	\$	-	\$		\$		\$	244,125	\$	244,125		MATC
+	Tennis Court Playing Lines	\$		\$		\$		\$	244,123	Includ			MATC
+	Slat Wall Paneling	\$	-	\$		\$		\$		Includ			Millwork
+	Painting Painting	\$		\$	-	\$		\$	38,667	\$	38,667		MINWOIK
+	1 anting	\$		\$		\$		\$	-	\$	30,007		
+		\$	-	\$		\$		\$		\$			
	TOTAL DIVISION NINE	ф		Ф		ф		Ф		Ф		\$ 444,100) 9
	DIV 10											444,100	,
	SPECIALTIES	Φ.		Φ.		٨		Φ.	2.500	Φ.	2.500		
	Tack Wall Bulletin Boards	\$	-	\$	-	\$		\$	3,500	\$	3,500		
	Exterior Signage	\$	-	\$	-	\$	-	\$	7,350	\$	7,350		
	Interior Signage	\$	-	\$	-	\$	-	\$	4,172	\$	4,172		
+	Toilet Compartments	\$	-	\$	-	\$	-	\$	6,300	\$	6,300		
+	Toilet Accessories	\$	-	\$	-	\$	-	\$	9,005	\$	9,005		
	FE's & Cabinets	\$	-	\$	-	\$	-	\$	4,675	\$	4,675		
+	Metal Lockers	\$	-	\$	-	\$	-	\$	11,500	\$	11,500		
	Interior Branding Wall Signage	\$	-	\$	-	\$	-	\$	3,375	\$	3,375		
	MOTE A PANAGRON MEN	\$	-	\$	-	3	-	\$	-	\$	-	Φ 40.0	
	TOTAL DIVISION TEN											\$ 49,877	1
	DIV 11												
-	EQUIPMENT	Φ.		Φ.				Φ.					+
	Appliances- Refrigerator & Ice Machine	\$	-	\$	-	\$	-	\$	4,850	\$	4,850		N.C.I.M.C.
1	Perimeter Curtains	\$	-	\$	-	\$	-	\$	49,849	\$	49,849		MATC
1	Divider Nets	\$	-	\$	-	\$	-	\$	-	Includ			MATC
+	Athletic Equipment	\$	-	\$	-	\$	-	\$	15,000	\$	15,000		MATC
		\$	-	\$	-	\$	-	\$	-	\$	-		+
	TOTAL PRINCES OF THE	\$	-	\$	-	\$	-	\$	-	\$	-	Φ	
	TOTAL DIVISION ELEVEN											\$ 69,699)

PROJECT:	Columbia Association Long Reach Tennis Center
Location:	Columbia, MD
Owner:	Columbia Association
Architect:	GTM Architects
Bid Due:	2.4.16



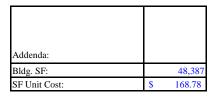


Cost Model: Option C - Schematic Design

SUBMITTED BUDGET 8,166,757

Section	Title	Labor (w/o Burden)		Labor Burden			aterial Included)	Su	ibcontractor	Total		Division Totals	Unit Prices & Notes	
	i													
	FURNISHINGS													
+	Horizontal Louver Blinds	\$	-	\$	-	\$	-	\$	640	\$	640			
	Entrance Floor Mats	\$	_	\$	-	\$	_	\$	2,583	\$	2,583			
	Bicycle Rack	\$	_	\$	_	\$		\$	1,800	\$	1,800			
	Bioyele Ruek	\$	_	\$	_	\$	_	\$	-	\$	-			
		\$	-	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION TWELVE											\$ 5,023	0.1	
	DIV 13													
	SPECIAL CONSTRUCTION													
	Pre-Engineered Metal Building System	\$	-	\$	-	\$	_	\$	1,281,930	\$	1,281,930		Nucor	
	3 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	\$	-	\$	-	\$	_	\$	-	\$				
		\$	-	\$	-	\$	-	\$	_	\$	_			
	TOTAL DIVISION THIRTEEN											\$ 1,281,930	26.49	
	DIV 14													
	CONVEYING SYSTEMS													
	Holeless Hydraulic Elevator	\$	-	\$	-	\$	_	\$	54,800	\$	54,800			
		\$	-	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION FOURTEEN											\$ 54,800	1.13	
	DIV 21													
	FIRE SUPPRESSION													
	Wet Pipe Sprinkler System	\$	_	\$	-	\$	_	\$	186,290	\$	186,290			
	······································	\$	-	\$	-	\$	-	\$	-	\$	-			
		\$	-	\$	-	\$	_	\$	_	\$	_			
	TOTAL DIVISION TWENTY-ONE	-		-		-		7		_		\$ 186,290	3.8	
	DIV 22 & DIV 23													
	PLUMBING / HVAC													
	Plumbing Systems	\$	_	\$	-	\$	_	\$	76,000	\$	76,000		Ariosa	
	HVAC System	\$	_	\$	_	\$	_	\$	738,670	\$	738,670		Ariosa	
	Foundation Drainage	\$	-	\$	-	\$	_	\$	35,000	\$	35,000		Ariosa	
		\$	-	\$	-	\$	_	\$	_	\$	_			
		\$	-	\$	-	\$	-	\$	_	\$	_			
		\$	-	\$	-	\$	_	\$	-	\$	_			
	TOTAL DIVISION TWENTY-TWO											\$ 849,670	17.50	
	DIV 26													
	ELECTRICAL													
	Electrical Systems	\$	_	\$	-	\$	_	\$	634,000	\$	634,000		Gettle	
	Exterior Site Lighting	\$	-	\$	-	\$	-	\$	-	Inch			Gettle	
		\$	-	\$	-	\$	-	\$	-	\$	-			
		\$	-	\$	-	\$	-	\$	-	\$	_			
	TOTAL DIVISION TWENTY-SIX											\$ 634,000	13.10	
	DIV 27													
	COMMUNICATIONS													
	Teledata Rough-In & Cabling	\$	-	\$	-	\$	-	\$	-	Incl	ıded		Gettle	
	Intercom System	\$	-	\$	-	\$	-	\$	-	Inch			Gettle	
	·	\$	-	\$	-	\$	-	\$	-	\$	-			
		\$	-	\$	-	\$	-	\$	-	\$	-			
	TOTAL DIVISION TWENTY-SEVEN											\$ -	Enter Bldg. SF	
	DIV 28													
	ELECTRONIC SAFETY & SECURITY													
	Addressable Fire Alarm System	\$	-	\$	-	\$	-	\$	_	Inch	ıded		Gettle	
	Security System	\$	-	\$	-	\$	-	\$	36,290	\$	36,290		Gettle	
		\$	-	\$	-	\$	-	\$	-	\$	-			
	<u> </u>	\$	_	\$	-	\$	_	\$	-	\$				

	Columbia Association Long
PROJECT:	Reach Tennis Center
Location:	Columbia, MD
Owner:	Columbia Association
Architect:	GTM Architects
Bid Due:	2.4.16





Cost Model: Option C - Schematic Design

SUBMITTED BUDGET 8,166,757

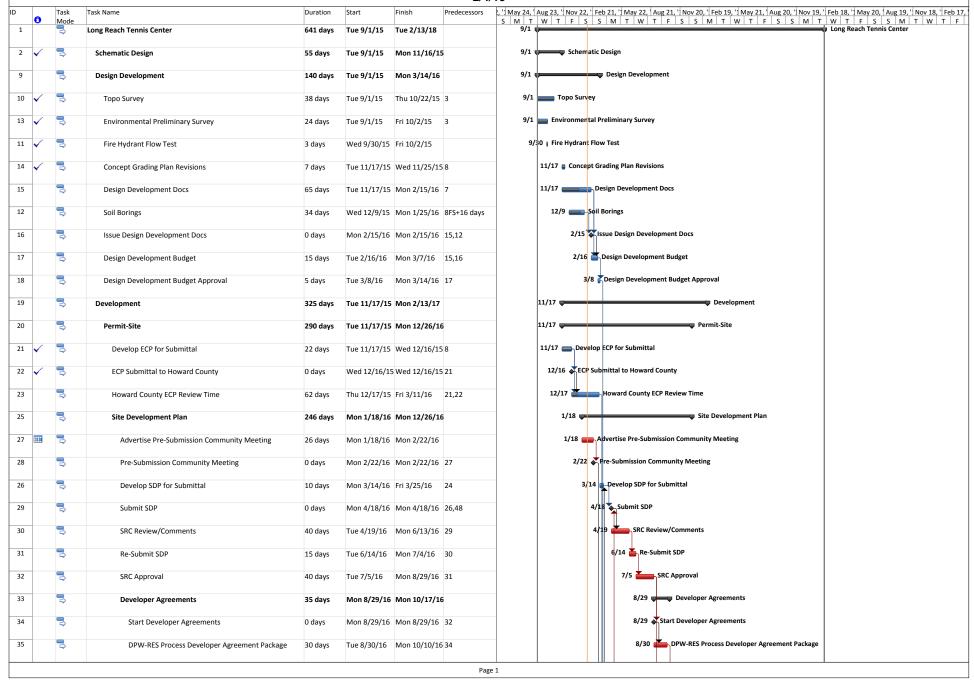
Section	Title	 l bor Burden)	Labo	r Burden	aterial Included)	Sı	ubcontractor		Total		Division Totals	Unit Prices & Notes
	TOTAL DIVISION TWENTY-EIGHT									\$	36,290	0.75
	DIV 31									Ψ	20,270	0172
	EARTHWORK											
+	Surveying & Engineering	\$ _	\$	_	\$ _	\$	32,500	\$	32,500			
	Site Clearing	\$ _	\$	_	\$ _	\$	65,100	\$	65,100			
	Earthwork & Grading	\$ 	\$	_	\$ _	\$	205,561	\$	205,561			
	Sediment Controls	\$ _	\$	_	\$ _	\$	112,100	\$	112,100			
	Termite Control	\$ -	\$	-	\$ -	\$	7,258	\$	7,258			
		\$ 	\$	_	\$ _	\$		\$				
		\$ -	\$	-	\$ _	\$	_	\$	_			
	TOTAL DIVISION THIRTY-ONE									\$	422,519	8.73
	DIV 32											
	EXTERIOR IMPROVEMENTS											
	Asphalt Paving	\$ _	\$	_	\$ _	\$	83,686	\$	83,686			
	Line Striping	\$ _	\$	_	\$ _	\$	1,000	\$	1,000			
	Curb & Gutter	\$ _	\$	_	\$ _	\$	32,724	\$	32,724			
	Concrete Sidewalks	\$ _	\$	_	\$ _	\$	59,406	\$	59,406			
	Concrete Entrance Apron	\$ _	\$	_	\$ _	\$	7,824	\$	7,824			
+	Concrete Equipment Pads	\$ _	\$	_	\$ _	\$	9,420	\$	9,420			
	Reinforced Turf	\$ _	\$	_	\$ _	\$	13,656	\$	13,656			
	Landscape Planting	\$ _	\$	_	\$ _	\$	-		owance			
	Seed & Sod	\$ _	\$	_	\$ _	\$	13,172	\$	13,172			
	Dumpster Enclosure & Pad	\$ -	\$	-	\$ _	\$	15,600	\$	15,600			
	HD Concrete @ HC Parking	\$ _	\$	_	\$ _	\$	5,604	\$	5,604			
	Precast Concrete Wheel Stops	\$ 	\$	_	\$ _	\$	270	\$	270			
	Segmental Retaining Walls	\$ -	\$	-	\$ _	\$	40,000	\$	40,000			
	Add Brick Pavers	\$ -	\$	-	\$ -	\$	47,904	\$	47,904			
		\$ -	\$	-	\$ -	\$	-	\$				
	TOTAL DIVISION THIRTY-TWO									\$	330,266	6.83
	DIV 33											
	UTILITIES											
	Water Service	\$ -	\$	_	\$ _	\$	119,300	\$	119,300			
	Sanitary Sewer Service	\$ -	\$	-	\$ -	\$	108,270	\$	108,270			
	Storm Drain System	\$ -	\$	-	\$ -	\$	141,217	\$	141,217			
	Utility Road Repairs	\$ -	\$	-	\$ -	\$	21,375	\$	21,375			
	Stormwater Management System	\$ -	\$	-	\$ -	\$	-	All	owance			
	,	\$ -	\$	-	\$ -	\$	-	\$	-			
		\$ -	\$	-	\$ -	\$	-	\$	-			
	TOTAL DIVISION THIRTY-THREE									\$	390,162	8.06
	SUBTOTALS	\$ 510,510	\$	-	\$ -	\$	6,465,866	\$	6,976,376	CI	HECK	6,976,376

SUBTOTAL 1 (Cost of Wok)	\$ 6,976,376
Builder's Risk Insurance	\$ 24,417
7% Design Completion Allowance	\$ 488,346
SUBTOTAL 2 "JOB COST"	\$ 7,489,140
Overhead & Profit	\$ 245,000
SUBTOTAL 3	\$ 7,734,140
Payment & Perform. Bond	\$ 43,724
TOTAL PROJECT COST	\$ 7,777,864
5% Contractor Contingency	\$ 388,893
SUBMITTED BUDGET	\$ 8,166,757

\$168.78 per sq. foot

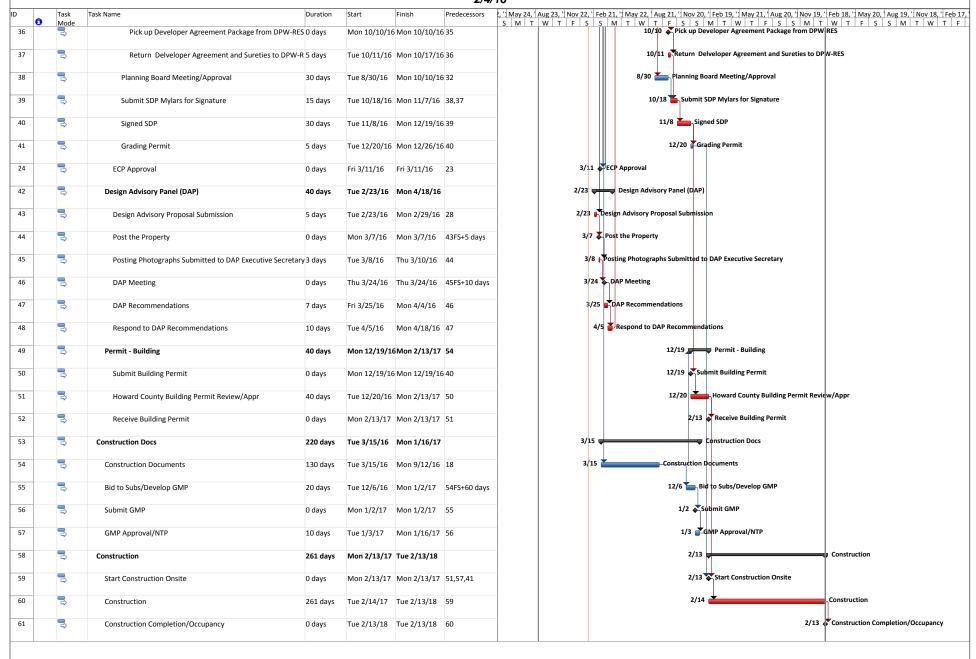
Long Reach Tennis Club Preliminary Schedule 2/4/16





Long Reach Tennis Club Preliminary Schedule 2/4/16







February 5, 2015

To: Members of the Planning and Strategy Committee

From: Susan Krabbe

Cc: Members of the Board of Directors

Milton W. Matthews, President/CEO

The February 11, 2016 Board agenda includes an item for the Planning and Strategy Committee entitled "PSC hosts Board work session on the Proposed Draft FY 17 and Conditional FY 18 Capital and Operating Budgets." The back-up for that agenda item is the draft budget document delivered to the Board on December 22, 2015.

The file is too large to post, and so to access that material on CA's website, go to http://www.columbiaassociation.org; select About Us; About Columbia Association; Financial Reports; then select Proposed FY 2017 and Conditional FY 2018 Operating and Capital Budgets.

The responses to Board member budget questions raised to date are attached.

If you have any questions, please let me know.

Tracking Form - FY16 Planning and Strategy Committee

	Submitted to								
	Committee by	Date sent to		1st	Date Due		Date sent to	Recommendation	
	(name):	Committee	Description of Topic	Discussion	to Board	Extensions	CA Board	of Committee	Board Action
			Membership Rate & Fee Structure: Based on the consultant study and management's input/recommendations, review and make recommendations on CA's rates and fees	Consultant presentation 5/28/2015; 2nd consultant presentation 9/10/15; Mgmt status update 12/10/15.		Anticipated March 2016 presentation to the Board: finalized membership (package) names; recommend ed prices, policies & procedures;	on board		
1	Staff					transition plan			
			Strategic Plan: Review Annual Progress Report	FY 15 Progress Report sent to Board 7/31/15; Follow-up discussion 11/12/15.			11/12/2015	Reactivate the Board's Strategy Making Process in early 2016 - see item 3	
2	Staff	7/31/2015							
			Reactivate the Board's Strategy Making Process / Develop Board Work Plan for Calendar Year 2016	1/14/16 idea generation; 2/25/16 anticipated prioritization of FY17 items.					
3	BOC	1/4/2016							
4	Staff		Review and recommend board approval of the FY 17/18 budget process & schedule.	6/25/2015	6/25/2015		6/25/2015	Approve	Approved
5	Staff		Capital and Operating Parameters: Review and make recommendation on FY 17/18 Capital and Operating Parameters.	7/9/2015	7/23/2015		7/9/2015	Approve	Approved
6	Staff		Annual Charge Rate and Cap: Review and make recommendation on FY 17/18 annual charge rate and cap	7/9/2015	7/23/2015		7/9/2015	Approve	Approved

Tracking Form - FY16 Planning and Strategy Committee

	Submitted to Committee by (name):	Date sent to Committee		1st Discussion	Date Due to Board		Date sent to CA Board	Recommendation of Committee	Board Action
7	Board		Conduct the FY 17-18 budget process and make recommendation to Board.	Anticipated 9/15 - 2/16		Pre-Budget Public Input 9/3/15; PSC work sessions 10/8/15, 10/15/15	10/22/2015	Recommended approval of new capital and operating initiatives	Approved
8	Board		Employee Benefits: Based on the consultant study and management's input / recommendations, make recommendations regarding CA's employee benefits	Included in FY17 proposed operating initiatives					
9	Staff		New Town Zoning: Ensure that CA is a key stakeholder in the county's New Town zoning update and that any proposed changes are in alignment with CA's "Guiding Principles for the 21st Century Planned Community of Columbia, MD"	Staff keeping in contact with county. No county process announced at this time.					
10	Staff		Host presentation by staff on village community association and CA roles and financial overview.	Anticipated 2/25/16					

Board Request Tracking Log FY 16 As of February 5, 2016

	А	В	С	D	E	F
			Origination	Assigned To		
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Date</u>	(Department)	<u>Due Date</u>	Closed Date
		Would it be possible for you to				
		prepare a summary of the specific bills which CA lobbied				
2	Alan Klein	about and their disposition?	5/1/2015	General Counsel	5/29/2015	5/13/2015
	7 Hall Rich	about and their disposition.	3/1/2013	General Counsel	3/23/2013	3/13/2013
		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		Communications &	- 1 1	- 4 4
3	Gregg Schwind	discount 2-3 years ago?	4/23/2015	Marketing	6/23/2015	6/23/2015
		How many Haven members are				
		65+? Why is there no reference				
		to the senior discount on the				
	C C-1i 1	Haven site or in the Haven	4/23/2015	Communications &	6/22/2015	6/22/2015
4	Gregg Schwind	membership materials?	4/23/2015	Marketing	6/23/2015	6/23/2015
		How are we marketing our				
		senior discount to older adults?				
		Why is there no reference to the				
		senior discount on the CA		Communications &		
5	Gregg Schwind	website?	4/23/2015	Marketing	6/23/2015	6/23/2015
		C				
		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		Communications &		
6	Gregg Schwind	our fitness facilities and pools)?	4/23/2015	Marketing	6/23/2015	6/23/2015

Board Request Tracking Log FY 16 As of February 5, 2016

	А	В	С	D	Е	F
			Origination	Assigned To		
1	<u>Originator</u>	Issue/Task Description	<u>Date</u>	(Department)	<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? Please provide the numbers of full-time, part-time, and temporary employees and the corresponding salary and bonus	8/27/2015	Communications & Marketing	9/30/2015	9/22/2015
9	Chao Wu	expenses for 2011 through 2015	10/19/2015	CFO's Office	11/12/2015	11/11/2015

	,	,	ε	9		,
			Origination	Assigned To		
	Originator	Issue/Task Description	Date	(Department)	Due Date	Closed Date
				* 1 /		
		Does CA continue to distinguish				
		between Board members and				
		CA employees in the tax				
		reporting of Package Plan				
		memberships and, if so, the				
	Tom and Ginger	rationale behind that		Chief Financial		
,	Scott	distinction.	5/3/2015	Officer	6/3/2015	5/8/2015
		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				
	I a al I I i i marritte	this responsibility to the President?	4/9/2015	General Counsel	6/1/2015	5/27/2015
\vdash	Joel Hurewitz	What document or policy, if	4/9/2013	General Counsel	6/1/2015	5/27/2015
		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				
	Joel Hurewitz	shall be the Columbia Council	4/9/2015	General Counsel	6/1/2015	5/27/2015

	¥		ε	9		. 1
			Origination	Assigned To		
	Originator	Issue/Task Description	Date	(Department)	Due Date	Closed Date
	<u> </u>	reduct Fuelt Fuelt Fuelt		<u> </u>		<u> </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
H	Jeer 11012 102		., . ,		0,1,2013	3,21,2313
		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	1/0/0015			
6	Joel Hurewitz	Representative?	4/9/2015	General Counsel	6/1/2015	5/27/2015

	*		c	•	1	
,	<u>Originator</u>	Issue/Task Description	Origination Date	Assigned To (Department)	<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

	*	,	c	p		,
			Origination	Assigned To		_, ,_
	<u>Originator</u>	Issue/Task Description	<u>Date</u>	<u>(Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
	Shareen	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				
10	Warshanna	sponsored by CA	10/29/2015	General Counsel	11/29/2015	11/10/2015
	Shareen	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	10/20/2015	Conoral Councel	11/20/2015	11/10/2015
11	Warshanna	origin, religion, etc.	10/29/2015	General Counsel	11/29/2015	11/10/2015