



June 8, 2018

To: Columbia Association Board of Directors  
(E-Mail Address: [Board.Members@ColumbiaAssociation.org](mailto:Board.Members@ColumbiaAssociation.org))  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Work Session will be held on Thursday, June 14, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.**

### **AGENDA**

- |   |                 |
|---|-----------------|
| 1. Call to Order  | <b>5 min.</b>   |
| (a) Announce Directors/Senior Staff Members in Attendance   |                 |
| (b) Remind People that Work Sessions are not Recorded/Broadcast   |                 |
| (c) Read Five Civility Principles   |                 |
| 2. Approval of Agenda   | <b>1 min.</b>   |
| 3. Resident Speakout<br>(Limited to the topics of the work session only, per the "Policy on Conduct of Work Sessions of Board of Directors and Board Committees" adopted by the CA Board of Directors on August 28, 2008)<br><b>3 Minutes per Individual; 5 Minutes per Group</b> |                 |
| 4. Chairman's Remarks   | <b>3 min.</b>   |
| 5. President's Remarks; Follow-Up Questions from the Board Members  | <b>10 min.</b>  |
| 6. Work Session Topics  | <b>120 min.</b> |
| (a) Discussion of the Most Recent Columbia Development Tracker  | (15 min.)       |
| (b) Capital Projects and Open Space Updates   | (15 min.)       |
| (c) Overview of CA BOD Members' Legal Responsibilities  | (20 min.)       |
| (d) Discussion of President/CEO's Proposed FY 2019 Strategic Objectives   | (30 min.)       |
| (e) Indemnify CA Team Members on the 401(k) Plan Investment Committee for Actions Taken in Good Faith on behalf of the Plan   | (10 min.)       |
| (f) Updates to the Board Reimbursement Policy   | (10 min.)       |
| (g) Allow Residents to Speak on Any Topic at Board Work Sessions  | (10 min.)       |
| (h) Recording or Streaming BOD Work Sessions  | (10 min.)       |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:00 p.m.  |                 |

### **Upcoming Board Meetings and Work Session**

**Thursday, June 28, 2018 – BOD Meeting – 7:30 p.m.**

**Thursday, July 12, 2018 – BOD Work Session – 7:30 p.m.**

**Thursday, July 26, 2018 – BOD Meeting – 7:30 p.m.**

**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.

June 6, 2018

## Chair's Remarks June 14, 2018 CA Board Work Session

<u>Date</u>	<u>Activity</u>	<u>Time</u>
June 8, 2018	Infinite Creator Exhibit Opening Reception (Columbia Art Center)	6:00 PM
June 9, 2018	Kids Day (Columbia Sports Park)	10:00 AM
June 9, 2018	"Bugs that Bite" information session (at Kahler Hall, see web for details)	10:00 AM
June 10, 2018	CA's Second Sunday Swim (free access with Columbia Card)	(See Pool Schedules)
June 11, 2018	CA's Community Chess Day at the Barn (see web for details)	4:00 PM
June 11, 2018	Columbia Archives' presentation exploring the planning & development of Columbia (Stonehouse, see web for details)	7:00 PM RR
June 14, 2018	CA Board work session	7:30 PM
June 14, 2018	Explore Columbia on Foot - Hickory Ridge (see web for details)	10:00 AM
June 18, 2018	CA Lakefront Summer Festival begins (see web for details regarding movies and music activities)	(see web for times)
June 20, 2018	"Bugs that Bite" information session (Hawthorn Center, see web for details)	7:00 PM
June 22, 2018	Dancing Under the People Tree activity begins (every Friday through September 7, 2018 at the Lakefront Plaza)	7:00 PM
June 24, 2018	Chrysalis Kids: Jedi Academy (co-sponsored by CA)	3:00 PM RR
June 24, 2018	Reception - MD Pastel Society exhibit at Slayton House	3:00 PM
June 25, 2018	"Bugs that Bite" information session (Claret Hall, see web for details)	7:00 PM
June 25, 2018	CA Audit Committee	7:30 PM
June 27, 2018	Lakefront Wednesdays Concerts series begins (runs through August 15, 2018)	Noon

June 27, 2018	International & Multicultural Advisory Committee meeting	7:00 PM
June 28, 2018	CA Board meeting	7:30 PM

RR = Registration Required

Attended the CA Summer Picnic, which, due to the rain, was held at the Supreme Sports Club. It was a very nice activity and there was a good crowd in attendance.



To: Columbia Association Board of Directors (CA Board)

From: Jane Dembner, Director, Planning and Community Affairs  
Jessica Bellah, Community Planner

Subject: June Development Tracker

Date: June 7, 2018

At the June 14<sup>th</sup> CA Board work session, we will be providing an overview of CA's Development Tracker. Following this first session, we anticipate that we will brief the Board on new, updated or noteworthy cases at the Board's monthly work session. On June 14<sup>th</sup>, Jessica Bellah will make a brief presentation and answer questions.

Attached is the June installment of Columbia Association's Development Tracker. This tracker provides descriptions of public meetings and development applications in and nearby to Columbia. The tracker is prepared by CA's Office of Planning and Community Affairs and is based on information provided by Howard County. Most of the information is publicly available but is not compiled by geographic area. CA's Community Planner collects the information from a number of on-line sources and then supplements that with calls to various Howard County staff persons to get further information or clarifications on what is available on-line.

The tracker helps to keep us and community members aware of upcoming development-related public meetings and applications. We update it on a monthly basis and sometimes update it twice a month when there are lots of cases or changes occur on important cases. The tracker is posted on our website at [columbiaassociation.org/about-us/planning-development/columbia-planning-development-tracker/](http://columbiaassociation.org/about-us/planning-development/columbia-planning-development-tracker/).

# Columbia Development Tracker

**June 6, 2018**



The Columbia Development Tracker is composed of four separate sections, which are listed below in order of appearance:

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

*This monthly report is produced by CA's Office of Planning and Community Affairs with information compiled from Howard County Government.*

## Upcoming Development Public Meetings

Project	Village	Meeting Date, Time, and Location	Meeting Type	CA Staff Recommendation
The Dar Al Taqwa Mosque is seeking an expansion of an existing religious facility to enlarge their existing parking lot.	Near Harper's Choice	6/5/2018 6:00 pm  On-site Dar Al Taqwa Mosque 10740 Clarksville Pike Ellicott City, MD 21042	Presubmission Community Meeting (rescheduled from prior mtg)	No action recommended –  The Applicant informed CA that the 6/5/2018 mtg was also rescheduled with a new posted date and time TBD.
BA-17-020C A conditional use case for a property located at 4807 Manor Lane, north of Route 108, for a pet day care facility that includes kennels and pet grooming.	Near Harper's Choice	6/11/2018 (continued from 5/24/2018) 6:30 pm  3430 Court House Drive Ellicott City, MD 21043	Hearing Examiner	No action recommended
The owner of property at 6135 Waterloo Road is proposing to build 1 additional single-family detached dwelling unit on 0.9 acres of property currently containing 1 existing single-family home.	Near Long Reach	6/12/2018 6:00 pm  Waterloo Elementary School 5940 Waterloo Road Columbia, MD 21045	Presubmission Community Meeting	No action recommended
New Path Reformed Church Proposal for the construction of a new religious facility on currently undeveloped land located at 10425 Clarksville Pike (Route 108)	Near Harpers Choice	6/28/2018 6:00 pm  Florence Bain 50+ Center 5470 Ruth Keeton Way Columbia, MD 21044	Presubmission Community Meeting	No action recommended
Atholton Overlook The owner of property at 6549 Freetown Road is proposing to build 6 single-family detached dwelling units on 2 acres of property currently containing 1 existing single-family home.	Near Hickory Ridge	7/9/2018 6:00 pm  Central Branch Library 10375 Little Patuxent Pkwy Columbia, MD 21044	Presubmission Community Meeting	No action recommended
Mas Tec Network Solutions/Cellco Part.t/a Verizon Conditional Use case for a Communication Tower at 10689 Owen Brown Road.	Near Hickory Ridge	7/11/2018 6:00 pm  3430 Court House Drive Ellicott City, MD 21043	Hearing Examiner	No action recommended

## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision
<p>Long Reach Village Center ZB 1121M-Orchard Development</p> <p>Major Village Center Redevelopment of 18.07 acres with proposed mixed-use buildings with retail, commercial, and office space. Project also includes residential townhouses, senior housing, and community space.</p>	Long Reach	<p>5/7/2018 (Mtg continued to 5/14 and 5/16) 7:30 pm</p> <p>Banneker Room 3430 Court House Drive Ellicott City, MD 21043</p>	Zoning Board	Approved with Conditions in a 4-1 vote. Final decision and order pending.
<p>BA-18-004V Dorsey Overlook, LLLP</p> <p>The owner of property at the NE quadrant of the intersection of Route 108 and Columbia Rd is seeking a Residential Variance to reduce the 30' use setback to 11.25' for a private road with parallel parking &amp; to reduce the 50' apartment setback to 20' to accommodate apartments along east side boundary. Associated with development proposal to build a 133-unit, age-restricted apartment on 4.5 acres.</p>	Near Dorsey's Search	<p>5/7/2018 9:30 am</p> <p>3430 Court House Drive Ellicott City, MD 21043</p>	Hearing Examiner	Approved 5/9/18
<p>The Dar Al Taqwa Mosque is seeking an expansion of an existing religious facility to enlarge their existing parking lot.</p>	Near Harper's Choice	<p>5/9/2018 6:00 pm</p> <p>On-site Dar Al Taqwa Mosque 10740 Clarksville Pike Ellicott City, MD 21042</p>	Presubmission Community Meeting	<p>Not a decision-making meeting.</p> <p>Meeting notes are available upon request from the applicant.</p>
<p>Badart Subdivision</p> <p>The owner of property at 6205 Waterloo Road (east side of Route 108) is proposing to build 3 single-family detached dwelling units on 0.76 acres of property currently containing 1 existing single-family home.</p>	Near Long Reach	<p>5/16/2018 6:00 pm</p> <p>Elkridge Library 6540 Washington Blvd. Elkridge MD 21075</p>	Presubmission Community Meeting	<p>Not a decision-making meeting.</p> <p>Meeting notes are available upon request from the applicant.</p>

## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision
Street renaming – portion of South entrance Road to be changed to Symphony Woods Road.	Crescent District, Downtown Columbia	5/17/2018 7:00 pm  Banneker Room 3430 Court House Drive Ellicott City, MD 21043	Planning Board – Decision Making Role following quasi-judicial hearing	Approved
BA-17-020C A conditional use case for a property located at 4807 Manor Lane, north of Route 108, for a pet day care facility that includes kennels and pet grooming.	Near Harper's Choice	5/24/2018 6:30 pm  3430 Court House Drive Ellicott City 21043	Hearing Examiner	Continued to 6/11/18 at 6:30 p.m.
SDP-17-041 Two Farms, Inc. & Snowden Car Wash LLC submitted a site development plan for construction of a convenience store/gas station, carry-out restaurant, and a car wash at 9585 Snowden River Parkway.	Near Owen Brown, Snowden River Pkwy Corridor	6/7/2018 7:00 pm  Banneker Room 3430 Court House Drive Ellicott City, MD 21043	Planning Board – Decision Making Role	Meeting was cancelled at the request of the applicant
Case No: BA-748D Appeal of a denial by DPZ of Administrative Adjustment Case No. AA 17-008, to increase the 15-foot maximum accessory structure bldg. height to 16.8 feet for a shed 10186 Owen Brown Rd	Near Hickory Ridge	3/23/2018 9:30 am  3430 Court House Drive Ellicott City 21043	Hearing Examiner	Pending posting of the Hearing Examiner decision



## Previous Development Related Meetings and Decisions

Project	Village	Meeting Date, Time, and Location	Meeting Type	Decision
Case No: BA-17-030C - Conditional Use Case Proposal to build 24 single-family attached age-restricted houses at the SW corner of Guilford Road and Eden Brook Drive on the historic Wildwood House site. The Design Advisory Panel reviewed this case in fall 2017 and recommended changes to the site layout and architecture.	Near Kings Contrivance	4/16/2018 9:30 am  3430 Court House Drive Ellicott City 21043	Hearing Examiner	<p>Approved with conditions that ensure the Site Development Plan as approved will include those off-site amenities such as the pathway extension and crosswalks shown in the Conditional Use Plan. These features connect through CA land to existing CA pathways and require CA approval and coordination. Petitioner is required to obtain all CA approvals, including necessary easements. Petitioner is also responsible for making all necessary improvements to a portion of the existing CA pathway/sidewalk system to meet current County and ADA standards.</p> <p>CA staff initiated discussions with developer and will continue to closely monitor as project moves into the Site Development Plan phase. The Village of Kings Contrivance and CA are both interested in this land being annexed by the village and CA.</p>

# Newly Submitted Development Plans

## F-18-105

Columbia Rivers Corporate Park

Submitted: 5/25/18

Zoning: NT (New Town)

Decision: Under Review

**Project Description:**  
Final Plan has been submitted to plat a public drain and utilities easement for an existing stormwater pond located near the southeast corner of Old Columbia Road and Eden Brook Drive.

## Near Kings Contrivance



## SDP-18-050

Trotter Woods, Section 2

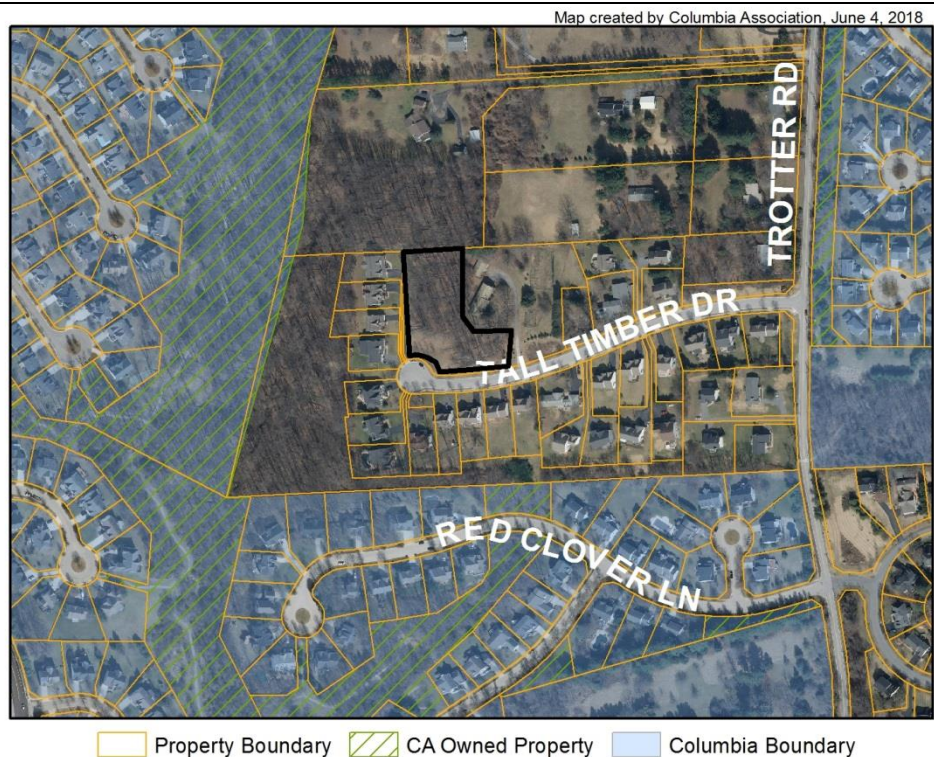
Submitted: 5/8/2018

Zoning: : R-20  
(Low Density Residential)

Decision: Under Review

**Project Description:**  
The owner of property located north of Tall Timber Drive submitted a Site Development Plan to construct five single-family detached dwelling units.

## Near River Hill





# Newly Submitted Development Plans

## F-18-041

Simpson oaks – Phase 1

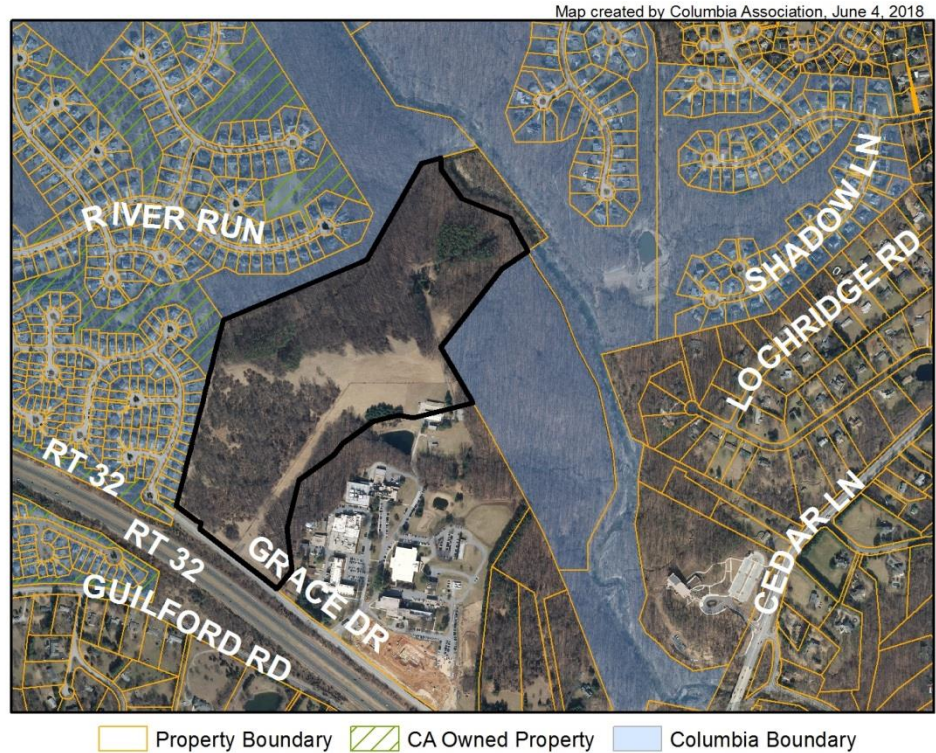
Submitted: 5/7/18

Zoning: CEF-R (Community Enhancement Floating)

Decision: Under Review

**Project Description:**  
The owner of property on Grace Drive submitted a final plan for phase 1 of their development of ~60 acres. The plan consists of 46 single-family detached home lots and 83 town home lots, 12 open space parcels and 8 future residential parcels to be developed under Phase 2.

### Near Hickory Ridge and River Hill



## ECP-18-048

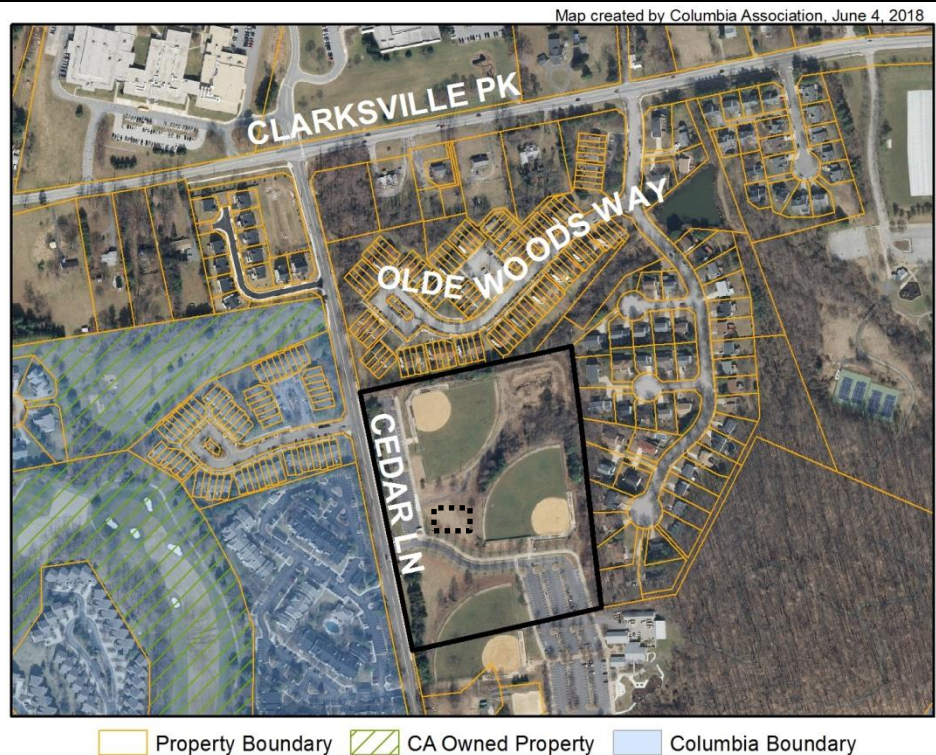
Submitted: 5/10/18

Zoning: : R-20  
(Low Density Residential)

Decision: Under Review

**Project Description:** An Environmental Concept Plan was submitted to construct 4 bocce courts at a Howard County Department of Rec and Parks facility located at Cedar Lane Park near Route 108. The dashed outline represents the general location of the courts.

### Near Harper's Choice





# Newly Submitted Development Plans

## WP-18-124

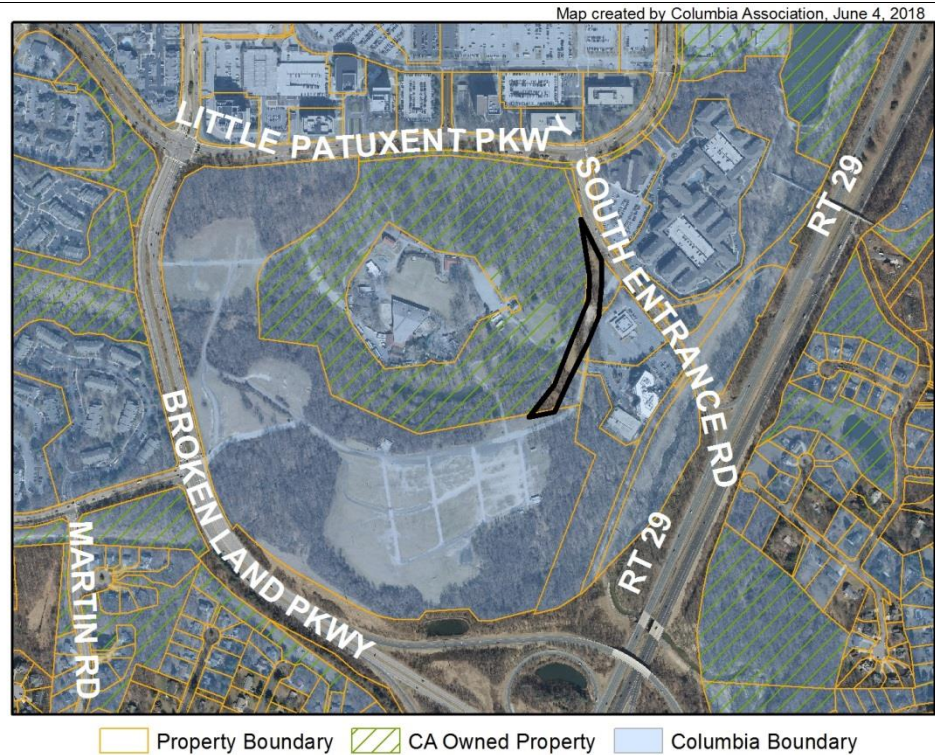
Resubmitted: 5/22/18

Zoning: NT (New Town)

Decision: Under Review

**Project Description:**  
A waiver was submitted requesting a time extension to process the plat for Symphony Woods Road.

## Downtown Columbia Crescent



## S-18-006

Grandfather's Garden

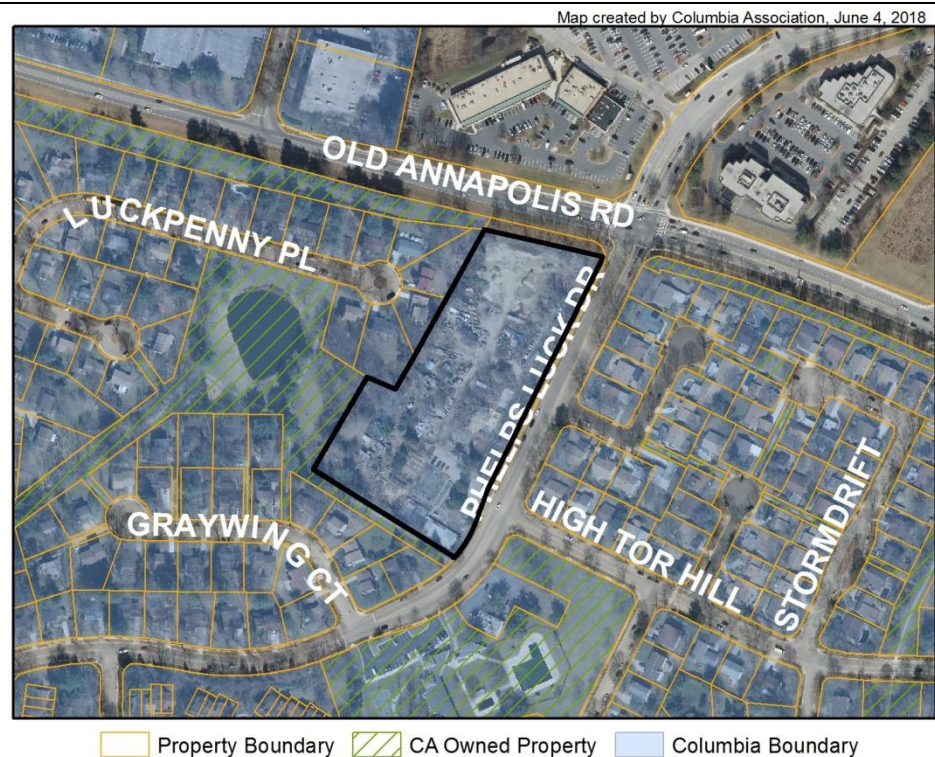
Submitted: 5/7/18

Zoning: NT (New Town)

Decision: Under Review

**Project Description:**  
A sketch plan was submitted for 18 Single-family detached homes on what is currently Grandfather's Garden Club (5320 Phelps Luck Road).

## Village of Long Reach





# Newly Submitted Development Plans

**F-18-070**

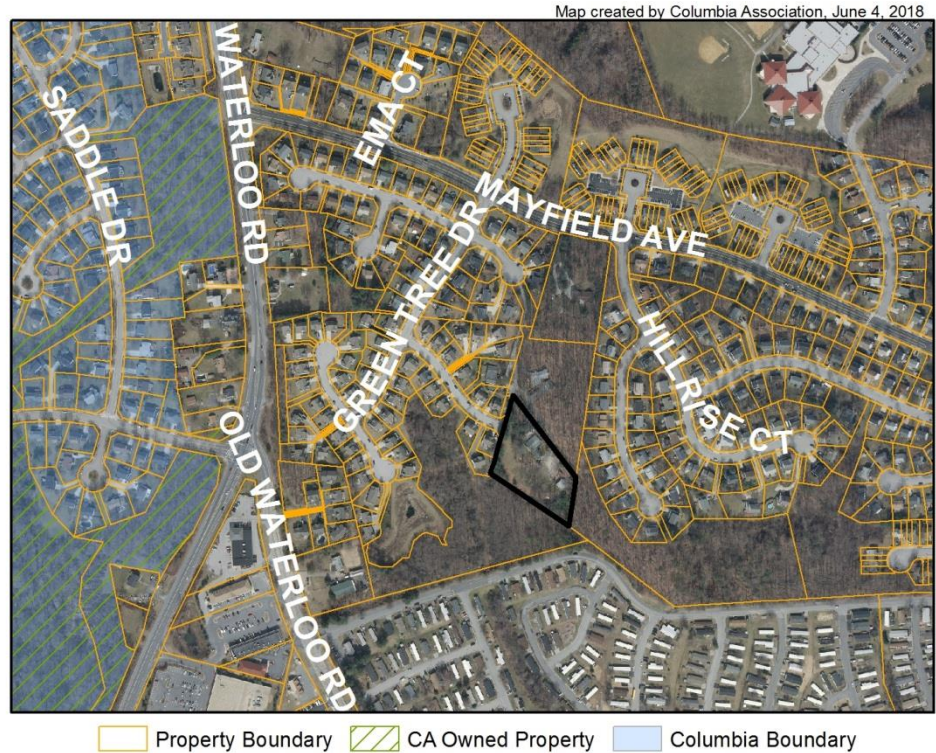
Submitted: 5/14/18

Zoning: R-SC  
(Medium Density  
Residential)

Decision: Under Review

Project Description:  
The owner of property at  
8126 Forever Green Court  
submitted a final plan for 7  
single-family detach  
homes and 3 open space  
parcels on ~1.9 acres of  
land with one existing  
dwelling unit.

*Near Long Reach*



# Newly Submitted Development Plans

## WP-18-122

Frameworks

Submitted: 5/15/18

Zoning: M-1 (Industrial)

Decision: Under Review

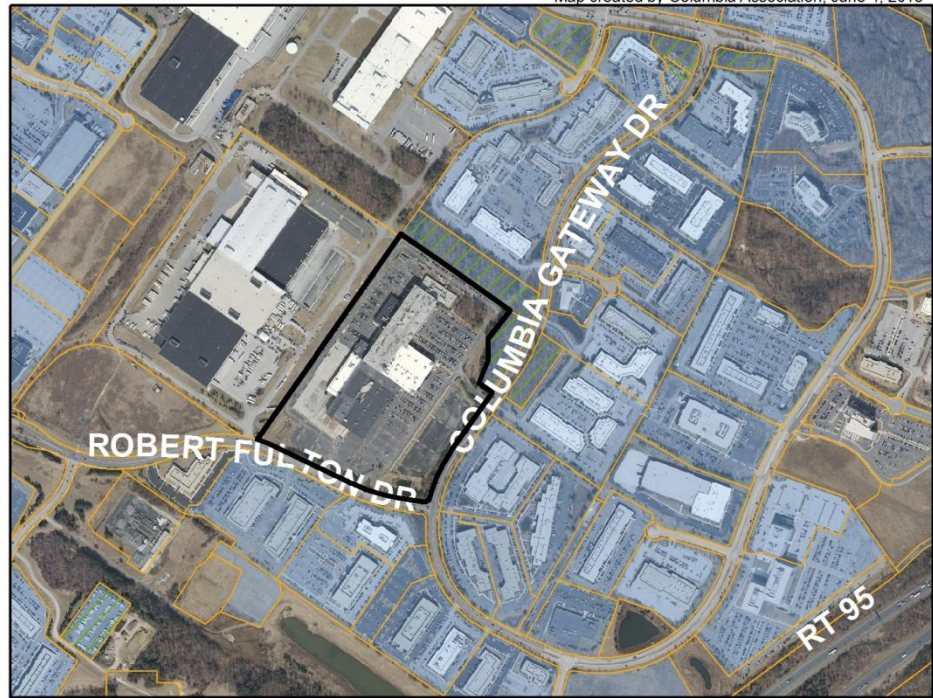
### Project Description:

The owners of 7125 Columbia Gateway are resurfacing the exterior of their existing warehouse building and repurposing it for some internal recreation and office uses which requires re-identification of uses and may require some modifications to parking and/or road improvements

This waiver is to request additional time to conduct a traffic study and discussion of requirements prior to finalizing their development agreement with the county.

## Columbia Non-Village, Gateway

Map created by Columbia Association, June 4, 2018



Property Boundary CA Owned Property Columbia Boundary



# Newly Submitted Development Plans

## WP-18-118

Submitted: 5/3/18

Zoning: M-1 (Industrial)

Decision: County has deferred review of the waiver and requested the Applicant submit a revised exhibit to correct minor drafting errors by July 14, 2018.

Project Description:  
The Applicant for 7079 Oakland Mills Road is seeking to make minor exterior changes to the site (adding stair and landing to rear loading area). These changes would normally be submitted on a redlined version of the existing site plan; however, none is on file with the county. Therefore, an exhibit will serve in place of the redlined site plan.

## Columbia Non-Village, Guilford East Ind. Park

Map created by Columbia Association, June 4, 2018



Property Boundary CA Owned Property Columbia Boundary

Columbia Development Tracker (June 2018)					Last Updated 6/4/2018
This is the monthly status summary of previously proposed development and redevelopment projects in Columbia.					
Previous Development Proposals and Decisions					
Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status
SDP-18-047	3/1/2018	Locust United Methodist Church, located at 8105 Martin Rd, submitted a site development plan for expansion of church facilities and a parking lot addition.	Near Hickory Ridge	R-SC	Submit revised plan by 6/8/2018
SDP-17-010	2/16/2018	Site Development Plan submitted to redevelop an existing warehouse for recreational and office uses. The project includes reconfiguration of the parking lot.	Near non-village land, Gateway	M-1	Submit revised plan by 5/18/2018
SDP-18-005 Downtown Columbia Crescent	11/29/2017, 4/2/2018	Howard Research and Development Corporation submitted a Site Development Plan for Phase 2, Area 3 of the Crescent Neighborhood Downtown Revitalization plan, 423 apartments, 1 restaurant, 1 retail site	Downtown Columbia	New Town	Under Review
SDP-18-040 Enclave at River Hill Phase 3	3/7/2018, 5/4/2018	Site Development Plan to construct 30 single-family detached homes on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Under Review
ECP-18-037	3/6/2018, 4/12/2018	An Environmental Concept Plan was submitted for the construction of a new elementary school and demolition of the existing Talbott Spring Elementary School. The ECP may be revised to reflect changes in state funding and project scope that result in refurbishing the existing school rather than constructing a new facility. Details are pending.	Oakland Mills	NT	Submit revised
ECP-18-007 Willow Nook	5/23/2018	An Environmental Concept Plan was submitted for two single-family detached residential units at 7079 Guilford Road currently occupied with an existing single family home and detached garage.	Near River Hill	R-20	Approved 3/30/2018
F-18-076 Enclave at River Hill Phase 2	4/4/2018, 5/24/2018	Final Plan for one open space parcel and 8 single-family detached homes (totaling 4.3 acres out of development's total 88 acres) on property at the SW corner of Clarksville Pike and Guilford Road. Part of a multi-phase development project consisting of 151 total homes.	Near River Hill	R-ED	Under Review



## Columbia Development Tracker (June 2018)

Last Updated 6/4/2018

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

### Previous Development Proposals and Decisions

Project	Latest Submission or Meeting Date	Project Description	Village	Zoning	Decision/Status
SDP-18-046 Cedar Lane Water Pumping Station	4/12/2018, 5/30/2018	Howard County Government is proposing to construct a water pumping station at the corner of Cedar Lane and Hilltop Lane (6040 Cedar Lane) on county-owned land. The station will be contained within a structure built to look like a single-family home.	Near Hickory Ridge	R-20	Under Review
SDP-18-029 The Wexley at 100	2/20/2018, 5/3/2018	The owners of property at 5836 Meadowridge Rd submitted a Site Development Plan for an apartment complex consisting of 392 apartment units, 40 of which are designated as Moderate Income Housing Units.	Near Long Reach	R-A-15, POR	Under Review
WP-18-104	4/9/2018	The owner of property at 9179 Red Branch Road is seeking to expand their existing building by 5,000 SF. No site plan exists for the site and the applicant has submitted an equivalent alternative compliance exhibit.	Columbia Non-Village, Oakland Ridge Ind. Park	R-ED	Deferred - revised plans including an APFO study must be submitted by July 7, 2018
F-18-087 Hidden Ridge	4/24/2018	The owner of property at 10685 & 10689 Owen Brown Road submitted a subdivision plan for 1 open space lot and 12 single-family attached homes on ~4.9 acres of land behind the Abiding Savior Lutheran Church.	Near Hickory Ridge	R-SC	Under Review
WP-18-105	4/13/2018	Howard Hughes Corporation submitted a development proposal which includes a retaining wall to be constructed as part of the development of Area 3. The maintenance easement associated with the wall overlaps the wetland buffer, therefore a wavier was required and submitted.	Downtown Columbia Crescent	NT	Approved - 5/24/2018
F-18-083	4/2/2018	A Final Plan was submitted for a proposal to build 6 single-family detached homes on 2.74 acres at 7440 Oakland Mills Road in the Guilford neighborhood, southeast of Snowden River Parkway.	Near Columbia non-village	R-12	Submit revised application by July 6, 2018
ECP-18-039	4/25/2018	The owner of property submitted an Environmental Concept Plan to construct 6 single-family attached dwelling units on 1.34 acres of land located at 9570 & 9580 Glen Oaks Lane, near the northwest intersection of Route 32 and I-95.	Columbia Non-village, North of MD 32	R-SA-8	Submit revised application

# **Open Space and Facility Services June 2018 Update**

JUNE 14, 2018

**Columbia**  
Association

# Construction

## Skate Park

Skate Ramps Replaced





# Construction

## Hawthorn Spa/Wading Pool

Backwash Tank Installed



# Construction

## Phelps Luck Pool Renovated





**Construction**

# Fairway Hills Golf Course

Event Patio Installed



# Construction

## Swim Center

New Roof / Canopy being Constructed



Rendition



# Construction

## Athletic Center

Work has begun





# Capital Improvement Projects

## Wilde Lake Tot Lot

Replaced





# Lake Elkhorn Pavilion

ADA Update



# Capital Improvement Projects

## Fairway Hills Storm Damage





# Capital Improvement Projects

## Lake Kittamquindi Storm Damage & Repair



## Open Space Maintenance

## Lake Kitt Storm Cleanup





## Open Space Maintenance

## Lake Kitt Storm Cleanup



## Open Space Maintenance

## Lake Kitt Storm Cleanup





## **Dobbin Road Stream Restoration**





# Watershed Management

## Maintenance Facility

Bioretention System Installed



# Watershed Management

## Bugs That Bite



# Bugs that bite

How to combat mosquitoes and ticks this summer

Columbia Association is hosting tick and mosquito prevention information sessions throughout Columbia.

**Learn about**

- Ticks in the area
- Prevention techniques
- How to spot the symptoms of Lyme disease
- Interesting facts about mosquitoes
- How to combat mosquito breeding



All sessions are from 7-8pm

**Wednesday, May 10, Hickory Ridge**  
Hawthorn Center, 6175 Sunny Spring

**Friday, May 12, Town Center**  
Historic Oakland, 5430 Vantage Point Road

**Monday, May 22, River Hill**  
Claret Hall, 6020 Daybreak Circle

**Wednesday, May 24, Wilde Lake**  
Slayton House, 10400 Cross Fox Lane

**Wednesday, May 31, Harper's Choice**  
Kahler Hall, 5440 Old Tucker Row

**Thursday, June 8, Dorsey's Search**  
Linden Hall, 4765 Dorsey Hall Drive

**Thursday, June 22, Kings Contrivance**  
Amherst House, 7251 Eden Brook Drive

**Thursday, June 29, Oakland Mills**  
The Other Barn, 5851 Robert Oliver Place



 **Columbia Association**

For more information, contact Danielle Bodner at 410-715-3000 (ext. 2525) or [Danielle.Bodner@ColumbiaAssociation.org](mailto:Danielle.Bodner@ColumbiaAssociation.org).



# Columbia Gym

New ENERGY STAR HVAC units installed



# Dickinson Pool

6kW solar PV system installed



## Recycling Event

Air conditioner and dehumidifier recycling event  
held in collaboration with BGE – 255 participants!





## Long-Term Symphony Woods Management Plan

### Turf Conditions



**Shade and soil compaction limit turf growth. The Guidelines will specify improved turf restoration practices.**

## Long-Term Symphony Woods Management Plan

### Stream Assessment



**Significant erosion is occurring in the stream channel. Strategies are needed to slow overland flow.**



# Landscape

## Long-Term Symphony Woods Management Plan

### Tree Health



**The Guidelines will include strategies to mitigate tree decline due to soil compaction.**





**Next Informational Meeting  
July 12, 2018**

**No Board action requested or  
required**





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**TO:** COLUMBIA ASSOCIATION BOARD OF DIRECTORS  
**FROM:** SHERI FANAROFF, GENERAL COUNSEL  
**RE:** OVERVIEW OF CA BOD MEMBERS' LEGAL RESPONSIBILITIES  
**DATE:** JUNE 8, 2018

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*Sheri V. G. Fanaroff*

At the June 14<sup>th</sup> Board Work Session, I will discuss the fiduciary duties and general ethical considerations that apply to all CA Board Members. There will be time for questions and answers after the presentation.





June 6, 2018

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

From: Susan Krabbe, Vice President and CFO

Cc: Sheri Fanaroff, General Counsel

Re: Indemnify CA Team Members on the 401(k) Plan Investment Committee

Columbia Association (CA) works with outside advisors to ensure that the 401(k) plan (the Plan) for eligible CA and village community association employees is compliant with all regulatory and legal requirements and that it applies industry best practices to the greatest extent possible.

The application of best practices, in addition to legal and regulatory compliance, is very important with the rise in litigation and the expansion of agency oversight in recent years, as related to investment options and plan costs, for example.

The Plan's Administrative Committee is comprised of John Clark, Payroll Manager; Ron Meliker, Director of Human Resources; Paul Papagjika, Controller; Lynn Schwartz, Director of Finance/Treasurer; and myself. Fidelity Investments is the Plan trustee, and CA is the Plan administrator. The KWH Group of RBC Wealth Management ("RBC") serves as 401(k) adviser, providing analysis and advice on fees, investment options and plan design; conducting participant education sessions; and, serving as an ERISA 3(21) fiduciary to the Plan. CA also has engaged outside benefits counsel.

As reported to the CA Audit Committee and Board in March 2018, RBC recommended that the Administrative Committee request that the CA Board hold the committee members harmless from the decisions they make as a committee member acting in good faith. Outside benefits counsel agreed with this recommendation, and worked with us to have the attached Board resolution drafted.

Thank you for your consideration of this matter at your June 14, 2018 work session.

Attachment

**BOARD RESOLUTION INDEMNIFYING FIDUCIARIES OF  
THE COLUMBIA ASSOCIATION, INC.  
INCENTIVE SAVINGS PLAN AND TRUST**

**WHEREAS**, Columbia Association, Inc. (the "Association") sponsors and maintains The Columbia Association, Inc. Incentive Savings Plan and Trust (the "Plan"); and

**WHEREAS**, fiduciaries of the Plan are also Association employees ("Plan Fiduciaries"); and

**WHEREAS**, current Plan Fiduciaries are Lynn Schwartz, Director of Finance/Treasurer, Paul Papagjika, Controller, Ron Meliker, Director of Human Resources, John Clark, Payroll Manager and Susan Krabbe, Vice President and CFO; and

**WHEREAS**, the Plan's financial advisers have recommended that the Association indemnify the Plan Fiduciaries in connection with their roles as Plan Fiduciaries through a specific resolution of the Association's Board of Directors; and

**WHEREAS**, the Employee Retirement Income Security Act of 1974, as amended, permits an employer to indemnify plan fiduciaries from the effects and consequences of their acts, omissions and conduct as Plan Fiduciaries, except to the extent that the effects and consequences result from the Plan Fiduciaries' own willful misconduct or gross negligence.

**NOW, THEREFORE, it is**

**RESOLVED** that the Association shall indemnify and hold harmless each current and future Plan Fiduciary from the effects and consequences of his or her acts, omissions and conduct in his or her official capacity as a Plan Fiduciary, except to the extent that such effects and consequences result from his or her own willful misconduct or gross negligence.

**FURTHER RESOLVED**, that if any matter arises as to which a Plan Fiduciary is entitled to indemnity pursuant to this resolution, the Association, at its own expense, shall take charge of the disposition of the asserted liability, including the compromise or conduct of litigation.

**Approved by Columbia Association Board of Directors \_\_\_\_\_, 2018**



**DATE:** June 8, 2018

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

**FROM:** Susan Krabbe, Vice President and CFO

**CC:** Sheri Fanaroff, General Counsel

**SUBJECT: Updates to the CA Board of Directors Reimbursement Policy**

The CA Board of Directors Reimbursement Policy was last updated in May 2006. Since then, minor changes have occurred in areas such as reimbursement for event expenses, computer equipment loaned to Board members, and additional services available to Board members.

Board members are asked to review the proposed updates to the policy, as noted on the following pages. Staff will be glad to answer any questions the Board may have on the revisions.



**COLUMBIA ASSOCIATION BOARD OF DIRECTORS**  
**REIMBURSABLE EXPENSES**

The purpose of the Columbia Association ("CA") Board of Directors ~~Reimbursement~~ Policy is to establish guidelines and parameters for reimbursing ~~Columbia~~ Board members for expenses incurred during the normal course of performing their fiduciary responsibilities while serving on the Board.

**I. Non-Accumulating Annual Credit for CA Programs and Services:**

Each Board member is eligible for an annual \$500 credit for expenditures on CA programs, products and services. The credit may be used for services for the Board member or his/her immediate family members including grandchildren. The credit is made available via a gift card ~~certificate~~ which can be used like cash at any CA facility.

**II. Reimbursable Items:**

Each Board member may receive an annual reimbursement for the following categories without specific approval from the Board Chair.

**A. Expenses relating to Columbia Board responsibilities (reimbursable up to \$200 annual limit):**

1. Parking fees
2. Public transportation fares
3. Cost of meals for day-long meetings
4. Event expenses: From time to time, important community events are held which require a ticket purchase or an admission fee. ~~The Columbia Association (CA)~~ will reimburse the fee for the Board member and, in some instances, one adult guest. only (no spouse or guest.) Eligible events must be ~~non-profit,~~ non-political, and non-sectarian.
5. Educational materials, subscriptions, books, etc.
6. Dependent care expenses: Board members may receive reimbursement for actual dependent care expenses at prevailing rates for regularly scheduled meetings and work sessions of the ~~Columbia~~ Board of Directors, and any other meeting when the Board member is on official CA business.

**B. Mileage Reimbursement: (Reimbursable up to cost of actual mileage):**

1. Board members will receive reimbursement for actual mileage to meetings relating to CA business at CA's prevailing mileage reimbursement rate, which is the IRS mileage rate. This does not require the approval of the Board Chair.

**C. Computer Equipment (Reimbursable up to \$600 for internet access):**

1. Each Board member may receive up to \$600 reimbursement for Internet access to cover the actual cost of this service.
2. ~~The Columbia Association~~ will loan equipment and software compatible with CA's system during a member's tenure. The equipment may include a device used to access the internet and included software, computer, modem, printer and software. Board members may request any adaptive equipment if required. Upon completion of the Board member's term, the equipment must be returned to CA.

**D. Procedures for Reimbursement:**

1. Receipts for actual expenses up to the established limits should be submitted to the Accounting ~~Division~~department by using the standard form. Amounts over the limit must be approved by the Board before a request for reimbursement will be processed. Reimbursement will be by check and follow regular CA disbursement procedures.
2. A quarterly report of reimbursement for each Board member shall be provided to the Board, only for expenditures in excess of those specifically provided for in A through C.

**E. Additional Services Available:**

1. ~~Columbia Board members are encouraged to use copier facilities and the CA long distance phone line at CA headquarters for Columbia Board business purposes. If these facilities are not used at CA, then CA will reimburse the Board member's actual documented expenses.~~
2. ~~Columbia~~ Board members may request reasonable supplies ~~such as stationery, pencils and folders~~ to be used in connection with ~~Columbia Association~~ business.
3. Board members may join ~~NASA Federal~~ the SECU Credit Union available to CA team members. Board members with NASA Federal Credit Union may continue that relationship.

Approved June 1979  
Revised April 1991  
Revised December 1998  
Revised April 2001 (Effective May 1, 2001)  
Revised May 2005  
Revised May 2006  
Revised June 2018





**DATE:** June 8, 2018

**TO:** Columbia Association Board of Directors

**FROM:** Andrew C. Stack, Chairman, CA Board of Directors

**SUBJECT: Resident Speakout – Board Work Sessions**

Current governing documents for the Board of Directors stipulate that, at resident speakout at Board work sessions, residents may speak only on topics appearing on the agenda for that work session.

Although not required by law, Board members have expressed an interest in changing the governing documents to allow residents to speak on any topic at resident speakout at work sessions. Discussion will focus on this possible change.

If the Board, after discussion, decides to make this change, I suggest the wording of a motion to that effect should be as follows:

Motion: "That the CA Board of Directors Governing Documents be amended to delete the limitation on topics as to which an individual may speak out at work sessions."



**DATE:** June 8, 2018  
**TO:** Columbia Association Board of Directors  
**FROM:** Andrew C. Stack, Chairman, CA Board of Directors  
**SUBJECT:** **Recording or Streaming Board Work Sessions**

Current practice of CA's Board of Directors does not call for Board work sessions to be recorded and/or streamed live.

Board members have expressed an interest in changing the practice to allow either recording or streaming. Discussion will focus on this possible change.

If the Board, after discussion, decides to make this change, I suggest the wording of a motion to that effect should be as follows:

Motion: "That the CA Board of Directors Governing Documents be amended to require recording and/or streaming of work sessions, as well as meetings."