



March 7, 2014

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

From: Andrew Stack, Board Chair

**The Columbia Association Board of Directors Meeting will be held on Thursday, March 13, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.**

**AGENDA**

- |  |                |
|--|----------------|
| 1. Call to Order (Announce 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. Approval of Minutes <b>February 20, 2014</b> <b>February 27, 2014</b> | 5 min.         |
| 6. Resident Speakout   | 15 min.        |
| 7. Chairman's Remarks  | 3 min.         |
| 8. President's Remarks; Follow-Up Questions from the Board Members       | 10 min.        |
| 9. Committee Chairs' Reports   | <b>20 min.</b> |
| (a) Board Operations Committee   | (4 min.)       |
| (b) External Relations Committee   | (4 min.)       |
| (c) Planning and Strategy Committee                                      | (4 min.)       |
| (d) Strategic Implementation Committee                                   | (4 min.)       |
| (e) Audit Committee  | (4 min.)       |
| 10. Reports  | <b>10 min.</b> |
| (a) FY 14 3 <sup>rd</sup> Quarter Board Report                           | (5 min.)       |
| (b) FY 14 3 <sup>rd</sup> Quarter Financial Statements                   | (5 min.)       |
| 11. Special Topics and Presentations - None                              |                |
| 12. Committee Agendas  |                |
| (a) Planning and Strategy Committee                                      | <b>62 min.</b> |
| 1. Discussion  |                |
| (a) Discussion of Plan for Serving the Older Adult Community             | (60 min.)      |
| (b) Committee Tracking Form  | (2 min.)       |

- |   |                |
|---|----------------|
| (b) Strategic Implementation Committee  | <b>30 min.</b> |
| 1. Discussion   |                |
| (a) SHA Easement Request – Old Columbia Road (2nd Discussion)   | (5 min.)       |
| (b) SHA Easement Request – Gales Lane (1 <sup>st</sup> Discussion)  | (5 min.)       |
| (c) Howard Hughes Corporation Easement Request – New Traffic Light Cabling-Whole Foods and Haven on the Lake (1 <sup>st</sup> Discussion) | (5 min.)       |
| (d) Verizon Easement Request – New Cell Tower at RV Park (2 <sup>nd</sup> Discussion)   | (5 min.)       |
| (e) Renaming of CA Property   | (10 min.)      |
| 13. Recommendations for Board Action  | <b>10 min.</b> |
| (a) Consent Agenda – None   |                |
| (b) Recommendations for Action  |                |
| 1. <i>Approval of SHA Easement Request – Old Columbia Road (pending results of SIC discussion)</i>  | (5 min.)       |
| 2. <i>Approval of Verizon Easement Request – New Cell Tower at RV Park (pending results of SIC discussion)</i>                            | (5 min.)       |
| 14. Tracking Forms  | 5 min.         |
| (a) Tracking Form for Board Requests  |                |
| (b) Tracking Form for Resident Requests   |                |
| 15. Talking Points  | 2 min.         |
| 16. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately 10:30 p.m.)   |                |
| 17. <b>Closed Meeting of the Board of Directors follows adjournment of the Open Board of Directors Meeting</b>                            |                |

**Next Board Meeting: Thursday, March 27, 2014**

**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.

Resident Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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	1	Tom and Virginia Scott	Comprehensive inventory of all Open Space lots and easements	7/12/2012	Open Space	6/28/2013	6/27/2013
3	2	Ed Coleman	Would like the date that the CA conflict of interest and Board responsibility forms are distributed to CA Board Members and the date each completed form is received by CA.	5/24/2013	General Counsel	7/25/2013	Forms distributed on 7/25/13. Resident will be notified when all are received.
4	3	Tom Scott	Unfilled-in Performance Appraisal forms for each individual employee, by name and job title, in Hay grades H, I, J, K who was employed for all or part of FY 2009, as well as the President.	6/11/2013	Office of the President	7/11/2013	6/26/2013
5	4	Tom Scott	Questions re: CA's granting of easements in Symphony Woods to the Inner Arbor Trust	8/16/2013	Office of the President	9/16/2013	8/20/2013
6	5	James Howard	Would like a copy of the current financial and bond covenant ratios	8/19/2013	CFO's Office	9/19/2013	8/19/2013
7	6	Tim Passalacqua	Owns property in Columbia and pays the assessment, but cannot get the resident rate for CA membership.	8/30/2013	Membership Services	9/30/2013	9/13/2013

Resident Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
8	7	Tom and Ginger Scott	Would like to receive copies of any agreements, commitments, grants, or contracts between the Columbia Association and the Inner Arbor Trust	11/6/2013	President's Office	12/6/2013	12/5/2013
9	8	Tom Scott	Would like to obtain a copy of the Pro Forma or any other financial analysis projecting the performance of the proposed Wellness facility.	11/8/2013	CFO's Office	12/8/2013	11/20/2013
10	9	James Howard	Please provide the following data from FY 2000 through FY 2013: annual debt service; annual revenues; total debt; assessed value; population; per capita income	1/27/2014	CFO's Office	2/27/2014	2/10/2014
11	10						
12	11						
13	12						
14	13						
15	14						
16	15						
17	16						
18	17						
19	18						
20	19						
21	20						
22	21						
23	22						



Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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	1	Russ Swatek	Please provide copies of confidential memoranda from the CA General Counsel for the past two years.	5/10/2013	General Counsel	6/10/2013	6/6/2013
3	2	Nancy McCord	Please provide copies of the minutes from closed meetings for the past two years.	5/10/2013	President's Office	6/10/2013	5/29/2013
4	3	FY 14 BOD	Please ask the General Counsel to provide a memorandum clarifying Board Member indemnification.	5/11/2013	General Counsel	6/11/2013	5/29/2013
5	4	Nancy McCord	Please provide hard copies of by-laws and procedures.	5/11/2013	President's Office	6/11/2013	6/11/2013
6	5a	Alex Hekimian	What progress is being made in the current FY 2014 budget to give...priority to and to correct the most serious deficiencies at the outdoor pools, specifically for infrastructure components rates 1 (very poor) and 2 (poor) in the staff's Outdoor Pools Condition Assessment	5/23/2013	Sport and Fitness	6/23/2013	6/21/2013
7	5b	Alex Hekimian	...What authority, if any, do the Covenants give CA to allow non-residents to use CA's Community Facilities?	5/23/2013	General Counsel	6/23/2013	6/20/2013

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8	5c	Alex Hekimian	...What authority, if any, do the Covenants give CA to allow conveyance of CA land to a private corporation?	5/23/2013	General Counsel	6/23/2013	6/20/2013
9	5d	Alex Hekimian	Since CA will continue to own the Symphony Woods property and...is responsible for submitting the SDP for Phase 1 of the Inner Arbor Plan to the County Planning Board, what is the approximate timeline for CA to hold the pre-submittal meeting with the Public and for CA Board approval of the proposed SDP submission?	5/23/2013	General Counsel	6/23/2013	6/20/2013
10	6	Gregg Schwind	I noted the blurb on new HOA legislation in Mary Kay (Sigaty's) newsletter. I understand from the CA website that we supported the legislation, but with an amendment. I'm not sure what the amendment was. . Did the final bill include the amendment we wanted, and is the legislation a problem for us and the villages?	6/21/2013	General Counsel	7/21/2013	6/26/2013

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11	7a	Russ Swatek	Wellness Update and Staff Report - What partnering entities have been contacted?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
12	7b	Russ Swatek	Wellness Update and Staff Report - Status of any arrangements?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
13	7c	Russ Swatek	Wellness Update and Staff Report - Any staff recommendations for current/future ERC action?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
14	8	Alex Hekimian	What is the schedule for when the CA Board will review and vote on the first Easement and Easement Agreement for the Inner Arbor Trust before CA grants that easement for the use of certain Symphony Woods property?	7/17/2013	President's Office/ General Counsel	11/1/2013	11/21/2013
15	9	Nancy McCord	Please provide a report on the number of incidents at CA facilities	7/29/2013	Operations	8/29/2013	8/22/2013
16	10	Alex Hekimian	When can he expect a response to questions posed to John McCoy and John Herdson re: maintenance of streams in several locations and a possible meeting to discuss a spraypad for the Talbott Springs pool?	8/6/2013	President's Office	9/6/2013	8/29/2013

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17	11	Cynthia Coyle	Concern expressed by a Columbia property owner who pays the assessment fee but cannot obtain resident rates for a CA membership.	8/30/2013	Membership Services	9/30/2013	9/13/2013
18	12a	Suzanne Waller	Does BGE pay CA for the easements CA has given them?	10/13/2013	President's Office	11/13/2013	12/2/2013
19	12b	Suzanne Waller	Are there other entities to whom CA has given easements for which CA gets remuneration?	10/13/2013	President's Office	11/13/2013	12/2/2013
20	12c	Suzanne Waller	Since the Inner Arbor Trust is a 501(c)(3), can it be assumed that it can, or cannot, receive remuneration for granting an easement? OR do we, as CA, receive ongoing remuneration for the easement?	10/13/2013	President's Office	11/13/2013	12/2/2013
21	12d	Suzanne Waller	Will the owners of the establishments in the Inner Arbor/Symphony Woods turn a profit? And, if so, does a portion of the profit return to the Trust, or CA, for the easement rights?	10/13/2013	President's Office	11/13/2013	12/2/2013

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22	12e	Suzanne Waller	When CA enters into partnerships with the County, developers, etc., how is it determined who owns what portion of any project? And should we or they want to pull out of a joint project in the future, do we have the rights to sell our portion? Do they? Is there a distinction between public and private partnerships in CA's case?	10/13/2013	President's Office	11/13/2013	12/2/2013
23	13	Russ Swatek	Please make available an accounting for the expenditures for the October 17, 2013 Stakeholders Social Evening to include catering, staff person-hours preparing for the dinner, staff person-hours attending the dinner, and any other pertinent costs.	10/21/2013	Chief Staff Liaison- External Relations Committee	11/21/2013	11/22/2013
24	14	Russ Swatek	Has a policy been developed to address annexation of residences that have been, or are being, built on CA-assessed property that are not being annexed by a Village? If the policy has been developed, please send him a copy.	10/28/2013	President's Office/ General Counsel	11/28/2013	12/2/2013

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25	15	Russ Swatek	Re: Upcoming New Town zoning discussions. What is the current state and extent of any CA discussions with County entities regarding this topic including consideration of a new "gatekeeper" role? When will the content and direction of any discussions be presented to the CA Board?	11/12/2013	Community Building and Open Space	12/12/2013	12/4/2013
26	16	Russ Swatek	Please send him a copy of the License Agreement dated July 2, 2013 by and between Grantor (CA) and Merriweather Owner and the Lease Agreement dated May 30, 2012 by and between Grantor (CA) and the Merriweather Operator.	11/21/2013	President's Office/General Counsel/Open Space	12/21/2013	12/19/2013
27	17	Gregg Schwind	Please include an update on the Hobbits Glen Club House project and the Haven on the Lake project in the President's Report for the 1-23-14 Board meeting.	12/12/2013	CFO's Office	1/23/2014	1/23/2014
28	18	Michael Cornell	Better solution for calling in to Board meetings	2/20/2014	IT	8/20/2014	
29	19	Michael Cornell	Full Compensation Study	2/20/2014	HR	8/20/2014	

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30	20	Alex Hekimian	Under what authority did the Inner Arbor Trust change the name of Symphony Woods Park to Merriweather Park?	2/20/2014	President's Office	3/20/2014	
31	21	Alex Hekimian	When is the first meeting of the IT Advisory Committee?	2/20/2014	President's Office	3/20/2014	



TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: Verizon Land Lease Agreement Requests

DATE: February 20, 2014

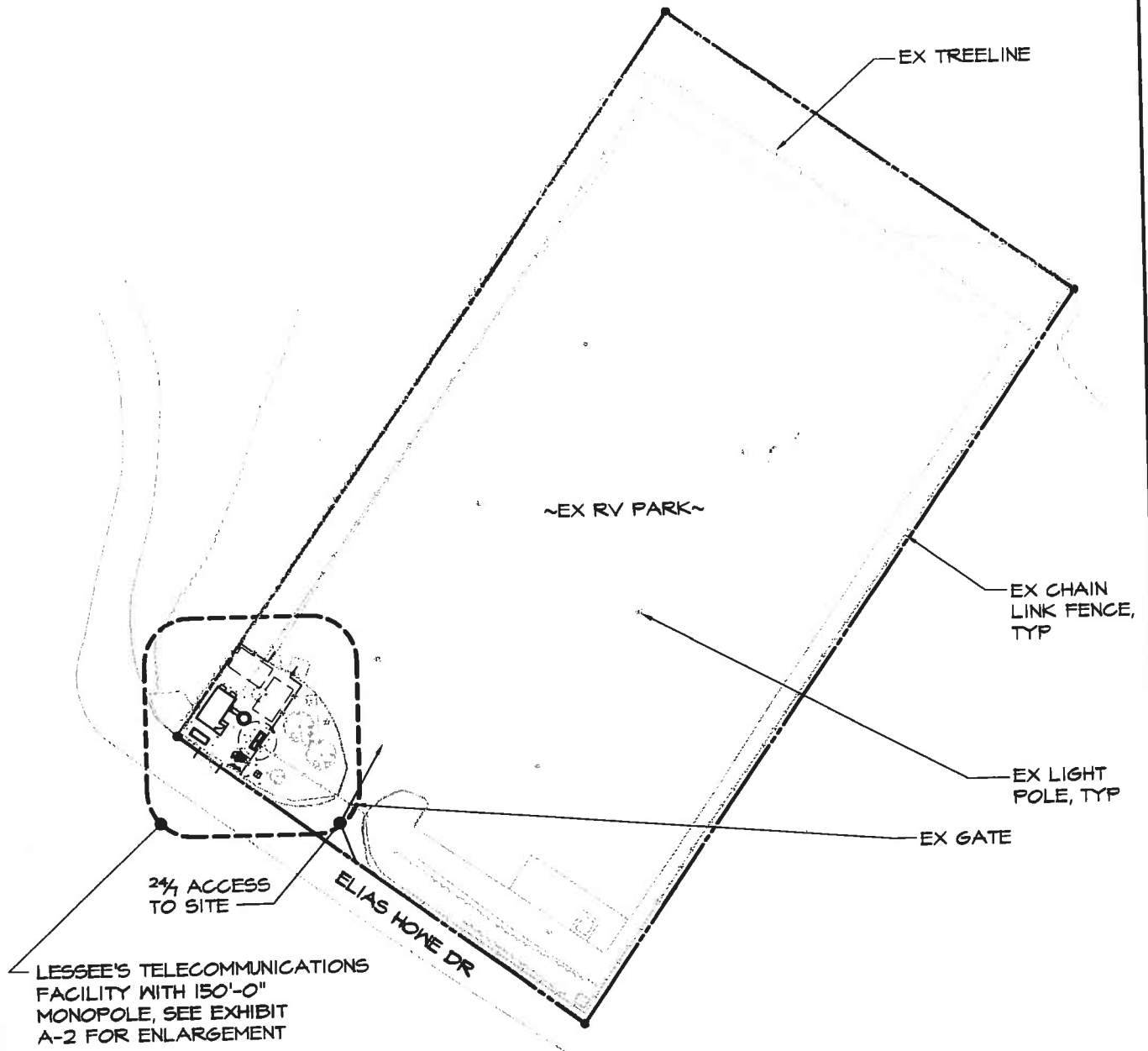
Verizon is requesting two long term land lease agreements, one at the RV Park and one in Oakland Mills.

At the RV Park site, Verizon would like to install a 150-foot tower ("monopole"), equipment shelter(s) and related equipment inside a 38-foot by 56-foot fenced enclosure. Please refer to the attached exhibits (A-1, A-2 and A-3) for details about the proposed monopole, shelters and other equipment. The final exhibit is a Notice of Completion from the HRD Architectural Review Committee in regards to this proposed project.

At the Oakland Mills site, Verizon is requesting an equipment shelter enclosure at the base of an existing BGE tower.



# EXHIBIT A-1



**PRELIMINARY  
FOR REVIEW ONLY**

**SITE PLAN**

SCALE: 1" = 80'



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

**SOLAR WALK**

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE:

AS NOTED

DATE:

02/07/13

DRAWN BY:

CJS

DESIGN BY:

RJD

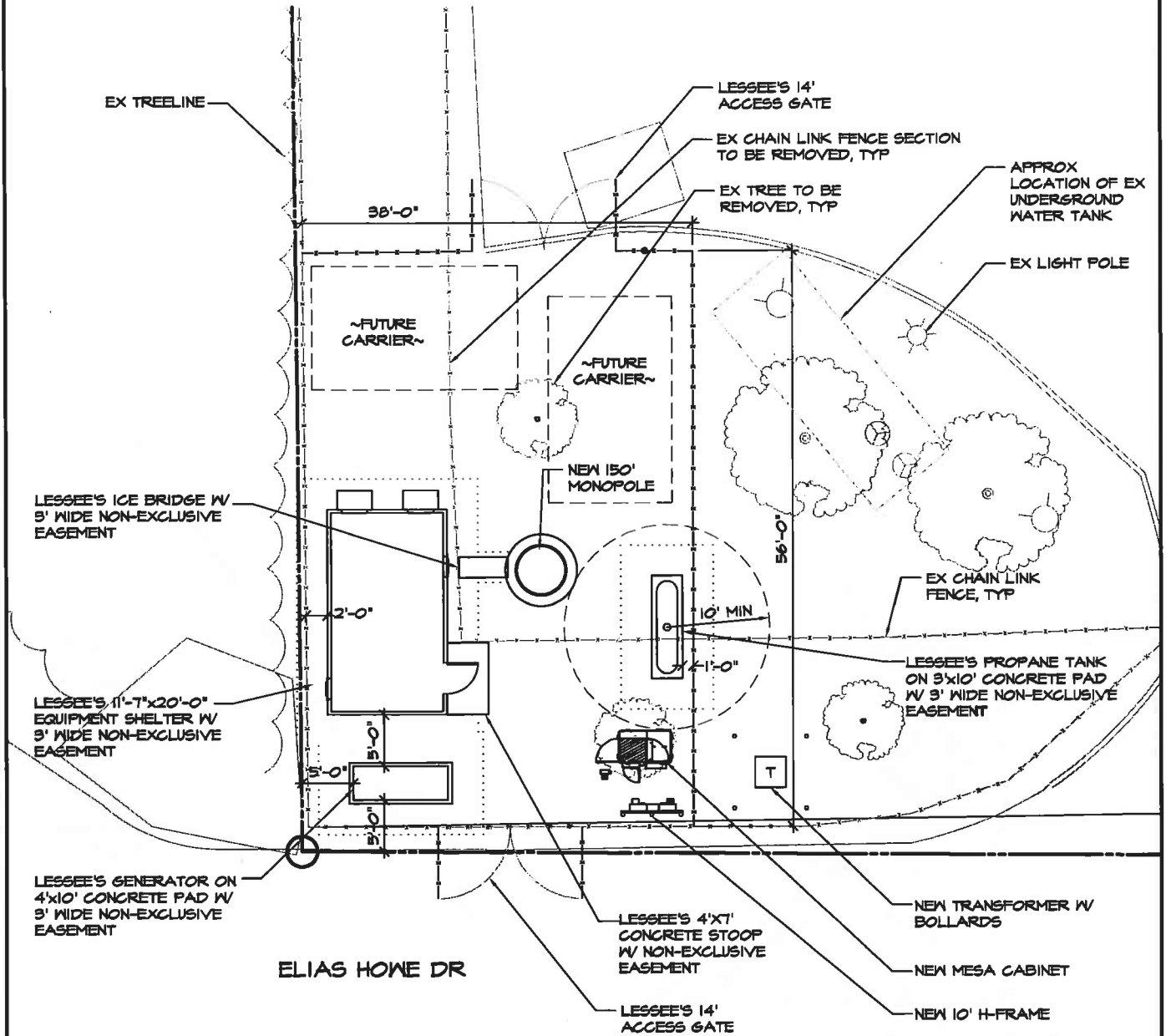
REVIEW BY:

BES

JOB NO.:

10427.1107

## EXHIBIT A-2



**PRELIMINARY  
FOR REVIEW ONLY**

## COMPOUND LAYOUT

SCALE: 1" = 15'



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

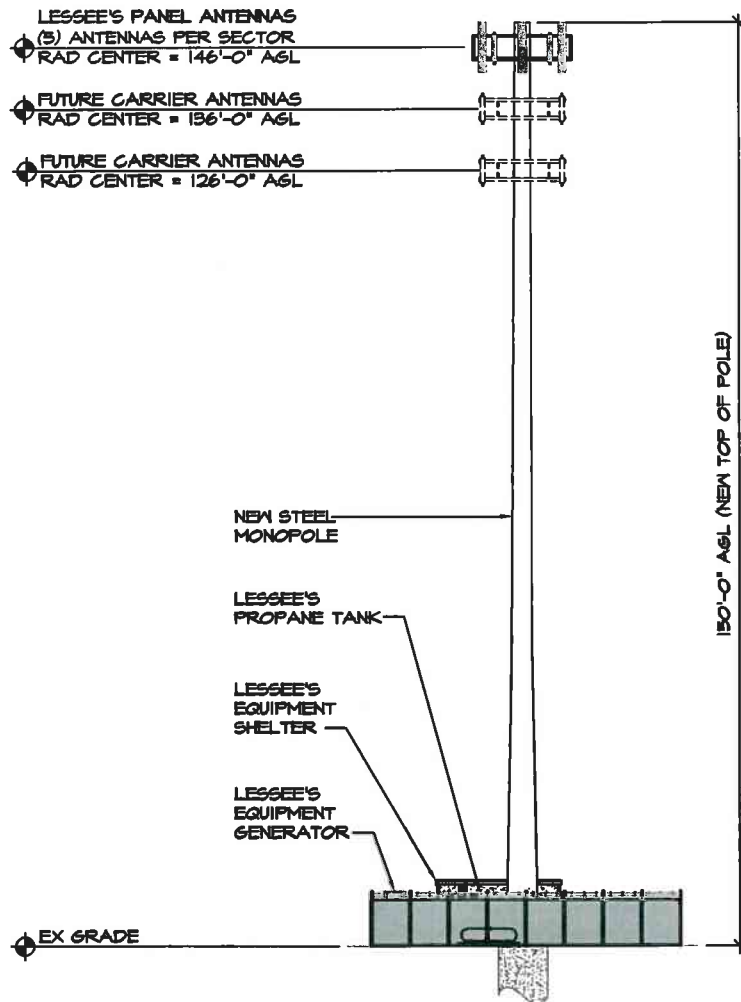
1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

## SOLAR WALK

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE: AS NOTED	DATE: 02/07/13	DRAWN BY: CJS	DESIGN BY: RJD	REVIEW BY: BES	JOB NO.: 10427.1107
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## EXHIBIT A-3



**PRELIMINARY  
FOR REVIEW ONLY**

### POLE ELEVATION

SCALE: NTS



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

### SOLAR WALK

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE: AS NOTED	DATE: 02/07/13	DRAWN BY: CJS	DESIGN BY: RJD	REVIEW BY: BES	JOB NO.: 10427.1107
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## Notice of Completion Of Architectural Review Committee Action

**Request Number:** CGW130626-2

**Submission Date:** 6/26/2013

**Action Date:** 6/26/2013

**Reviewed By:** Bill Nitzel

**Owner:** Columbia Association

**Return Review To:** Network Bldg. &  
7380 Coca Cola Dr., Ste.  
Hanover, MD 21076

**cc:** 8711 Elias Howe Drive  
CA RV Park  
ssutton@nbcllc.com

**Location:** Columbia Gateway

<b>Phase</b> [Phase]	<b>Part</b> [Part]	<b>Block</b> [Block]		
<b>Section</b> [Section]	<b>Area</b> [Area]	<b>Parcel</b> [Parcel]	<b>Lot</b> [Lot]	

**Project Description:** Final Site/Architecture

**Action Taken:** Approved

**Pending Issues:** No

**Comments:**

**Owner Next Step:** None Required

**Bill Nitzel**

**Member – Architectural Committee**

This document acknowledges that the above referenced property has been reviewed pursuant to guidelines set forth by The Howard Research and Development Corporation's Architectural Review Committee. In the event that this property may also be subject to association covenants and/or restrictions as well as regulations mandated by local/state governmental agencies, the property owner(s) must obtain all necessary approvals to ensure compliance within all applicable jurisdictions.

**THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION**

C/O The Howard Hughes Corporation  
10221 Wincopin Circle  
Columbia, MD 21044

March 4, 2014

Columbia Association, Inc.  
10221 Wincopin Circle  
Columbia, MD 21044

Re: Right-of-entry – Lot 9A, Columbia Town Center

Gentlemen:

In connection with the redevelopment of the Rouse Building located on Lot 18 of Columbia Town Center, Section 1, which is adjacent to the above-described lot (the "Property") owned by Columbia Association, Inc. ("Owner"), The Howard Research And Development Corporation ("HRD") is requesting permission to temporarily use a portion of Owner's land for the specific purposes set forth below.

In that regard, OWNER hereby grants to HRD the right to use a portion of the Property as highlighted on the construction and site logistics plans attached as Exhibit A and made a part of this agreement (the "Site"). This right of entry is subject to the following terms and conditions:

- a. HRD's use of the Site shall be limited to the installation of traffic control devices to the extent such devices or any part thereof are required to be located on the Site due to field conditions (the "Work").

Following completion of the Work, HRD shall repair all damage to and stabilize all disturbed areas of the Site in accordance with specifications approved by OWNER.

- b. HRD shall take all precautionary measures necessary to prevent damage to the Site and adjacent properties. No hazardous condition may be created on the Site.

Prior to commencing use of the Site, HRD shall obtain all permits and licenses from governmental agencies having jurisdiction with regard to the activities to be conducted upon the Site. HRD shall comply with all governmental laws, codes and regulations relating to its activities on the Site.

- c. HRD shall keep the Site and other property of OWNER free and clear from any and all liens of every kind. Any mechanic's lien filed or threatened against the Site shall immediately be discharged or bonded to OWNER's satisfaction by HRD.
- d. HRD shall obtain, and shall require its contractors and subcontractors to obtain, during the term of this license and such other times as contractor is working on the Site, commercial general liability insurance policies, including, but not limited to, contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protective liability coverage, to afford protection with limits per person and for each occurrence, of not less than \$2,000,000, combined single limit, and with respect to personal injury, bodily injury and death and property damage, Four Million Dollars (\$4,000,000) aggregate (occurrence form) and Two Million Dollars (\$2,000,000) aggregate completed operations. All such policies shall include OWNER as additional insured and shall be primary, noncontributory and not excess with regard to any other insurance carried by



OWNER, and shall not be cancelable without at least thirty (30) days prior notice to OWNER. HRD shall furnish certificates of such insurance to OWNER prior to entry onto the Site.

- f. HRD agrees to indemnify, hold harmless, reimburse and defend OWNER and the agents, contractors, employees and assigns of OWNER, against any and all claims, loss, damage, cost and expense arising from injury to or death of persons or damage to, or destruction of, property occurring, wholly or in part, as a result of the exercise of this right of entry by HRD or any contractor or subcontractor of HRD or the employees or agents or invitees of any of them.
- g. The term of this Right of Entry shall commence on the date of execution of this letter by HRD and OWNER and shall terminate on the expiration of ninety (90) days thereafter; provided, however, in the event of any breach by HRD under this Right-of-Entry agreement, OWNER shall have the right to terminate this Right of Entry immediately upon notice to HRD.
- h. This Right of Entry shall not be construed as conveying a real property interest in the Site.

Sincerely,

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION

By: 

John DeWolf, Vice President

AGREED:  
COLUMBIA ASSOCIATION, INC.

BY: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

## INDEMNITY AGREEMENT

THIS INDEMNITY AGREEMENT ("Agreement") dated as of the 5<sup>th</sup> day of March, 2014, by CLOVER ACQUISITIONS, LLC ("Clover"), for the benefit of COLUMBIA ASSOCIATION, INC. ("CA").

### WITNESSETH:

WHEREAS, in connection with the installation of traffic control devices ("Devices") serving the renovated Rouse Building in Downtown Columbia, Howard County, Maryland, Clover is required to enter into a certain Developer Agreement and Right of Entry with Howard County, Maryland (the "Developer Agreement"), a copy of which is attached hereto as Exhibit A and made a part hereof; and

WHEREAS, because a portion of the Devices may be located on CA's property (namely, Lot 9A, Columbia Town Center, Section 1), Howard County is requiring that CA also enter into the Developer Agreement; and

WHEREAS, CA is unwilling to execute the Developer Agreement unless Clover indemnifies CA against claims arising under the Developer Agreement.

NOW, THEREFORE, in consideration of the premises, Clover shall indemnify CA and defend against and hold CA harmless for any and all claims, liens, demands, actions, damages, liabilities and expenses, including costs and reasonable attorneys' fees, actually incurred (at rates normally charged to CA by its attorneys for similar work) arising from or out of the Developer Agreement, including claims for indemnification asserted by Howard County pursuant to Section 6.1 of the Developer Agreement, except to the extent that CA's acts, omissions, or negligence contributed to such claims, liens, demands, actions, damages, liabilities and expenses.

IN WITNESS WHEREOF, Clover has hereby executed this Agreement as of the day and year first above written.

CLOVER ACQUISITIONS, LLC

Date: 3/5/14

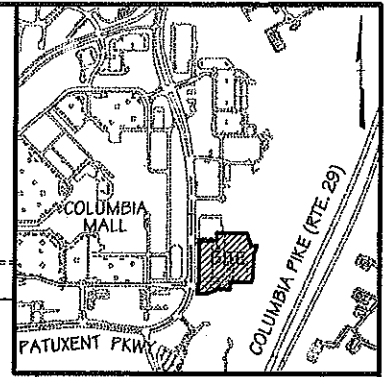
By:  (SEAL)  
John DeWolf, Vice President

# LINE TABLE

LINE	BEARING	DISTANCE
L1	N 90°00'00" E	12.00'
L2	S 00°00'00" E	75.00'
L3	N 90°00'00" E	13.00'
L4	S 00°00'00" E	32.50'
L5	N 90°00'00" W	25.00'
L6	N 00°00'00" W	107.50'

PARCEL 321, LOT 17  
ACB PARKING BUSINESS TRUST  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7793 / F. 683  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-019352

PARCEL 321, LOT 18  
CLOVER ACQUISITIONS LLC  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7720 / F. 559  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-031425



VICINITY MAP  
SCALE: N.T.S.

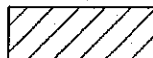
EX. 3 STORY STUCCO BUILDING  
#10275 LITTLE PATUXENT PARKWAY

## AREA TABULATION:

AREA OF EASEMENT = 1713 SQ.FT.± OR 0.039 AC.±

### NOTES:

1. THIS BOUNDARY IS BASED ON A FIELD RUN AND MONUMENTED SURVEY ON OR ABOUT JULY 2012 BY DMW INC.
2. COORDINATES SHOWN HEREON ARE BASED ON HOWARD COUNTY CONTROL STATIONS 24AA AND 24B5 NAD83.
3. PUBLIC TRAFFIC SIGNAL EASEMENT AREA HATCHED AS SHOWN:



PREPARED BY:

DMW

DAFT MCCUNE WALKER INC

200 EAST PENNSYLVANIA TOWSON, MD 21286  
P: 410 296 3333 F: 410 296 4705 WWW.DMW.COM

A TEAM OF LAND PLANNERS, LANDSCAPE ARCHITECTS,  
ENGINEERS, SURVEYORS & ENVIRONMENTAL PROFESSIONALS

MICHAEL D. MARTIN, DATE  
PROFESSIONAL LAND SURVEYOR  
MARYLAND REGISTRATION NO. 21234  
EXPIRATION DATE: 01/19/2015

NO. REVISION BY DATE

PLAT NO. SDP-73-232  
CAP. PROJ. NO. N/A  
SCALE: 1"=50'  
DATE: 11/20/2013  
COMPUTED BY: R.C.  
DRAWN BY: R.C.  
CHECKED BY: M.D.M.  
DWG: 11133.00

HOWARD COUNTY DEPT. OF PUBLIC WORKS  
\*PUBLIC TRAFFIC SIGNAL  
EASEMENT  
LOT 9A  
PLAT BOOK 12, FOLIO 62  
TAX MAP 36, LOT 9A  
FIFTEENTH ELECTION DISTRICT  
HOWARD COUNTY, MARYLAND

APPROVED:

DEVELOPMENT ENGINEERING DATE  
DIVISION

REAL ESTATE SER. DIV. DATE

COLUMBIA ASSOCIATION, INC.

Sign and  
Seal

Page 2 of 2



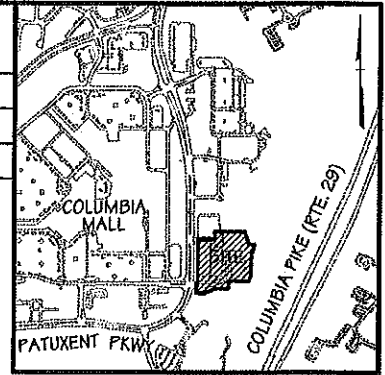
\* Need written metes & bounds description.

## CURVE TABLE

CURVE	DELTA	RADIUS	ARC	CHORD BEARING	LENGTH	TANGENT
C1	8°43'24"	936.58'	96.92'	S 07°32'37" W	96.83'	48.55'
C2	8°43'24"	624.58'	95.09'	N 07°32'37" E	95.00'	47.64'

## LINE TABLE

LINE	BEARING	DISTANCE
L1	S 86°49'04" E	12.00'
L2	N 78°05'41" W	12.00'



VICINITY MAP  
SCALE: N.T.S.

MARYLAND COORDINATE SYSTEM  
NAD 83(1991)

LITTLE PATUXENT PARKWAY  
(PUBLIC)  
(114' RIGHT-OF-WAY)

POINT OF BEGINNING  
N: 563160.5602  
E: 1352727.8490

LOT 9A  
PLAT 12 / 62

EX. RETAINING WALL

PUBLIC TRAFFIC SIGNAL  
EASEMENT

MOORE CIRCLE  
(PRIVATE)

PARCEL 321, LOT 18  
CLOVER ACQUISITIONS LLC  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7720 / F. 559  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-031425

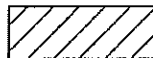
PARCEL 389, LOT 2  
THE HOWARD RESEARCH AND  
DEVELOPMENT CORP.  
M.D.R. 3245 / F. 2514  
TAX ACCT.# 15-019964

## AREA TABULATION:

AREA OF EASEMENT = 1152 SQ.FT.± OR 0.026 AC.±

### NOTES:

- THIS BOUNDARY IS BASED ON A FIELD RUN AND MONUMENTED SURVEY ON OR ABOUT JULY 2012 BY DMW INC.
- COORDINATES SHOWN HEREON ARE BASED ON HOWARD COUNTY CONTROL STATIONS 24AA AND 24B5 NAD83.
- PUBLIC TRAFFIC SIGNAL EASEMENT AREA HATCHED AS SHOWN:



PREPARED BY:

DMW

DAFT MCCUNE WALKER INC

200 EAST PENNSYLVANIA TOWSON, MD 21286  
P: 410 296 3333 F: 410 296 4705 WWW.DMW.COM

A TEAM OF LAND PLANNERS, LANDSCAPE ARCHITECTS,  
ENGINEERS, SURVEYORS & ENVIRONMENTAL PROFESSIONALS

MICHAEL D. MARTIN, DATE  
PROFESSIONAL LAND SURVEYOR  
MARYLAND REGISTRATION NO. 21234  
EXPIRATION DATE: 01/19/2015

NO. REVISION BY DATE

PLAT NO. SDP-73-23  
CAP. PROJ. NO. N/A  
SCALE: 1"=50'  
DATE: 11/20/2013  
COMPUTED BY: R.C.  
DRAWN BY: R.C.  
CHECKED BY: M.D.M.  
DWG.: 11133.00

HOWARD COUNTY DEPT. OF PUBLIC WORKS  
\*PUBLIC TRAFFIC SIGNAL  
EASEMENT  
LOT 9A  
PLAT BOOK 12, FOLIO 62  
TAX MAP 36, LOT 9A  
FIFTEENTH ELECTION DISTRICT  
HOWARD COUNTY, MARYLAND

APPROVED:

DEVELOPMENT ENGINEERING DATE  
DIVISION

REAL ESTATE SER. DIV. DATE

Sign and  
Seal

Use "2"  
"1" was  
already  
used.

Page 1 of 2

COLUMBIA ASSOCIATION, INC.

TRANSFER TO GOVERNMENT  
Exempt from Recordation Tax and Transfer Tax under  
Annotated Code of Maryland, Tax Property Article,  
Sections 12-108 (a) and 13-207(a), respectively, and  
exempt from Recording Fees under Annotated Code of Maryland,  
Real Property Article, Section 3-603

**Subdivision No. SDP-73-23C**

**DEED OF EASEMENT**

**THIS DEED OF EASEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2014,  
by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland  
corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate  
and politic.

**WHEREAS**, the Grantor is the fee simple owner of certain real property located  
within the Fifth Election District of Howard County, Maryland commonly shown as  
Parcel 293, Lot 9A on Tax Map 36 (the "Property").

**WHEREAS**, Clover Acquisitions LLC (the "Developer") must construct traffic  
control devices to serve certain real property the Developer has developed in  
accordance with the Subdivision and Land Development Regulations of Howard  
County, Maryland (the "Regulations") as set forth in a site development plan titled "The  
Rouse Building Renovation" (the "Site Development Plan").

**WHEREAS**, pursuant to the Regulations, the Developer is required to dedicate  
easements to lay, construct, maintain, expand, modify, repair, remove and/or replace  
the public utilities and services (collectively the "Public Improvements") to serve the  
Howard County citizens.

**NOW, THEREFORE**, in consideration of the payment of Zero Dollars (\$0) to the  
Grantor by the Developer and the approval of the Site Development Plan and the  
mutual premises herein, the receipt and sufficiency of which are hereby acknowledged,  
the Grantor hereby grants and conveys unto the Grantee, its successors and assigns,  
exclusive easements, in, on, over, across and through certain portions of the Grantor's  
Property, all running with the land in perpetuity which is described as follows:

**ALL OF THAT EASEMENT SITUATE** in the Fifth Election District of Howard  
County and further described by metes and bounds in Exhibit "A", attached hereto and  
shown as "Public Traffic Signal Easement" in the hatched areas on Plat No. SDP-73-23-  
2, attached hereto as Exhibit "B", both exhibits incorporated herein (the "Easement").

**THE EASEMENT BEING A PART** of the Property acquired by The Columbia  
Park and Recreation Association, Inc. from The Howard Research and Development  
Corporation, by Deed dated April 30, 1968 and recorded among the aforesaid Land  
Records in Liber 487, folio 269. The Columbia Park and Recreation Association, Inc.  
changed its name to Columbia Association, Inc. by Articles of Amendment with a Name  
Change filed May 1, 1991, with the Maryland State Department of Assessments and

Taxation. The Easement comprises 0.065 acres, plus or minus.

**THE GRANTEE**, its successors and assigns, and its employees, agents, and contractors, hereby shall have the right to enter upon the Easement, whenever necessary, to construct, maintain, repair, remove, and/or replace the Public Improvements, including the right to expand or modify the Public Improvements as needed for the public health, safety, and welfare.

**GRANTOR FURTHER AGREES** that no fences, buildings or structures of any kind shall be erected in, on, over, or through the Easement and no trees shall be planted within the Easement, excepting trees that may be planted in a designated tree easement. The Grantor shall not himself and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

**GRANTOR** represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement, Grantor is duly authorized and has the power and right to grant the Easement in, on, over, across and through the Property, and that there exist no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Easement, then all lien holders, if so required, will subordinate their lien interest to the Easement by executing either a subordination agreement or a joinder attached hereto and made a part hereof.

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Easement. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be. The term Grantor shall mean Grantor and Grantor's heirs, personal representatives, successors and assigns.

All grants, rights, terms and provisions made and set forth in this Deed of Easement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

[Signatures follow on the next page.]

**IN WITNESS WHEREOF**, the Grantor has caused this Deed of Easement to be executed and delivered by its duly authorized officer, under seal, on the date first above written.

**WITNESS/ATTEST:**

**GRANTOR:**  
**COLUMBIA ASSOCIATION, INC.**  
a Maryland corporation

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)

Phillip L. Nelson

President

Date: \_\_\_\_\_

**STATE OF MARYLAND, \_\_\_\_\_ COUNTY/CITY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Phillip L. Nelson, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation (the "Corporation"), and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation by himself as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[Signatures continue on the following page.]

**ACCEPTED** by the Grantee on this \_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

**HOWARD COUNTY, MARYLAND**

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Ken Ulman  
County Executive  
Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
James M. Irvin, Director  
Department of Public Works

**APPROVED FOR SUFFICIENCY OF FUNDS:**

\_\_\_\_\_  
Stanley J. Milesky, Director  
Department of Finance

**APPROVED FOR FORM AND LEGAL SUFFICIENCY**  
this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Margaret Ann Nolan  
County Solicitor

Reviewing Attorney:

\_\_\_\_\_  
Lisa S. O'Brien, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:  
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Ken Ulman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**THIS IS TO CERTIFY** that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

\_\_\_\_\_  
Tina D. Hackett, Chief  
Real Estate Services Division

**After Recording, Return To:**  
Howard County, Maryland  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043



TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: Howard Hughes Corporation/Clover Acquisitions, LLC  
Howard County Easement Request for Public Improvements

DATE: March 6, 2014

Clover Acquisitions, LLC (a subsidiary of Howard Hughes Corporation) and Howard County are requesting an easement on a CA parcel for a traffic signal light and associated underground cabling for the signal. The proposed signal would be situated at the intersection of Little Patuxent Parkway and the parking lot that will serve the Haven on the Lake and Whole Foods.

Please see the attached exhibits related to this project.

1. Deed of Easement
2. Easement Exhibit Plat SDP-73-23-2 (Page 1)
3. Easement Exhibit Plat SDP-73-23-2 (Page 2)
4. Indemnity Agreement
5. Right of Entry Agreement



EXHIBIT #2





EXHIBIT #1



 AREA OF DISTURBANCE  
CA PROPERTY

 PROPOSED SOUND  
BARRIER WALL

 AREA OF DISTURBANCE  
BIRD PROPERTY



TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: State Highway Administration (SHA) Easement & Land Acquisition Request  
SHA Contract #H0317B31 – Gales Lane

DATE: March 6, 2014

Background:

In 2010 the SHA attended public meetings at both the Oakland Mills Village Board and CA Board to engage with the community for the planning of SHA projects in the areas of Route 29 and Route 175. Several specific SHA projects have emerged from the planning effort in 2010.

The SHA project that is the subject of this second SHA easement and acquisition request relates to the impacts on CA property from the closure of the Gales Lane access to Route 29 and the installation of sound barrier walls. There are two different CA lots that are impacted in the following manners:

- SHA Right of Way Project No. 106584 would allow for the installation of a portion of a sound barrier, approximately 100 feet in length, along the northern edge of Oakland Mills Lot #207. A property appraisal has been done by SHA and the compensation value for this project would result in a payment of \$4,000 to CA. Please refer to Exhibit #1 for an overhead view of this lot and surrounding area.
- SHA Right of Way Project No. 106115 will close the access to the portion of Gales Lane and the southern side of Gales Lane that is reached by Route 29. Oakland Mills Lot #1 borders the southern side of Gales Lane and will have more restricted access than it currently has. Access is still possible to the Lot from Rosinante Run. Please refer to Exhibit #2 for an overhead view of the Lot and the surrounding area. SHA would like to consider the following options in regards to Oakland Mills Lot #1:
  1. Pay CA for the “damage” to the Lot as a result of the more restricted access to the Lot.
  2. Pay CA for a perpetual easement for the entire Lot. CA would still own the Lot but would be significantly restricted in terms of what amenities could be built on the Lot.

3. Purchase the Lot outright from CA. This option would have the impact of altering the current ratio of developed land versus permanent open space.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 4 320 W. WARREN ROAD HUNT VALLEY MD 21030	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION, INC.</b>
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THIS OPTION, granted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY: **Columbia Association, Inc.** ADDRESS **10221 Wincopin Circle  
Columbia MD 21044-3410**


and the Mortgagees, Trustees and/or Lien Holders, if any listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE or SHA.


**WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. **HO3175170** for the improvements to **US 29 – Phase 1 from South of Seneca Drive to South of MD 175 (NB)** in **Howard County**.

**WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, for the sum of **Four Thousand Four Hundred Fifty and no/100 Dollars -- (\$4,450.00)** all of the following described land, easements, rights, privileges and controls.

**ALL THE LAND AND PREMISES** containing **7,593 square feet**, or 0.1743 of an acre, more or less, together with the appurtenances thereto belonging, or in anywise appertaining, lying between the outermost lines designated "Right of Way Line", as shown and/or indicated, on State Highway Administration's Plats Numbered **59136, 59138, 59139 & 59140** all of which plats are made a part hereof, and which are duly recorded, or intended to be recorded among the Land Records of MD State Archives, Hall of Records Building.

**REVERTIBLE SLOPE EASEMENT:** TOGETHER with the right to create, use and **and the obligation to** maintain on the area of the land shown hatched thus  on the above designated plat, such slopes as are necessary to retain and support the highway and/or adjacent property; it being agreed between the parties hereto, however, that at such time as the contour of the land over which this slope easement is granted is changed so that the easement required for slopes is no longer necessary to retain, support or protect the highway construction within the area conveyed in fee simple, then said easement for slopes shall cease to exist.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION, INC.</b>
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**TEMPORARY CONSTRUCTION EASEMENT:** TOGETHER with the temporary right during the period of construction to use the area of land shown hatched thus  on the aforesaid plat for the **purpose of fine grading and operation of construction equipment** Upon completion of this construction, **Grantee shall restore this area to the condition existing prior to the construction and** all right to utilize this area by the State Highway Administration shall cease to exist.

A reduced copy of State Highway Administration Plats numbered **59136, 59138, 59139 & 59140** are attached hereto.

**IT IS FURTHER AGREED** that the cash consideration of **\$4,450.00** called for on page one of this contract includes payment in full for all on-site improvements.

**IT IS FURTHER AGREED** that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE all of the land, premises, easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option.

The terms and conditions of this contract shall survive the execution and delivery of the deed and shall not become merged therein.

**IT IS FURTHER AGREED** that the GRANTORS herein do hereby authorize and designate

NAME  
**Columbia Association, Inc.**

ADDRESS  
**c/o Daniel D'Amore  
10221 Wincopin Circle  
Columbia MD 21044-3410**

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon **GRANTOR'S receipt by certified** mailing of the said notice of the acceptance of this option. The taking possession of said land and premises by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

**IT IS FURTHER AGREED** that upon acceptance of this Option Contract by the GRANTEE SHA, that GRANTEE SHA shall thereafter have up to three (3) months from the date of said acceptance to make written demand or GRANTOR, demanding that GRANTOR execute and deliver a deed conveying the subject property to the State Highway Administration within thirty (30) days of such demand. Said deed shall be prepared by SHA, shall meet with the approval of the SHA Office of Counsel **and GRANTOR'S counsel**, and shall convey good and marketable fee simple title, with special warranty, and shall be fully execute and delivered to SHA at its office in Baltimore, or to a duly appointed agent of SHA at an agreed-upon location. Both parties agree to employ their best efforts to conform to the said time periods except, however that no cause of action shall lie for the failure of such best efforts to so conform.



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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**IT IS FURTHER AGREED** that all taxes on the land hereby agreed to be conveyed in fee simple shall be apportioned as of the date the GRANTEE takes possession, or has the right to take possession, or upon the actual transfer of title to the property to the GRANTEE whichever occurs first. For the purpose of this option, said date is considered to be **the date of acceptance of this Option Contract by GRANTEE.**

Payment shall be made for the land and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said check, except as herein otherwise provided, to be made payable to **Columbia Association, Inc.** and their successors and/or assigns.

**IT IS FURTHER AGREED** that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, anything not herein written, shall vary the terms of this option, and that the payment of **\$4,450.00** by the GRANTEE shall constitute full and final payment for the acquisition of the property described in this option, and any **diminution in value of** the remainder thereof, if any. Relocation Assistance payments and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Title)

**Maryland Resident:** ☐ Yes ☐ No

**Resident Entity:** ☐ Yes ☐ No

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
---	---	--

I hereby certify that before me, the subscriber, a NOTARY PUBLIC of the STATE OF MD in and for

\_\_\_\_\_ County/City personally appeared \_\_\_\_\_

who acknowledged the foregoing Option Contract to be their respective act.

AS WITNESS MY HAND AND NOTARIAL SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

{Notary Seal}

NOTARY PUBLIC \_\_\_\_\_

(Signature)

My Commission Expires \_\_\_\_\_

The foregoing Option Contract is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>





STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>

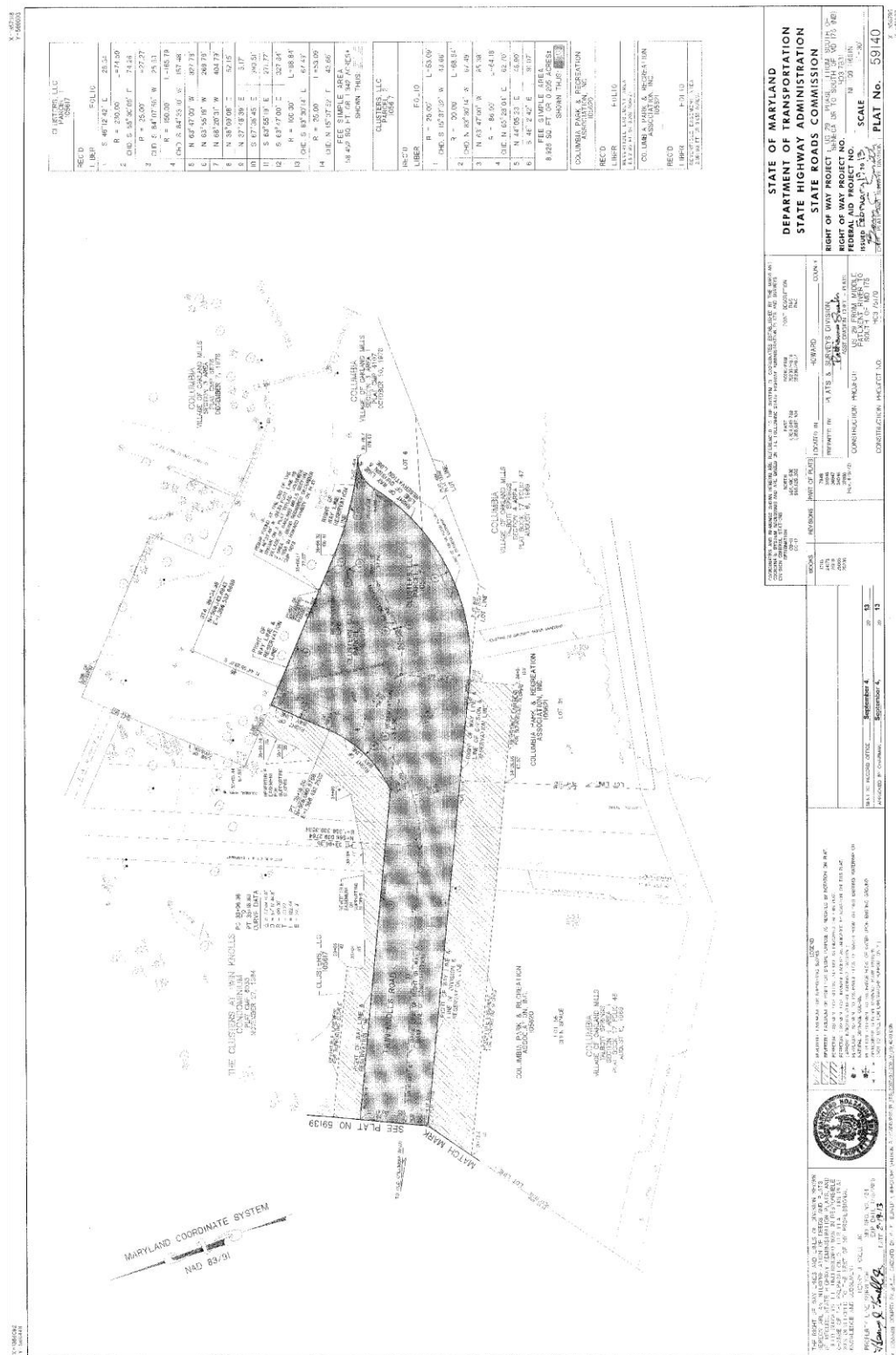


STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>



R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 4 320 W. WARREN ROAD HUNT VALLEY MD 21030	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
--	---	---

THIS OPTION, granted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY:	NAME	ADDRESS
	<b>Columbia Association, Inc.</b>	<b>10221 Wincopin Circle Columbia MD 21044-3410</b>

and the Mortgagees, Trustees and/or Lien Holders, if any, listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE or SHA.


**WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. **HO3175170** for the improvements to **US 29 – Phase 1 from South of Seneca Drive to South of MD 175 (NB)** in **Howard County**.


**WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, for the sum of **Fourteen Thousand Five Hundred and no/100 Dollars -- (\$14,500.00)** the following described easements, rights, privileges and controls.

**ALL THE EASEMENTS, RIGHTS, PRIVILEGES AND CONTROLS**, as shown and/or indicated, on State Highway Administration Plat Numbered **58646** all of which plat is made a part hereof, and which is duly recorded, or intended to be recorded among the Land Records of Maryland State Archives, Hall of Records Building.

A reduced copy of State Highway Administration Plat numbered **58646** is attached hereto.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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**PERPETUAL EASEMENT FOR DRAINAGE FACILITY: TOGETHER** with the perpetual right to create, use and the obligation to maintain on the area of the land shown cross hatched thus  on the above-designated plat, such drainage facilities as are necessary in the opinion of the State Highway Administration to adequately drain the highway or adjacent property and/or control the flow of water through those drainage structures to be built to protect said highway.

**PERPETUAL DISCHARGE EASEMENT: TOGETHER** with the perpetual right to discharge the flow of water from such stream changes, side ditches, inlet ditches, pipes, culverts and all other drainage facilities as are necessary in the opinion of the State Highway Administration to adequately drain the highway or adjacent property and/or control the flow of water through those drainage structures to be built to protect said highway into existing waterways or natural drainage courses, as indicated by the symbol  at the outlet end of the drainage facilities so created by the State Highway Administration, all of which are shown graphically and indicated by the appropriate symbols and explanatory notations on the aforesaid mentioned plat.

**IT IS FURTHER AGREED** that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE the easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option.

The terms and conditions of this contract shall survive the execution and delivery of the deed of easement and shall not become merged therein.

**IT IS FURTHER AGREED** that the GRANTORS herein do hereby authorize and designate

NAME  
**Columbia Association, Inc.**

ADDRESS  
**c/o Daniel D'Amore  
10221 Wincopin Circle  
Columbia MD 21044-3410**

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon the **GRANTOR's receipt by certified mailing** by the GRANTEE to said Agent or Grantor, of the said notice of the acceptance of this option. The **exercise of said easement rights** by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105628</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
---	---	---

**IT IS FURTHER UNDERSTOOD AND AGREED** that upon acceptance of this option by the GRANTEE SHA, that GRANTEE SHA shall thereafter have up to three (3) months from the date of said acceptance to make written demand of GRANTOR, demanding that GRANTOR execute and deliver to **GRANTEE** a deed **of easement** within thirty (30) days of such demand. Said deed **of easement** shall be prepared by SHA, shall meet with the approval of the SHA Office of Counsel **and GRANTOR'S counsel**, and shall convey good and marketable title, with special warranty, and shall be fully executed and delivered to SHA at its office in Baltimore, or to a duly appointed agent of SHA at an agreed-upon location. Both parties agree to employ their best efforts to conform to the said time periods except, however that no cause of action shall lie for the failure of such best efforts to so conform.

**PAYEE CLAUSE:** Payment shall be made for the easement and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said check(s), except as herein otherwise provided, to be made payable to **Columbia Association, Inc.** and their successors and/or assigns.

**IT IS FURTHER AGREED** that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, anything not herein written, shall vary the terms of this option, and that the payment of **\$14,500.00** by the GRANTEE shall constitute full and final payment for the acquisition of the **easements** described in this option, and any **diminution in value of** the remainder thereof, if any. Relocation Assistance payments and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Title)

**Maryland Resident:** ☐ Yes ☐ No

**Resident Entity:** ☐ Yes ☐ No

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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I hereby certify that before me, the subscriber, a NOTARY PUBLIC of the STATE OF MD in and for

\_\_\_\_\_ County/City personally appeared \_\_\_\_\_

who acknowledged the foregoing Option Contract to be their respective act.

AS WITNESS MY HAND AND NOTARIAL SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

*{Notary Seal}*

NOTARY PUBLIC \_\_\_\_\_

(Signature)

My Commission Expires \_\_\_\_\_

The foregoing Option Contract is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

R/W CONTRACT NO.	HO317B31
ITEM NOS.	105628
OWNER NAME:	COLUMBIA ASSOCIATION , INC.







TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: State Highway Administration (SHA) Easement & Land Acquisition Request  
SHA Contract #H0317B31 - Old Columbia Road/Twin Knolls Project  
Reading #2

DATE: March 6, 2014

Background:

In 2010 the SHA attended public meetings at both the Oakland Mills Village Board and CA Board to engage with the community for the planning of SHA projects in the areas of Route 29 and Route 175. Several specific SHA projects have emerged from the planning effort in 2010.

The SHA project that is the subject of this SHA easement and acquisition request is the extension of Old Columbia Road to Twin Knolls Roads. The design of this project calls for temporary, revertible and perpetual easements on CA property along with the acquisition of a small portion of CA property that is designed as the new roadway cul-de-sac located at the end of the roadway extension.

Legal Considerations:

The SHA "option contracts" related to the easements and land acquisition have been reviewed and approved by CA's General Counsel. Please find these two (2) documents attached:

1. Exhibit #1: SHA Contract H0317B31, Item No. 105628
2. Exhibit #2: SHA Contract H0317B31, Item Nos. 105619, 105620, 105621 & 105627

Budget Impacts/Considerations:

Approval of this easement and acquisition will result in an \$18,950 payment from SHA to CA.

Environmental Impact or Considerations:

Potential environmental impacts were a significant part of the discussion with the CA and Oakland Mills Village Boards. The Boards' deliberations explored and addressed the impacts on the open space/parkland, wetlands, the floodplain and wildlife. These considerations are reflected in the letters included in the previous back-up materials for the CA Board meeting held on January 23, 2014.

Recommendations:

The Board is requested to adopt a resolution making the following specific findings:

1. The execution and performance of the easement and land acquisition agreements are taken exclusively for the promotion of the social welfare of the people of Columbia by addressing significant transportation and safety concerns.
2. The easement and land acquisition agreements contribute to a circumstance that fully considers environmental impacts and protects the open space/parkland, wetlands, and wildlife.

**Tracking Form - FY14**  
**Planning and Strategy Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
		Follow-up on Board-Management retreat: Define Process for Updating Strategic Plan				5/23/2013	Approve	Approved on 6/13/2013
		Revise CA's Strategic Plan	Discussion on strategic questions began on 8/8/13		Reviewed data on 10/10/13; Mission, vision, goals review on 11/7/13	12/12/2013	Approve as amended	Approved 1/9/14
		Work with Staff to develop principals of long range strategic planning with a focus on addressing CA's business model.	Discussion began on 6/13/2013					
		Objectives for FY 14 – Linked to President's Goals and Objectives	Discussion began on 6/13/2013		2nd reading 8/8/13	8/8/2013	Approve	Approved on 8/8/13
		FY 15/16 Capital and Operating Parameters	7/11/2013		second reading 7/25/2013	7/25/2013	Approve as recommended by Management	Approved on 7/25/2013
		Conduct the FY 15/16 budget process and make recommendations to the Board for approval (see budget schedule for anticipated timeline)	Budget work sessions on 10/10/13 & 10/17/13			10/17/2013; 2/20/14	Approve as amended	Approved on 2/27/14
		Annual Charge Rate and Cap for the FY 15 and Conditional FY 16 Budgets	7/11/2013		second reading 7/25/2013	7/25/2013	Approve 2.5% rate cap; Maintain rate of \$.68	Approved on 7/25/2013
	5/30/13 Presentation by Clubintel	Clubintel Presentation on Brand Promise Work	Briefing and discussion on 7/11/2013					
	9/3/2013	Membership Rate & Fee Structure	Briefing & discussion on 9/12/13	No further action in FY14. In FY15, Management will be preparing a consultant scope of work to study membership rates.				
	9/3/2013	Business Model Review for Open Space Management	Briefing & discussion on 9/12/13					
	3/6/2014	Community for a Lifetime: CA's Comprehensive Plan for Serving Columbia's Older Adult Community	Update 12/12/13; Plan Review 3/13/14					

Board of Directors Review

DRAFT



# Community *for a* Lifetime

Columbia Association's  
Comprehensive Plan  
for Serving the  
Older Adult Community

March 2014

# Acknowledgments

**Phillip L. Nelson**, Columbia Association President/CEO

## Project Work Team

<b>Vicki Burns</b>	Fitness
<b>Jane Dembner</b>	Community Building and Open Space
<b>Patricia Dugan</b>	Columbia Community Exchange
<b>Leslie Flynn</b>	Fitness
<b>Rob Goldman</b>	Special Projects
<b>David Greisman</b>	Community Engagement
<b>Liz Henzey</b>	Columbia Art Center
<b>Marc Kolp</b>	Fitness
<b>Patricia Laidig</b>	Town Center Community Association
<b>Michelle Miller</b>	Life Services
<b>Megan Monahan</b>	Advertising and Sales
<b>Pam Officer-Greco</b>	Fitness
<b>Shawni Paraska</b>	Community Health Sustainability
<b>Scott Templin</b>	Community Planning
<b>Rusty Toler</b>	Senior Advisory Committee
<b>Paul Verchinski</b>	Senior Advisory Committee

**Additional assistance was provided by the 2013 Leadership Howard County Premiere program composed of:**

Bill Anuszewski; Michael Borkoski; Maura Conley; Jim Johns;  
Joan Spicknall and Elicia Wood

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# Executive Summary

Americans overall — and Columbia, Maryland residents specifically — are enjoying longer and healthier lives. The majority of Columbia's older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

Planning is critical to ensure that Columbia Association is ready for the challenges and opportunities presented by changes in Columbia's population. The role of this plan is to focus on serving a portion of the community, older adults.

Columbia Association provides facilities, services and programming for the wide range of age groups in the community. This plan will facilitate Columbia Association's efforts to continue to evolve its programs, services and facilities as they relate to the older adult community. Does this mean that Columbia Association will be orienting its programs solely for older adults? No. It means that this is one segment of the community that requires a special focus given the growing numbers of older adults. How can Columbia Association best serve the needs of Columbia's growing older adult population now and in the future? This plan is the response to that important question.

## Older Adults

In this plan, recommendations are focused on the segment of the population that is 55 years old and above. This represents a large age range of people with an equally large variety of interests, abilities and skills.

In 2010, 11 percent of Columbia's population consisted of those at or above traditional retirement age (those 65 years old and above). Howard County's rate was similar at 10 percent and close to the national rate of 13 percent. In addition, those approaching retirement, the 55 to 64 year old segment, accounted for 13 percent of Columbia's population as compared to approximately 12 percent for Howard County and the U.S. Together, these older adults (aged 55 years and over) accounted for approximately one-quarter of Columbia's population (24 percent).

From 2010 to 2020, Howard County's demographic landscape will continue to change, with the number of adults aged 55 and over forecast

to grow by 54 percent as compared to the overall population growth of 11 percent during the same timeframe.

### **Needs and Associated Recommendations**

During the planning process, Columbia Association used a number of different avenues to identify older adult needs in Columbia. An analysis of all the areas of input identified the most frequently cited needs. As a result, nine needs surfaced as the most prevalent issues and the plan's recommendations are organized around the needs:

- Transportation
- Helping Seniors Stay in their Homes
- Social/Cultural and Education Activities
- Programming
- Design and Location of Facilities
- Rates and Fees
- Partnering and Cooperation with other Agencies/Government
- Information, Training, Community Engagement and Coordination
- Health Promotion and Services

This plan has a ten-year horizon. It includes 50 recommendations that identify ways Columbia Association can better serve older adults through facilities, programs and services. In addition, the plan identifies initiatives and recommends areas where Columbia Association should advocate for or partner with other organizations to provide desired services, program or facilities in support of older adults that our beyond the scope and mission of Columbia Association.

### **Plan Organization**

The plan is presented in four chapters and is supplemented by a technical appendix.

**Chapter 1** introduces the plan, its role, why it is needed and how it is organized.

**Chapter 2** describes the planning and engagement process.

**Chapter 3** presents the framework, goals, objectives, and identified needs and associated recommendations for Columbia Association to serve older adults.

**Chapter 4** identifies steps for implementation for each plan recommendation and includes an implementation matrix.



# Chapter 1 Introduction

## Why is the Plan Needed?

Americans overall — and Columbia, Maryland residents specifically — are enjoying longer and healthier lives. The majority of Columbia’s older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

Planning is critical to ensure that Columbia Association is ready for the challenges and opportunities presented by changes in Columbia’s population. The role of this plan is to focus on serving a portion of the community, older adults. Older adults represent the fastest growing

The majority of Columbia’s older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

segment of the U.S. population and that of Howard County. This and other demographic trends are signals to consider new ways of serving the Columbia community.

Columbia Association provides facilities, services and programming for the wide range of age groups in the community. This plan will facilitate Columbia

Association’s efforts to continue to evolve its programs, services and facilities as they relate to the older adult community. Does this mean that Columbia Association will be orienting its programs solely for older adults? No. It means that this is one segment of the community that requires a special focus given the growing numbers of older adults. How can Columbia Association best serve the needs of Columbia’s growing older adult population now and in the future? This plan is the response to that important question.

## What is the Plan’s Role and Relationship to Government Services?

The plan identifies ways Columbia Association can better serve older adults through facilities, programs and services. In addition, the plan identifies initiatives and recommends areas where Columbia Association should advocate for or partner with other agencies and organizations to provide

desired services, program or facilities in support of older adults.

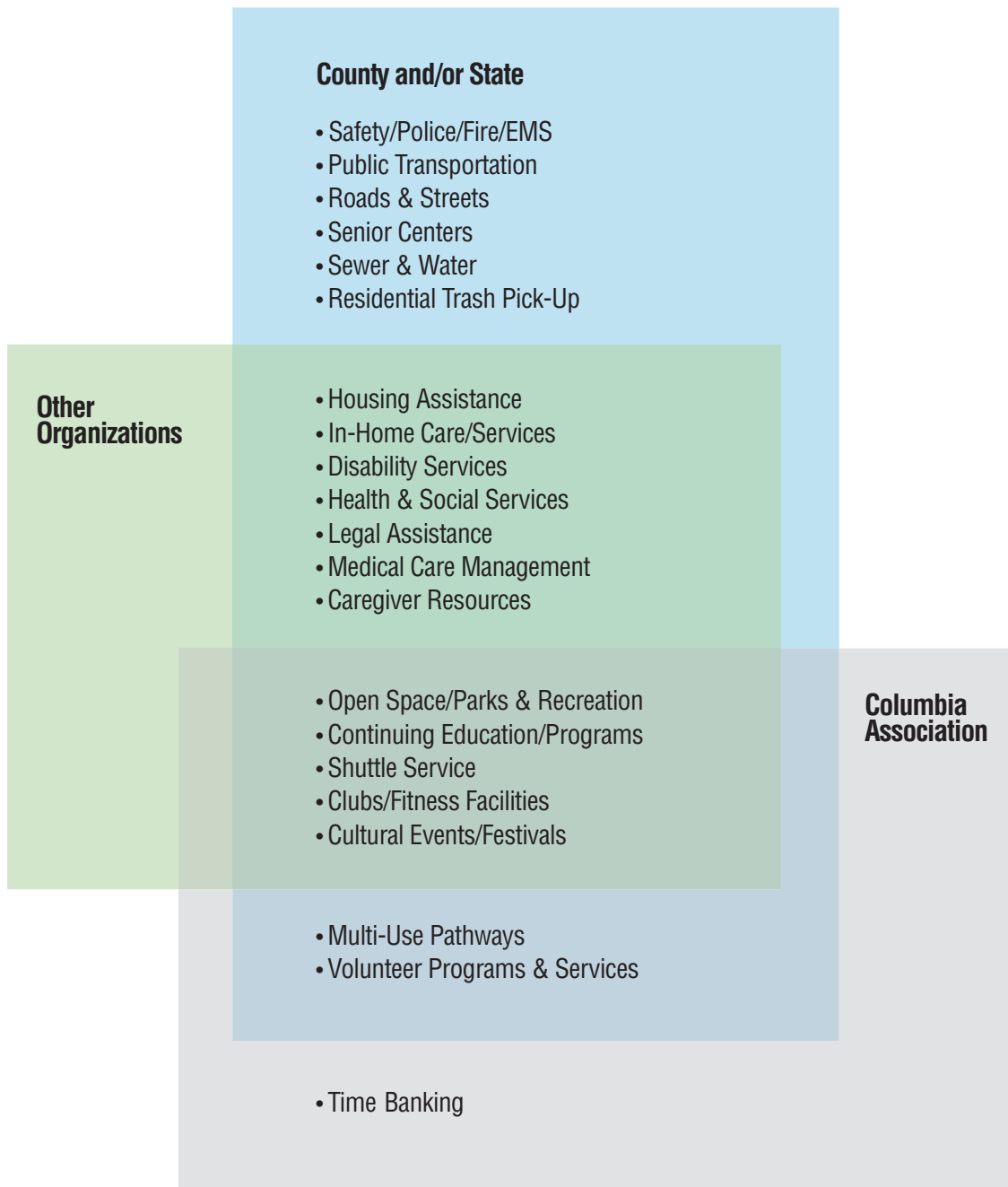
Howard County's Office on Aging is part of the Howard County Department of Citizen Services. Its mission is to "promote a full and dignified life for older people in Howard County." The Office on Aging provides a full range of government services and assistance to Howard County residents. These include providing information and assistance through the Maryland Access Point (MAP); nutrition and other programs at Senior Centers; home modification/fall program; educational workshops and assistance with Medicare; volunteer services; Alzheimer's support; and health and wellness programs, among others. These and other services are outlined in the county's *Resource Guide*, published annually.

In addition to the Office on Aging, Howard County and Maryland state government agencies provide a range of services to residents that are used by and benefit older adults. Other agencies and non-governmental agencies also provide services and assistance to older adults.

Figure 1 illustrates how the types of programs and services that state and local government provide and those provided by Columbia Association and other organizations. This plan focuses on enhancing Columbia Association's services and facilities to better serve the older adult community. For services that are governmental in nature or best provided by others, this plan identifies ways Columbia Association can advocate on behalf of its community members to enhance services and programs provided by others or partner with other organizations. Columbia Association already has extensive partnerships with agencies and organizations.

For services that are governmental in nature or best provided by others, this plan identifies ways Columbia Association can advocate on behalf of its community members to enhance services and programs provided by others or partner with other organizations.

**Figure 1: Services Provided by Organization Type**



- Services Provided by the County and/or State
- Services Provided by Other Organizations
- Services Provided by Columbia Association

Overlapping colors indicate services provided by multiple sources

## Plan Horizon

This *Comprehensive Plan for Serving the Older Adult Community* has a ten-year horizon. The implementation of its recommendations will be dependent on both human and financial resources. However, there are a number of recommendations that can be initiated in the short-term, defined in this plan as by 2015. All the recommendations are included in the implementation chapter and are assigned a suggested implementation timeframe. It is recommended that the plan progress be tracked and reported annually.

## Who is an Older Adult?

An “older adult” can generally be defined according to a range of characteristics including chronological age, change in social role and changes in functional abilities. Assessed individually, each person is different.

In this plan, recommendations are focused on the segment of the population that is 55 years old or above. This represents a large age range of people with an equally large variety of interests, abilities and skills. The recommendations of this plan are focused on expanding opportunities for this diverse population.

## What Demographic Change is Occurring?

In 2010, 11% of Columbia’s population consisted of those at or above traditional retirement age (those 65 years old and above). Howard County’s rate was similar at 10% and the national rate in 2010 was 13%. In addition, those approaching retirement, the 55 to 64 years old segment, accounted for 13% of Columbia’s population as compared to approximately 12% for Howard County and the U.S. Together, these older adults (aged 55 years and over) accounted for approximately one-quarter of Columbia’s population (24.1%).

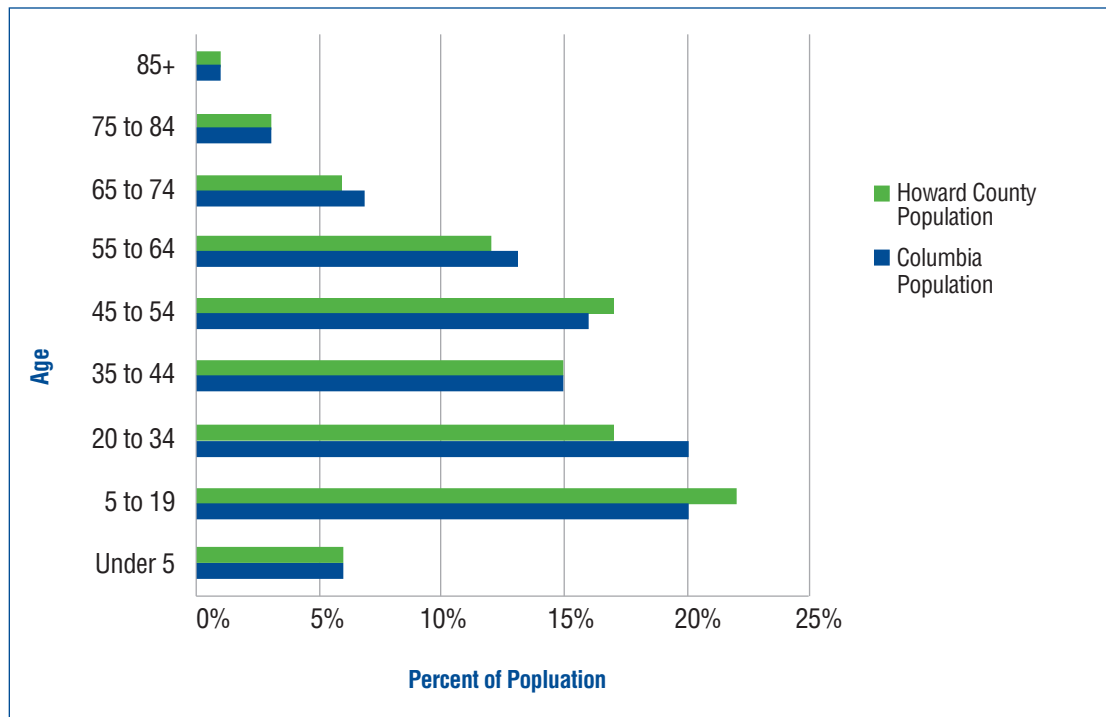
Older adults represent the fastest growing segment of the U.S. population and that of Howard County.

It is also important to highlight that while Columbia’s older population is growing, the population at the other end of the age pyramid is also significant with more than one quarter (26.3%) of the total population comprised of children and youth below the age of 19. Figure 2 charts the 2010 age distribution for Columbia and for Howard County. Figure 3 shows the information in a tabular format. Columbia Association strives to serve all of these age segments.

Population forecasts for Howard County find that the proportion of the population 55 years and older will increase rapidly between 2010 and 2020; growing by almost 50%. Looking farther out into the future, the portion of the Howard County population 55 years of age and older is forecast to increase by 87% by 2040 over 2010 numbers. The largest absolute growth is projected for the 75 to 84 age category. See Figures 4 and 5.

Also, see Appendix A, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults), for additional demographic information.

**Figure 2: Age Distribution in Columbia and Howard County (2010)**



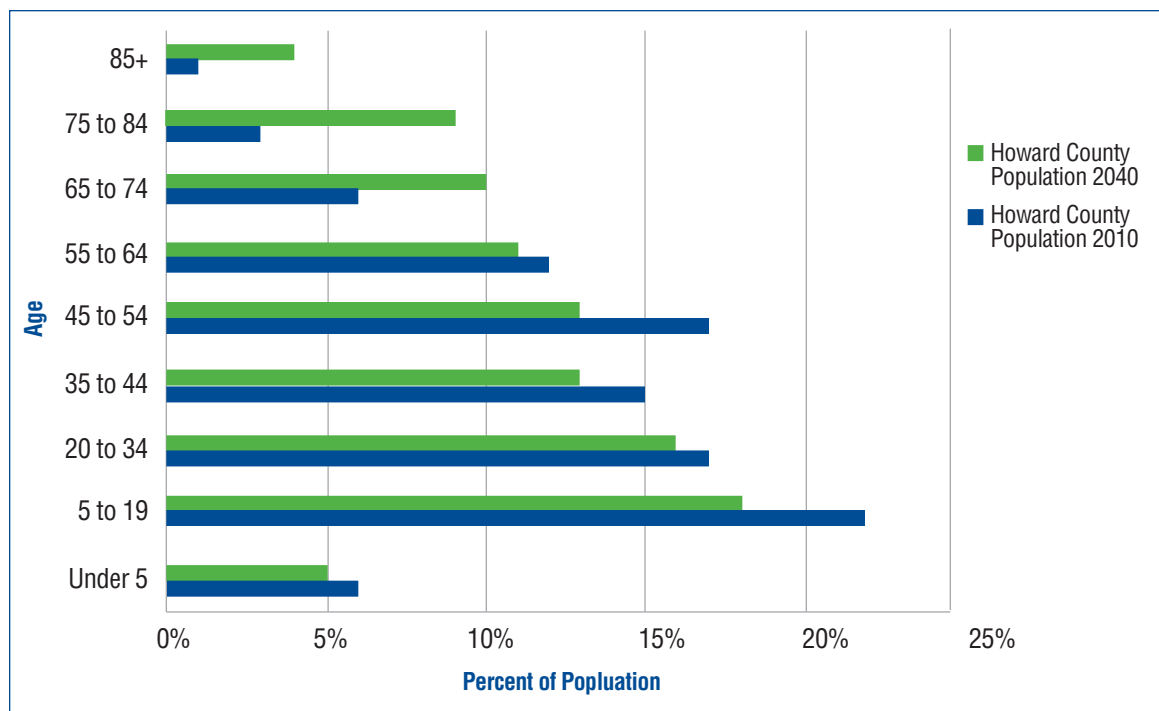
Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

**Figure 3: Age Distribution in Columbia and Howard County (2010) — Tabular Format**

Age	Columbia Population 2010		Howard County Population 2010	
<b>All ages</b>	<b>90,316</b>	<b>100%</b>	<b>287,085</b>	<b>100%</b>
Under 5	5,725	6%	17,363	6%
5 to 19	17,703	20%	63,360	22%
20 to 34	17,970	20%	50,088	17%
35 to 44	13,141	15%	42,873	15%
45 to 54	14,013	16%	49,585	17%
55 to 64	11,725	13%	34,771	12%
65 to 74	6,244	7%	17,616	6%
75 to 84	22,607	3%	8,277	3%
85+	1,186	1%	3,152	1%

Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

**Figure 4: Projected Age Distribution, Howard County (2010, 2040)**



Source: Maryland Department of Planning

**Figure 5: Projected Age Distribution, Howard County (2010-2040) — Tabular Format**

Age	2010	2020	2030	2040	Growth	% Change
0 to 4	17,363	18,964	21,254	18,513	1,150	7%
5 to 19	63,360	63,187	64,333	63,156	(204)	0%
20 to 44	92,961	101,791	106,526	101,809	8,848	10%
45 to 54	49,585	43,612	42,026	46,984	(2,601)	-5%
55 to 64	34,771	45,114	40,179	38,942	4,171	12%
65 to 74	17,616	29,624	38,287	35,382	17,766	101%
75 to 84	8,277	14,502	23,875	31,319	23,042	278%
85+	3,152	4,559	8,036	13,995	10,843	344%
<b>Total</b>	<b>287,085</b>	<b>321,353</b>	<b>343,349</b>	<b>350,100</b>	<b>63,015</b>	<b>22%</b>

Age	Percent of Population			
0 to 4	6%	6%	6%	5%
5 to 19	22%	20%	19%	18%
20 to 44	32%	32%	31%	29%
45 to 54	17%	14%	12%	13%
55 to 64	12%	14%	12%	11%
65 to 74	6%	9%	11%	10%
75 to 84	3%	5%	7%	9%
85+	1%	1%	2%	4%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: Maryland Department of Planning

Columbia has a high degree of racial and ethnic diversity, as illustrated in Figure 6. James Rouse’s vision of Columbia as an open community — a diverse community in today’s parlance — appears to have prevailed over the nearly five decades since the founding of Columbia. As of 2010, nearly 57% of Columbians identify themselves as white and almost 25% as African American. Asians, numbering almost 10,000 in 2010, account for another 11% of the total. Further reinforcing the diversity of the community are the more than 4,000 people who identify themselves as members of two or more races. Of all Columbians, 8% identify themselves as Hispanic or Latino, and may be of any race.

**Figure 6: Columbia, MD Population by Race and Ethnicity, 2010**

Race and Ethnicity	Number	Percent of total
<b>Total Population</b>	<b>90,315</b>	<b>100.0%</b>
White	51,150	56.6%
Black or African American	22,201	24.6%
American Indian & Alaska Native	368	0.4%
Asian	9,955	11.0%
Native Hawaiian & Other Pacific Islander	29	0.0%
Some Other Race	2,579	2.9%
Population of Two or More Races	4,033	4.5%
Hispanic or Latino	7,146	7.9%
Non Hispanic or Latino	83,170	92.1%

Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

### Howard County Health Survey

In 2012, Howard County in partnership with Columbia Association, the Horizon Foundation and Howard General Hospital commissioned the first county-wide, statistically-valid health survey. The survey results found that overall, county residents are healthier than the US population. But with that said, there are areas where Howard County residents could improve their health as it relates to chronic diseases and healthy lifestyles. Data for Howard County’s older adults show that a large proportion are overweight or obese (57% of those age 50-64 and two-thirds of those 65 and over). In addition,

35% of 50 to 64 year olds and almost 60% of those 65 and older have high blood pressure. Another finding is that significant proportions of older adults have been told they have Type 2 diabetes. And while most Howard County residents report that they do participate in physical activities to improve their hearts, only half of them do so at recommended intensity levels and only 10% participate in the recommended amount of muscle building activities. More details on the results of the survey can be found at *HowardCountyHealthSurvey.com*. A brief summary of the study methodology and findings for older adults can also be found in the technical appendix to this plan at *ColumbiaAssociation.org/OlderAdults*.

### **What are the Needs of Older Adults?**

Columbia Association used a number of different avenues to identify older adults' needs in Columbia. The three main methods for determining needs were: community input and events; expert interviews; and a statistically-valid telephone survey. An analysis of all the areas of input identified the most frequently cited needs. The needs were also compared across research methods. As a result, nine needs surfaced as the most prevalent issues. These are highlighted below and listed with the most frequently mentioned need first.

**Transportation** — the desire for enhanced transportation choices was widely expressed in all the various avenues used during the planning process to identify older adults' needs. The most prominent response in this area of need was for more transportation options through development or expansion of partnerships. Door-to-door alternatives to the private car were desired. The destinations most frequently mentioned included cultural events, Columbia Association facilities and medical facilities.

**Helping Seniors Stay in their Homes** — the need was expressed in several categories: caregiver support; aging in place supportive services including house maintenance assistance and referral services; and seniors helping seniors.

**Social/Cultural and Education Activities** — the need was expressed in terms of the desire for older adult social clubs; daytrips and leisure travel; game get-togethers; book clubs; Columbia Art Center programs; seminars; and other lifelong learning opportunities.

From 2010 to 2020, Howard County's demographic landscape will continue to change, with the number of adults age 55 and over forecast to grow by 47 percent as compared to the overall population growth of 12 percent during the same timeframe.



**Programming** — the desire for programs specifically geared for older adults was expressed mostly in terms of fitness and wellness programming. These included fitness classes designed for older adults such as classes for people with specific medical conditions (e.g., osteoporosis); those for older adults with more limited physical abilities; and facilities with time programmed solely for older adults. Another thread expressed was the idea that older adults are a diverse group, and services and programs need to be differentiated to meet the broad range of needs including programs at various times of the day. In contrast to the desired need for programs only for older adults, there was also a desire for multi-generational programming and the need to address all community age groups. The desire for hiking and walking programs as well as parks and park amenities was also expressed during the planning process.

**Design and Location of Facilities** — the needs identified through the public meetings and other outreach opportunities mainly focused on ideas for classes or activities to be at facilities other than Columbia Association's fitness clubs. Findings from the statistically valid telephone survey on this issue provide some additional views on this issue.

**Rates and Fees** — during the planning process and associated outreach and engagement, there was an expressed desire for reduced fees for Columbia Association programs for older adults based on their long-tenure in the community. There was also a desire expressed for more information on income-qualified memberships. More options for access to CA facilities and programs were also desired.

**Partnering and Cooperation with other Agencies/Government** — the need for partnering was expressed most frequently in relation to providing transportation services such as enhanced transportation shuttle services. Also mentioned was the need to coordinate services with Howard County and the need to partner with health and service providers to provide wellness classes. Less frequently mentioned is a desire for information or classes on nutrition, supplements and health assessments.

In the past full fiscal year (FY13), 33% of all group exercise classes were designed to be attractive to older adults and those classes attracted over 83,000 participants.

### **Information, Training, Community Engagement and Coordination —**

during the community engagement as part of the planning process, there was an expressed desire for more information about older adult services and programs. One idea included establishment of a clearinghouse for information related to older adults (events and activities as well as services). There was also an expressed desire for a Columbia Association staff coordinator position for older adult services and programs. Also mentioned but less frequently was a need for additional computer training and additional on-line or CA-TV programming that would help older adults participate in on-line programming or more easily know how to get information they need from the convenience of their computers. Also mentioned was the need to enhance communication with foreign-born older adults.

**Health Promotion and Services** — another need also expressed, although less frequently, was related to the need for coordination assistance related to medical care. That it is not more prominently mentioned as a need may reflect the high level of medical insurance coverage, plentiful medical services, and overall high income levels in the community. Mentioned was the need for assistance coordinating out-patient services and also a desire for information or classes on nutrition, supplements and health assessments.

### **How are Older Adults Participating in Columbia Association Programs?**

Older adults actively use Columbia Association's facilities and participate in programs both in the Sport and Fitness facilities as well as in various other programs. Currently 4,175 adults 65 years and old have memberships to one or more of the Sport and Fitness facilities. That is 6.8% of all members. In addition, approximately 7,700 adults between the ages of 55 and 64 have Sport and Fitness memberships. That represents 12.5% of all members. Together, almost 20% of Sports and Fitness members are 55 years or older. Although these older adult members use a wide range of Sports and Fitness facilities, the facility most used by this age group is the Columbia Athletic Club.

Group exercise is the most popular program for the older adult community. Over the past fifteen years, Columbia Association has added group exercise classes that are attractive to older adults. These classes include: Ai Chi; Basic Aerobics; BodyVive; Joints in Motion; Restorative Yoga; Qigong; Tai Chi; Women, Weights & Osteoporosis (WWO); and a number of others. In the past full fiscal year (FY13), 33% of all group exercise classes were designed to be attractive to older adults and those classes attracted over 83,000 participants.

Columbia Association's two introductory exercise programs: WINN (When if not Now) and Fit Beginnings (a physician referral program) attract primarily older adults. In FY13, approximately 400 community members participated in these programs.

The hot water therapy pool attracts many older adults to Columbia Athletic Club. When the therapy pool opened in 2006, Columbia Association offered six classes a week. In 2013, Columbia Association offered 15 group exercise classes a week in the therapy pool, which are primarily attended by older adults. These classes included Aqua Arthritis, Ai Chi and Hydro Pilates.

Those age 55 years and older comprise 28% of tennis players at CA facilities; 10% are 65 years or older. Columbia Association's tennis clubs offer senior (50+), super senior (60+) and super-duper senior (65+) leagues for men, women and mixed doubles. Approximately 600 older adults participated in these leagues in FY13.

Over 40% of those who play golf at Columbia Association's clubs are age 55 years or older; 18% are 65 years or older. There are weekly senior men's and senior women's leagues at both clubs and over 500 older adults participate in those senior leagues.

Columbia Association also offers a wide range of services and programming. Older adults are very actively participating at Columbia Art Center where approximately 60% of the participants in all classes are 50 years and older. Most of the Columbia Community Exchange members, a time banking program, are also over 50 years old and one-third of the members are over 60 years old. And the Columbia Archives has proactively taken its lecture series to retirement homes and 55+ communities. Over 300 older adults attended these Archives programs last year. See Appendices H and I, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults), for additional information on programs and memberships.

## **Report Organization**

This report is presented in four chapters and is supplemented by a technical appendix.

**Chapter 1** introduces the plan, its role, why it is needed and how it is organized.

**Chapter 2** describes the planning and engagement process

**Chapter 3** presents the framework, goals, objectives, and identified needs and associated recommendations for Columbia Association to serve older adults.

**Chapter 4** identifies steps for implementation for each plan recommendation and includes an implementation matrix.

# Chapter 2 **Planning and Engagement Process**

## **How was the Plan Developed?**

Columbia Association created and chartered a work team in July 2012 to develop this plan. The work team was comprised of Columbia Association team members from across the organization, members of Columbia Association's Senior Advisory Committee and one village manager from the Village Community Associations.

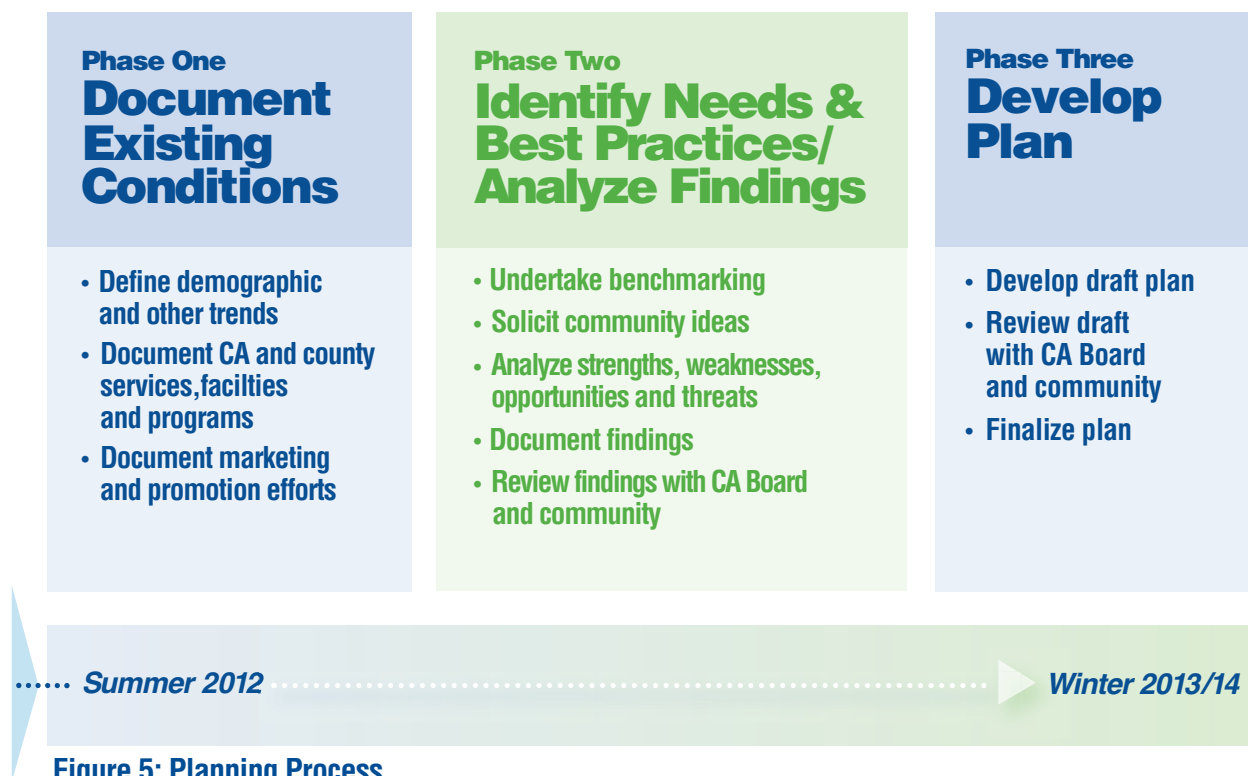
The plan development process was conducted in three major phases: documenting existing conditions; identifying needs, best practices; and analyzing findings, and development of the plan. This process is shown in Figure 5, and explained below.

**Documenting existing conditions** included demographic and health trends, current Columbia Association, Howard County, and other agency facilities, programs and services for older adults; and current marketing and outreach efforts related to these programs and services.

**Identifying needs and best practices** included conducting local, regional, and national benchmarking interviews; soliciting community input via small group discussions, community wide meetings, a Leadership Howard County qualitative survey and reviewing a variety of relevant studies and reports on older adults needs. In addition, Columbia Association undertook a SWOT (strengths, weaknesses, opportunities, and threats) analysis. Columbia Association also commissioned a statistically valid survey by Mason-Dixon that was administered in fall 2013. All of these avenues helped Columbia Association to understand the needs of the community.

**The final planning phase** included the plan's development undertaken by the work team based on all of the previous work and analysis. A public review draft plan was the basis of public meetings held in January 2014. Based on comments received on the public review draft, changes were

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made and the revised plan was prepared for review and approval by the Columbia Association Board of Directors.

A concerted effort was made to make the development of this plan as transparent as possible. All of the meetings of the work team were open to the public and the agendas and notes of these meetings were available to the community on the project webpage, [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults). The progress of the work team was also reported in Columbia Association’s “Presidents Report.”

## How was the Public Engaged in the Process?

Columbia Association used a number of different avenues to identify the needs of Columbia's older adults. The three main methods were community input and events; expert interviews; and a telephone survey. Ideas and input was obtained from throughout the community with a focus on adults 45 years and above, the older adults of tomorrow.

### Community Input and Events

**Focus Groups:** Columbia Association sponsored two focus groups that were facilitated by professionals from the Maryland Conflict Resolution Center, one with representatives of Columbia Association's advisory groups and one with the village managers.

**Public Meetings:** The first community open houses on the older adult planning process were held in May 2013. Two sessions were held — one in the afternoon and one in the evening — and nearly 150 people

participated. The purpose of the open house events was to make the community aware that Columbia Association was working on a plan for serving older adults; to share the plan's purpose and process; to provide some background information as part of the first phase of the study; and solicit ideas from the participants. Columbia Association held a second set of public meetings in January 2014 to discuss the draft plan and solicit ideas and enhancements prior to the preparation of the final plan. Approximately 180 people participated in those meetings.

Columbia Association used a number of different avenues to identify the needs of Columbia's older adults. Together these sources provided a wide perspective on the needs of older adults.

### Leadership Howard County's Serving Older Adults Community

**Impact Project:** Columbia Association partnered with Leadership Howard County and its Premiere Program to develop and administer a survey of more than 500 older adults in spring 2013.

This was an intercept survey and was also administered through SurveyMonkey.

**50+EXPO:** Columbia Association surveyed participants in 2012 and again in 2013 at this well-attended annual event. Hundreds of surveys were completed (See Appendix G online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults)).

**2012 Howard County Health Survey:** Columbia Association, The Horizon Foundation, Howard County's Health Department and Johns Hopkins University partnered to undertake this first-ever telephone health survey of Howard County residents. Results for Columbia and for older adults were analyzed.

**Review of Other Sources:** In addition to these recent efforts, Columbia Association also reviewed comments and input from previous community events and research efforts including focus groups completed by CA's Senior Advisory Committee in 2006, and the Opting For Independence case study reports (Coordinating Committee, 2011, 2013).

**Expert Interviews:** As part of the Leadership Howard County's Community Impact Project, that team interviewed local, national and international experts to understand key trends, issues and initiatives in programming and facilities focused on serving older adults.

**Telephone Survey:** Columbia Association commissioned a statistically valid telephone survey of the community, which was conducted in fall 2013. This was administered by Mason-Dixon Polling & Research. A total of 800 adult residents of Columbia (age 45+) were interviewed by telephone from September 23 through October 3, 2013. Those interviewed were randomly selected, utilizing a cross-section of Columbia telephone exchanges and a Columbia-matched cell phone list. The margin for error is plus or minus 3.5 percentage points. This means that there is a 95% probability that the "true" figure would fall within that range if all adults in Columbia aged 45+ adults were surveyed. While this plan focused on those ages 55 years and older, the survey was administered to those adults 45 years and older. This younger 45 to 54 age group was surveyed to better understand the anticipated needs of future older adults.

Together these sources provided a wide perspective on the general status and articulated needs of the older adult population. Details and additional information on the information gathered from these various sources as part of the plan's development is included in the technical appendix to this plan (See Appendices B,C,D,E and F, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults)).



# Chapter 3 **Framework, Goals, Objectives and Recommendations**

## **Framework — Our Commitment**

Columbia Association has a strong commitment to advance the well-being of the Columbia community, including that of its older adults. Columbia Association demonstrates this commitment to support older adults by working together with other non-profit community organizations and the Howard County government to:

- Plan, coordinate and provide services and programs that address the needs of older adults.
- Engage with the community about Columbia Association programs and services.
- Advocate for public policies, services and facilities that enhance the quality of life of the older adult population.
- Forge and enhance strategic partnerships with other agencies and government to advance public policies, services and facilities that enhance the quality of life of the older adult population.

## **Goals**

1. Ensure that Columbia Association's programs and services continue to evolve in a way that well serves Columbia's older adult community.
2. Promote healthy aging, physical fitness and the social inclusion of Columbia's older adults.
3. Assist older adults who want to age in place in Columbia by providing or facilitating access to programs and services.
4. Enhance older adult quality of life by providing active living and lifelong learning opportunities.

## **Objectives**

1. Provide programs, services and facilities that address the age, ability and cultural diversity of older adults in Columbia.
2. Create and enhance partnerships with other agencies and organizations to improve the lives of older adults.
3. Focus on healthy lifestyles and in providing healthy choices for older adults.

4. Engage the older adult community to enhance their active participation in Columbia and harness their knowledge and expertise.
5. Explore and advocate for expanded transportation options to serve Columbia and older adults.

## Identified Needs and Associated Recommendations

Columbia Association used a number of different avenues to identify older adults' needs in Columbia. Needs were identified in nine categories. For each of these categories, the need is explained, relevant data from the statistically valid telephone survey of Columbia's older adults is explored, and associated recommendations for action are presented.

### 1. MOBILITY

#### Identified Needs

The desire for enhanced transportation choices was widely expressed in all the various avenues used during the planning process to identify older adults' needs. The most prominent response in this area of need was for more transportation options through development or expansion of partnerships. Door-to-door alternatives to the private car were desired. The destinations most frequently mentioned included cultural events, Columbia Association facilities and medical facilities.

#### Findings related to transportation from the Fall 2013 telephone survey

The telephone survey found that 90% of older adults said driving was their primary means of transportation.

Only 5% said they use Howard Transit and 1% use Neighbor Ride.

An overwhelming 96% of respondents said they were physically able to drive.

When asked to think ahead, 69% said that a future inability to drive would be a major concern. This future issue was of a higher concern for the 45-54 year-old and 65-75-year-old respondents (76% and 74% respectively) and surprisingly, a lower percentage (46%) for those aged 75 or more. If unable to drive, half of older adults indicated that they would rely on family and friends to get them to important places such as shopping, and medical appointments.

Only among those 75 years or older was there a drop-off in driving and being physically able to drive. Among these oldest residents, 20% did not primarily drive their own car and 15% are physically unable to.

A very large majority of older adult drivers still drive at night (96%), in bad weather (95%), and drive long distances (96%).

## **Recommendations**

### **A. Expand Transportation Options**

Bolster advocacy with the Howard County government related to expanding transportation options in addition to the private automobile for all ages as part of the regional transportation system.

### **B. Transit Travel Training and Guide**

Advocate for Howard County government to provide travel training for older adults. The travel training would be similar to that offered by Portland's Tri-Met "Ride Wise" program ([RideConnection.org/Ride/Services/RideWise.aspx](http://RideConnection.org/Ride/Services/RideWise.aspx)). This free service provides training on transit travel as well as group travel. Use Columbia Association's various communication methods and outlets to let the community know about this service as well as expanded transportation facilities and services as they become available.

### **C. Senior Events Shuttle**

Continue the Senior Events Shuttle and seek partners to assist in funding and expanding the service.

### **D Neighbor Ride Support**

Continue to support Neighbor Ride and explore and advocate for potential enhanced financial support from Howard County's medical and business communities.

### **E. Transit Routing**

Encourage Howard County to assess popular older adult destinations and to provide bus routes and frequency levels that make areas of the Columbia community with hubs of older adult services and destinations more accessible. Partner with the Howard County government to produce a "Getting Around Columbia Guide."

### **F. Intersection Safety**

Advocate for the installation of additional countdown walk signals at signalized intersections to improve pedestrian safety.

*See also the recommendation on ADA accessibility under the heading "5. Facilities — Design and Location."*

## **2. HELPING OLDER ADULTS AGE IN PLACE**

### **Identified Needs**

Need was expressed in several categories: caregiver support; aging in place supportive services including house maintenance assistance and referral services; and seniors helping seniors.

## Findings related to aging in place from the Fall 2013 telephone survey

61% of older adults said they are generally inclined to stay in Columbia while 35% said they are likely to leave. However, current age is a significant factor.

Those younger than 65 are equally split whether to stay or not.

Among 65 years and older, 83% said they are likely to stay in Columbia.

On a related question regarding plans to staying in their existing home, 61% of older adults said they are likely to stay in their current home rather than leave.

Again, those younger than 65 years are evenly split on whether they will stay in their current home or leave.

80% of those 65 years or older plan to stay in their current home.

Aging in place in their current home is of major concern to only 10%; moderate concern to 30% and of little or no concern to 60% to older adults. The 75+ group were more concerned than the younger groups with about half of those aged 75+ (53%) expressing “moderate concern.”

Less than half (41%) of older adults have planned for aging in place.

The majority of those 65 years and older have at least partially planned, while only 25% under 65 years old have at least partially planned.

The majority of older adults have no difficulty maintaining the exterior (85%) or interior (87%) of their home; more than 50% knew where to get assistance if maintenance becomes an issue.

Those that expressed difficulty (15%/13% exterior/interior) stated that it was primarily because they are too busy, (24%), help is too expensive (23%) or they are overwhelmed (27%).

Approximately one-quarter (27% of older adults have heard of “The Village in Howard” concept; 37% said they would be willing to join and pay for services.

82% of older adults are not aware of Columbia Association’s Time Banking program.

## Recommendations

### A. Home Repair and Modification Program

Continue to contribute grant funding in support of Howard County’s Home Repair and Modification program. Explore a more formal collaboration with Howard County government for a co-branded program that would focus on Columbia residents.

### B. Village Architectural Guidelines

Work with and encourage village associations to develop residential architectural guidelines for home modifications related to ramps or other changes to provide barrier free access.

### C. Revitalization

Advocate for increased participation by other non-profits and Howard County government to identify areas of need and the required funding and grants to assist with neighborhood revitalization, particularly home repairs.

### D. Housing Options

Advocate for a variety of housing options in Columbia to allow residents to remain in Columbia as they age.

### **E. Home Repair Clearinghouse**

Develop a clearinghouse (e.g., website) of information associated with home repair and remodeling services typically required by older adults but also helpful for Columbia community members in general. The clearinghouse would have information on home repair contractors and other services. This would be similar to Angie's List but with contractors vetted by Columbia Association and pre-established pricing information determined through an open solicitation process managed by Columbia Association. The objective would be to inform and empower older homeowners to effectively maintain their homes to support aging in place. Explore and develop a referral program for pre-screened contractors for home repair and upkeep.

### **F. Informational Program**

In collaboration with the Howard County Office on Aging, develop an informational program on "Aging Successfully in Columbia: What you Need to Know and Do."

### **G. The Village in Howard**

Once The Village in Howard organization gains its 501c3 designation, offer technical assistance such as volunteer training and access to the Volunteer Center Serving Howard County and Columbia Association's Time Banking Program. Consider awarding a start-up grant to The Village in Howard once it gains its 501c3 designation.

## **The Village in Howard**

### **What is The Village In Howard (TVIH)?**

The Village In Howard is a grassroots effort to build a community of like-minded seniors that want to age in place in their community.

### **How Would it Work?**

By creating a paid, membership organization supported by paid staff that can respond to member requests, organize the volunteers, and collaborate with community resources to make sure that everyone's resources are used efficiently. This way, TVIH would add value to the community and build on the programs already in existence.

TVIH will be able to offer a combination of volunteer services, personal linkages to what the community

has to offer, and vetted services from businesses that make it easier to live in the homes and neighborhoods where they want to be.

### **Is the Organization Up and Running?**

Much work has been done to get organized. The group filed for incorporation in Maryland and this winter plans to file for non-profit status with the IRS.

### **How Long Will it Take Before TVIH Serves the First Person?**

Most villages take about two years to get up and running because they have to build the right foundation first before offering services. TVIH's goal is to have 100 members before "opening the doors."

Source: The Village In Howard Newsletter, Oct., 2013

### 3. SOCIAL/CULTURAL & EDUCATIONAL ACTIVITIES

#### Identified Needs

The need was expressed in terms of the desire for older adult social clubs; daytrips and leisure travel; game get-togethers; book clubs; Columbia Art Center programs; seminars; and other lifelong learning opportunities.

#### Recommendations

##### A. Village Association Cultural Events

Encourage and support the village community associations so that they can continue to provide festivals and special events that appeal to the older adult community.

##### B. Informal Village Association Program Opportunities

Encourage the village community associations to enhance events such as drop-in or scheduled game centers (e.g., Scrabble, Bridge, Trivial Pursuits), drop-in coffee klatches, book clubs, afternoon movies and other social activities at village community centers that are attractive to older adults.

##### C. Village Association Workshops/Classes

Partner with and encourage the village associations to offer workshops on home repair, computers, social media, technology skills, and other topics of interest to older adults. In addition, encourage the village associations to enhance offerings for older adults at village community centers, particularly in those villages with higher proportions of older adults (for example, Wilde Lake and Town Center)

##### D. Lifelong Learning

Partner with Howard Community College to expand and more widely promote their Senior Adult Summer Institute (SASI). Also help publicize that the college provides free tuition for students of ages 60 and above, as space allows.

##### E. Peer-to-Peer Learning

Encourage peer learning to provide older adults a sense of ownership over their learning. Columbia is a community of people with high educational levels and expertise. There is great potential to tap into that resource to have seniors train seniors in new skills.

#### Findings related to social/cultural/education activities from the Fall 2013 telephone survey

Movies, festivals, theatre performances and music concerts are the most popular among older adults.

Social activities are primarily through their religious congregations and friends.

The majority of village community association programs have low older adult participation, with the exception of festivals or special events (39%).

45% of older adults volunteer, yet 64% are unaware of the Volunteer Center Serving Howard County.

#### **F. Golden Opportunities**

Publicize and encourage participation in Howard County Public School system's Golden Opportunities program ([hcpss.org/news/golden.shtml](http://hcpss.org/news/golden.shtml)). Golden Opportunities offers older adults opportunities to volunteer in schools, share their expertise, advocate for educational excellence and receive discounts (ages 65 years and over) to attend student performances and athletic events.

#### **G. Groups and Outings**

Offer day trips to natural, recreational, cultural and educational destinations of interest to older adults to complement trips offered by Howard County Recreation and Parks.

#### **H. Columbia Art Center Trips**

Expand Columbia Art Center's day trip program (Off the Beaten Path).

### **4. PROGRAMMING — A COMMUNITY FOR ALL AGES**

#### **Identified Needs**

The desire for programs specifically geared for older adults was expressed mostly in terms of fitness and wellness programming. These included fitness classes designed for older adults such as classes for people with specific medical conditions (e.g., osteoporosis); those for older adults with more limited physical abilities; and facilities with time programmed solely for older adults. Another thread expressed was the idea that older adults are a diverse group, and services and programs need to be differentiated to meet the broad range of needs including programs at various times of the day. In contrast to the desired need for programs only for older adults there was also a desire for multi-generational programming and the need to address all community age groups. The desire for hiking and walking programs as well as parks and park amenities was also expressed during the planning process.

#### **Recommendations**

##### **A. Intergenerational Programming**

Continue to focus on inter-generational programming (programming suitable for a wide range of age groups) to provide opportunities for various older adult age groups and younger generations to participate together.

##### **B. Programming Change within Existing Facilities**

Continue to change and evolve older adult programming in existing facilities.

##### **C. Off-Peak Programming**

Explore and initiate a pilot project to test alternative use of an existing Columbia Association facility for targeted programming during down times so that programming could be added to facilities during their off-peak times.



This would provide additional options for retired, older adults and would make productive use of existing facilities. (See also “Program Schedule” recommendation related to prime-time programming for older adults.)

#### **D. Group Hikes and Walks**

Introduce outdoor exercise and programs that would be attended by groups of older adults such as nature walks and hikes using pathways and open space. These activities would be managed by Columbia Association and led by either Columbia Association team members or volunteers. Also continue to work with other community partners to offer outdoor activities.

#### **E. Program Schedules**

To accommodate older adults who are still working, test pilot additional older adult programming in the prime time hours (early morning and late afternoon/early evening) at select Columbia Association fitness and wellness facilities to accommodate those older adults who are still working. If warranted based on pilot results, expand prime time programming at Columbia Association facilities. As the percentage of population 55 years or older increases, a balance must be found between the different age groups so the needs of all age groups and abilities continue to be met.

#### **F. Program Monitoring**

Continue to monitor program offerings to determine which programs are well-liked and well-used by the various segments of the older adult population. Using this information, Columbia Association should continue to adjust programs to best meet the needs of the community.

### **5. FACILITIES — DESIGN AND LOCATION**

#### **Identified Needs**

Needs identified through the public meetings and other outreach opportunities mainly focused on ideas for classes or activities to be at facilities other than Columbia Association’s fitness clubs. Findings from the statistically valid telephone survey on this issue provide some additional views on this issue.

#### **Findings related to programming from the Fall 2013 telephone survey**

On the question of participation of whether they preferred older adult only classes or multi-generation ones, 55% said they preferred classes open to all; 30% preferred older adults only. For the age groups younger than 65 (45-64) more were willing to participate in open class programs (+60%).

66% are satisfied or somewhat satisfied with local programs and services offered to meet the older adult needs; only 11% were not satisfied (23% don’t know).

Walking/hiking was the most popular exercise for older adults (48%) in the past year.

Those 65-74 years, the pathways are the most popular (21%); overall 13% of older adults reported they used the pathways most often (2nd only to use of the Supreme Sports Club).

Currently, very few older adults participate in indoor swimming (10%), water aerobics classes (7%), group fitness classes (9%), personal training (4%), consultations (6%), Yoga/Pilates (9%), or other special programs (6%) and the majority say that they are not likely to participate in the future.

More than 60% of those 65 years and older participate in exercise, sports or fitness; and participation decreases with age.



## Recommendations

### A. Facility Activity Hubs

Cluster programming to decrease transportation challenges and reinforce Columbia Association facilities as “hubs” of activity where older adults as well as other community members can conveniently participate in multiple types of programming at one location.

#### Findings related to facilities from the Fall 2013 telephone survey

32% of older adults stated that they preferred to exercise at large facilities (this is the highest of all responses for older adults); followed by community center (24%). Those under 65 (ages 45-64) preferred to exercise at larger facilities, those over 65 preferred to exercise at community centers (village centers).

Nearly a fifth has used the Hot Water Therapy Pool at Columbia Athletic Club.

Supreme Sports Club is the most utilized facility for older adults, but only in the 45-54 and 55-64 age ranges.

The 75 years and older group have a high level of non-use (45%) of facilities, but Columbia Athletic Club is most popular among them (18%).

33% of older adults stated that they had used a non-Columbia Association fitness facility in the past year.

### B. Universal Design

Employ universal design principles to the greatest extent possible for new facilities and outdoor amenities.

### C. Casual Meet-up Space at Villages

Develop a pilot project when renovating one of Columbia Association’s community center buildings to redesign the lobby or central area to serve as a casual meet-up space for drop-in coffee and activities. (See related programming recommendation under the heading Social/Cultural and Educational Activities,” “Informal Village Association Program Opportunities.”)

### D. Walkable/Livable Communities

Continue to promote and advocate for walkable and livable communities and neighborhoods.

### E. ADA Accessibility

Develop and implement a Columbia Association ADA Accessibility Plan. To ensure that Columbia is a community for all, it is important that Columbia Association develop an ADA Accessibility Plan and implement it over the ten-year horizon of this *Plan for Serving the Older Adult Community*.

### F. Park Furnishings to Serve Older Adults

Explore the opportunity to introduce selected, additional outdoor equipment and furnishings at Columbia Association’s parks or open spaces to serve older adults.

## 6. RATES AND FEES

### Identified Needs

During the planning process and associated outreach and engagement, there was an expressed desire for reduced fees for Columbia Association programs for older adults based on their long-tenure in the community. There was also a desire expressed for more information on income-qualified memberships. More options for flexible facility packages were also desired.

## Recommendations

### A. Access to Facilities and Programs

Continue to experiment with a range of facility and program access fee options to meet the needs of various segments of the community while maintaining Columbia Association's short- and long-range fiscal sustainability. On a regular basis, analyze how various facility and program access fee options are used by older adults including the proportion of older adults who take advantage of Columbia Association's income qualified memberships. Also explore why seniors use or do not use CA programs and services.

### B. Financial Assistance

Continue to offer and publicize financial assistance via Columbia Association's income qualified programs to CA residents, including older adults, who meet income guidelines to participate in Columbia Association programming.

#### Findings related to rates and fees from the Fall 2013 telephone survey

54% of older adults in Columbia are not aware of the senior discount.

The Six Class Pass is used by only 1% of older adult population and 80% have never heard of it.

## 7. PARTNERING AND COOPERATION

### Identified Needs

The need for partnering was expressed most frequently in relation to providing transportation services such as enhanced transportation shuttle services. Also mentioned was the need to coordinate services with Howard County and the need to partner with health and service providers to provide wellness classes. Less frequently mentioned is a desire for information or classes on nutrition, supplements and health assessments.

### Recommendations

*(See also other partnering recommendations under the subheadings Mobility; Helping Older Adults Age in Place; Facilities; Information, Training, & Community Engagement; and Health Promotion.)*

#### A. Enhance Partnering

Enhance partnering and cooperation with other agencies and the Howard County government that share a stake in improving the lives of older adults.

#### B. Office on Aging

Continue to coordinate with the Howard County Office on Aging as it undertakes a facilities and services master plan for older adults and to assure that the interests of Columbia's older adults are represented and reflected in the master plan.

#### C. Educational Classes

Advocate for an increase in the number of educational courses provided by others and geared towards older adults through partnerships with community providers. Encourage local professional businesses to offer educational classes including nutritionists, doctors, dentists, pharmacists, eye care professionals, lawyers, financial providers, etc.

## 8. INFORMATION, TRAINING, COMMUNITY ENGAGEMENT AND COORDINATION

### Identified Needs

During the community engagement as part of the planning process, there was an expressed desire for more information about older adult services and programs. One idea included establishment of a clearinghouse for information related to older adults (events and activities as well as services). There was also an expressed desire for a Columbia Association staff coordinator position for older adult services and programs. Also mentioned but less frequently was a need for additional computer training and additional on-line or CA-TV programming that would help older adults participate in on-line programming or more easily know how to get information they need from the convenience of their computers.

### Relevant findings from the Fall 2013 telephone survey

Columbia Association Activity Guide (24%), county publications (22%), and Columbia Association website (21%) are the top three sources where older adults receive their information.

Use of Columbia Association website is lower in the older age groups. It is the top information source for those 45-54 (32%), while for those 75+ it is the least utilized resource (9%).

63% of older adults found it easy to find out which services and programs are available to meet the needs of older adults; 27% reported that it was not. For those 75+, the percentage who found it easy increased to 73%; not easy for this group was 14%.

### Recommendations

#### A. Ease of Information Access

Increase ease of access to information related to Columbia Association services, programs and facilities. Promote and provide coordinated information and a person-centered approach to providing information on Columbia Association programs, services and facilities for older adults.

#### B. Older Adult Guide

Continue to publish a guide of Columbia Association's older adult services, facilities and programs.

#### C. Website

As Columbia Association continues to enhance its new website, enhance the older adult webpage with dedicated information resources for older adult residents.

#### D. Video and Live Streaming

Continue to video public meetings and events. Initiate live streaming of public meetings and other events of interest so people can watch online from home as an alternative to attending the meetings, which are often held in the evenings.

#### E. Training

Expand training of Columbia Association's customer-facing team members to understand and respond to the variety of older adult needs and physical abilities. Ensure that instructors are qualified to assist those with disabilities and to be able to address the needs of older adults.

#### F. Community Engagement

Continue to engage with the older adult community through small group discussions, surveys and other interactive means to assess needs and ways that Columbia Association can continue to evolve its programs and services for older adults.

### **G. Older Adult Subject Expert**

Designate an older adult subject matter expert who would be Columbia Association's in-house resource. This person would be well-informed about issues related to programming and facilities for older adults and play a role in training and education of Columbia Association team members who interact with the public. It is recommended that this staff member develop a relationship with UMBC's Erikson School – Management of Aging Services, which could serve as a resource/educational partner related to how Columbia Association can enhance its coordination and delivery of service for older adults and implement this plan.

### **H. English Learners**

Enhance engagement with foreign-born older adults and those with limited English language skills.

## **9. HEALTH PROMOTION AND SERVICES**

### **Identified Needs**

During the community engagement as part of planning process, there was an expressed desire for partnerships with health and service providers and interest in wellness classes and general health promotion and assessments.

### **Recommendations**

#### **A. Health and Wellness Partnerships**

Expand partnerships with health, medical and wellness agencies such as the Horizon Foundation, Howard County's Office on Aging, Howard County Hospital, the Howard County Health Department and medical providers to pursue community-based programs focusing on health promotion and outreach opportunities that are in alignment with Columbia Association's mission.

#### **B. Healthy Lifestyles**

Continue to promote healthy lifestyle strategies through classes and programs and facility offerings that help individuals make healthier choices to prevent illness.

#### **C. Mind-Body Wellness**

Include programs suitable for older adults in Columbia Association's new mind-body wellness facility, Haven on the Lake.

#### **D. Medical Advisory Board**

Consult with Columbia Association's medical advisory board including gerontologist Dr. Kevin Carlson regarding Columbia Association's health promotion programming and services and recommended enhancements aimed at the older adult community. Coordinate these recommendations with the Senior Advisory Committee.

#### **E. Encourage Exercise**

Promote the benefits of exercise for older adults and strive to increase older adult participation in regular cardio-vascular exercise and muscle-building exercise.

# Chapter 4 **Implementation**

This chapter includes an implementation matrix see pages 30-33, which compiles all recommendations in this plan. The matrix can be monitored and updated over time. It includes:

- The type of action required;
- The Columbia Association division or bureau responsible — or in the case of partnerships — the organizations, governmental agencies or other bodies that have responsibilities for carrying out the recommendations; and
- The recommended timeframe.

Within each of the nine topics areas, the implementation recommendations are listed in this chapter with on-going items first, followed by those recommended to commence during calendar years 2014 and 2015, followed by those in 2016 or 2017. Some of the items initiated in these timeframes may take several years to complete or become on-going activities as new programs, services and practices are established.

On-going actions are continuous activities that are occurring now and are recommended to continue on a regular basis into the future. A number of these recommendations call for enhancement of existing activities or practices.

Please see Chapter 3 for the full description of each recommendation.

### Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>1. Mobility</b>	A. Expand Transportation Options	Advocacy/Encouragement	CA-Advocates to Howard County	On-going
	C. Senior Events Shuttle	Financial Support; Partnership	CA Community Services Division; Community Partners	On-going
	D. Neighbor Ride Support	Financial Support; Advocacy/Encouragement	CA Community Services Division; Community Partners	On-going
	F. Intersection Safety	Advocacy/Encouragement	Howard County government	On-going
	E. Transit Routing	Advocacy/Encouragement	Howard County government	2014-2015
	B. Transit Travel Training	Advocacy/Encouragement	CA-Advocates to Howard County	2016-2017
<b>2. Helping Older Adults Age in Place</b>	A. Home Repair and Modification Program	Financial Support; Partnership	CA Revitalization Bureau	On-going
	C. Revitalization	Advocacy/Encouragement	CA Revitalization Bureau; Community Building and Open Space Bureau	On-going
	D. Housing Options	Advocacy/Encouragement	CA Community Building and Open Space Bureau	On-going
	B. Village Architectural Guidelines	Advocacy/Encouragement	Community Service Division; Village Covenant Advisors	2014-2015
	E. Home Repair Clearinghouse	New Service/Program	CA Revitalization Bureau	2014-2015
	F. Informational Program	Partnership	CA Community Services Division	2014-2015
	G. The Village In Howard	Financial Support; Technical Assistance	CA Revitalization Bureau	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.

### Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>3. Social/Cultural &amp; Educational Activities</b>	A. Village Association Cultural Events	Financial Support; Advocacy/Encouragement	CA Community Services Division; Village Associations	On-going
	C. Village Association Workshops/Classes	Partnership	CA; Village Associations	On-going
	B. Informal Village Association Program Opportunities	Advocacy/Encouragement	Village Associations	2014-2015
	D. Lifelong Learning	Partnership	CA Community Services Division; Howard Community College	2014-2015
	G. Groups and Outings	New Service/Program	CA Life Services Bureau	2014-2015
	H. Columbia Art Center Trips	Expand Existing Program/Service	Columbia Art Center	2014-2015
	E. Peer-to-Peer Learning	Advocacy/Encouragement	CA Volunteer Center Serving Howard County	2016-2017
	F. Golden Opportunities	Advocacy/Encouragement; Communications; Marketing	CA Communications; Advertising/Sales Divisions	2016-2017
<b>4. Programming: A Community for all Ages</b>	A. Intergenerational Programming	Expand Existing Program/Service	CA Divisions	On-going
	B. Programming Change within Existing Facilities	Expand Existing Program/Service	CA Divisions	On-going
	F. Program Monitoring	Plan/Analysis	CA Divisions	On-going
	C. Off-Peak Programming	Plan/Analysis	CA Divisions	2014-2015
	D. Group Hikes and Walks	New Service/Program	CA Community Building & Open Space Bureau; Sports and Fitness; Community Services; Volunteer Center	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.

## Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>5. Facilities - Design and Location</b>	E. Program Schedules	Expand Existing Program/Service	CA Divisions	2014-2015
	B. Universal Design	Facility	CA Revitalization Bureau; Community Building & Open Space Bureau	On-going
	D. Walkable/Livable Communities	Advocacy/Encouragement	CA Community Building & Open Space Bureau	On-going
	E. ADA Accessibility	Plan/Analysis	CA General Counsel; CA Divisions	2014-2015
	F. Park Furnishings to Serve Older Adults	Plan/Analysis; Facility	CA Community Building & Open Space Bureau	2014-2015
	A. Facility Activity Hubs	Expand Existing Program/Service	CA Divisions	2016-2017
<b>6. Rates and Fees</b>	C. Casual Meet-up Space at Villages	Facility	Village Associations; CA Revitalization Bureau	2016-2017
	A. Access to Facilities/Programs	Membership; Plan/Analysis	CA Advertising & Sales Division	On-going
	B. Financial Assistance	Membership	CA Advertising & Sales Division	On-going
<b>7. Partnering and Cooperation</b>	A. Enhance Partnering	Partnership	CA Divisions	On-going
	B. Office on Aging	Partnership	CA Community Services Division	On-going
	C. Educational Classes	Advocacy/Encouragement	CA Divisions	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.



## Implementation Matrix Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation *	Type of Action	Lead Organization	Anticipated Timeframe
<b>8. Information, Training, Community Engagement and Coordination</b>	B. Older Adult Guide	Marketing	CA Advertising & Sales Division	On-going
	E. Training	Expand Existing Program/Service	CA Training/ Organizational Development Division	On-going
	F. Community Engagement	Communications	CA Divisions	On-going
	A. Ease of Information Access	Communications; Marketing	CA Communications & Public Relations Division	2014-2015
	C. Website	Communications	CA Communications & Public Relations Division	2014-2015
	D. Video and Live Streaming	Communications	CA Communications & Public Relations Division	2014-2015
	G. Older Adult Subject Expert	New Service	CA Life Services Bureau	2014-2015
	H. English Learners	Communications; Marketing	CA Communications & Public Relations Division	2014-2015
<b>9. Health Promotion and Services</b>	A. Health & Wellness Partnerships	Partnership	CA Life Services Bureau	On-going
	B. Healthy Lifestyle	Expand Existing Program/Service	CA Fitness Division; Life Service Bureau	On-going
	C. Mind-Body Wellness	Expand Existing Program/Service	CA Fitness Division	On-going
	D. Medical Advisory Board	Expand Existing Program/Service Program	CA Life Services Bureau	On-going
	E. Encourage Exercise	Encouragement	CA Communications; Sports and Fitness Divisions	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.





[ColumbiaAssociation.org/OlderAdults](https://ColumbiaAssociation.org/OlderAdults)



Date: March 7, 2014

To: Columbia Association Board of Directors, Planning and Strategy Committee

Through: Phil Nelson, CEO/President

From: Jane Dembner, Chief, Community Building and Open Space Service Bureau

CC: Rob Goldman

Subject: Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adults

## OVERVIEW/BACKGROUND

After more than 18 months of research, analysis and engagement with the community, Management is ready to present the Board Review Draft of the *Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adults*. This memo gives an overview of the process and results. The plan, the technical appendix and the comment and response document are all posted on the website at [www.ColumbiaAssociation.org/OlderAdults](http://www.ColumbiaAssociation.org/OlderAdults)

**Planning Process:** The planning process was extensive. Columbia Association created and chartered a work team in July 2012 to develop this plan. The work team was comprised of 13 CA team members from across the organization, two members of Columbia Association's Senior Advisory Committee and one village manager. The team met monthly.

The plan development process was conducted in three major phases: documenting existing conditions; identifying needs, best practices; and analyzing findings, and development of the plan.

A concerted effort was made to have the development of this plan be as transparent as possible. All of the meetings of the work team were open to the public and the agendas and notes of these meetings were available to the community on the project webpage, [www.ColumbiaAssociation.org/OlderAdults](http://www.ColumbiaAssociation.org/OlderAdults). The progress of the work team was also reported in Columbia Association's "Presidents Report" and shared monthly with the Senior Advisory Committee, which provided valuable feedback. Outreach and communications for the public meetings was also extensive.

**How was the Public Engaged?** Management used a number of different avenues to identify the needs of Columbia's older adults. The three main methods were community input and events; expert interviews; and a telephone survey. Ideas and input was obtained from throughout the community. Community input and events included the following:

Focus Groups: Columbia Association sponsored two focus groups that were facilitated by professionals from the Maryland Conflict Resolution Center, one with representatives of Columbia Association's advisory groups and one with the village managers.

Public Meetings: The first community open houses on the older adult planning process were held in May 2013. Two sessions were held — one in the afternoon and one in the evening — and nearly 150 people participated. The purpose of the open house events was to make the community aware that Columbia Association was working on a plan for serving older adults; to share the plan's purpose and process; to provide some background information as part of the first phase of the study; and solicit ideas from the participants. Columbia Association held a second set of public meetings in January 2014 to discuss the draft plan and solicit ideas and enhancements prior to the preparation of the final plan. Approximately 180 people participated in those meetings.

Leadership Howard County's Serving Older Adults Community Impact Project: Columbia Association partnered with Leadership Howard County and its Premiere Program to develop and administer a survey of more than 500 older adults in spring 2013. This was an intercept survey and was also administered through SurveyMonkey.

50+EXPO: Columbia Association surveyed participants in 2012 and again in 2013 at this well-attended annual event. Hundreds of surveys were completed

2012 Howard County Health Survey: Columbia Association, The Horizon Foundation, Howard County's Health Department and Johns Hopkins University partnered to undertake this first-ever telephone health survey of Howard County residents. Results for Columbia and for older adults were analyzed.

Review of Other Sources: In addition to these recent efforts, Columbia Association also reviewed comments and input from previous community events and research efforts including focus groups completed by CA's Senior Advisory Committee in 2006, and the Opting For Independence case study reports (Coordinating Committee, 2011, 2013).

Expert Interviews: As part of the Leadership Howard County's Community Impact Project, that team interviewed local, national and international experts to understand key trends, issues and initiatives in programming and facilities focused on serving older adults.

Telephone Survey: Columbia Association commissioned a statistically valid telephone survey of the community, which was conducted in fall 2013. This was administered by Mason-Dixon Polling & Research. A total of 800 adult residents of Columbia (age 45+) were interviewed by telephone. Those interviewed were randomly selected, utilizing a cross-section of Columbia telephone exchanges and a Columbia-matched cell phone list. The margin for error is plus or minus 3.5 percentage points. This means that there is a 95% probability that the "true" figure would fall within that range if all adults in Columbia aged 45+ adults were surveyed.

**Draft Plan:** CA prepared a Public Review Draft plan and released it to the public in late 2013 prior to the January public meetings. The public comment period was open for the month of January. Eighty-three comments were submitted in writing or verbalized at the public meetings. Management reviewed the comments, prepared written responses to each, and revised the plan based on an assessment of the comments and suggestions. The result is this Board Review Draft of the plan. Some of the changes CA Management made to the previous draft include: a fuller explanation of the intent of the plan and to more clearly explain how this plan's recommendations relate to efforts of the county or other organizations; added additional demographic information and information from the recent Howard County Health Survey as it relates to older adults; included a recommendation to enhance engagement with foreign-born older adults; and clarified the implementation timeframe for each recommendation.

**Plan Recommendations:** Columbia Association used a number of different avenues to identify older adults' needs in Columbia. The three main methods for determining needs were: community input and events; expert interviews; and a statistically-valid telephone survey. An analysis of all the areas of input identified the most frequently cited needs. The needs were also compared across research methods.

As a result, nine needs surfaced as the most prevalent issues and the plan's recommendations are organized around the needs:

- Transportation
- Helping Seniors Stay in their Homes
- Social/Cultural and Education Activities
- Programming
- Design and Location of Facilities
- Rates and Fees
- Partnering and Cooperation with other Agencies/Government
- Information, Training, Community Engagement and Coordination
- Health Promotion and Services

**Plan Implementation:** The plan includes an implementation chapter and matrix. The matrix will be used to monitor implementation progress over time. The plan recommends that Management report annually on implementation progress

For each of the 50 plan recommendations, the implementation matrix includes the following information:

- The type of action required;
- The CA division or bureau responsible — or in the case of partnerships — the organizations, governmental agencies or other bodies that have responsibilities for carrying out the recommendations; and
- The recommended timeframe (on-going; 2014-2015; or 2016-2017).

***It is important to note that all 50 recommendations are to be initiated by 2017.***

## **BUDGET CONSIDERATIONS**

Management finds that the recommendations included in the plan are extensions of services, programs and facility design are funded within the budgeted operating and capital budgets of Columbia Association. And Management believes that any new initiatives that are initiated as a result of the plan in the next two years can be resourced by reorganizing priorities and by re-prioritizing existing staff tasks and responsibilities.

## **POLICY IMPLICATIONS**

The plan is in alignment with the new Strategic Plan and CA's mission of "Working every day in hundreds of ways to make Columbia an even better place to live, work and play." And it addresses all five Strategic Plan goals:

1. Deliver programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia.
2. Maintain and enhance Columbia's facilities, open spaces, connectivity and environmental stewardship.
3. Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.
4. Strengthen communication and community engagement in CA.
5. Demonstrate the practices of a high-performing and responsive organization.

## **RECOMMENDATIONS**

Management recommends that the Board of Directors approve *Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adult* as the guiding framework for CA's ongoing efforts to continuously enhance programs and services for Columbia's growing older adult community.

**Columbia Association, Inc.**

**Financial Statements**

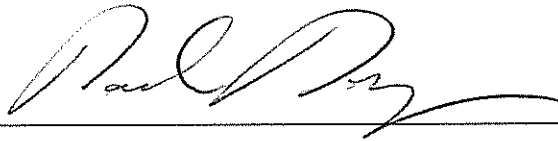
**January 31, 2014 and 2013**



COLUMBIA ASSOCIATION, INC.

OFFICER'S STATEMENT

I have reviewed the accompanying statement of financial position of Columbia Association, Inc. as of January 31, 2014 and 2013, and the related statements of activities and cash flows for the quarters then ended. In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Columbia Association, Inc. as of January 31, 2014 and 2013, and the results of its operations and its cash flows for the periods then ended, in conformity with generally accepted accounting principles.

A handwritten signature in black ink, appearing to read "Paul Papagjika", is written over a horizontal line.

Paul Papagjika, Treasurer

**Columbia Association, Inc.**

**Statements of Financial Position**

**As of January 31, 2014 and 2013  
(in Thousands)**

	<u>Assets</u>	2014	2013
Cash and cash equivalents	\$	564	\$ 159
Accounts receivable, net		10,649	11,389
Prepaid expenses and other assets		1,430	1,164
Debt service fund		136	476
Risk management fund		6,540	6,672
Workers' compensation fund		2,326	1,949
Property, facilities and equipment, net		104,816	102,811
Intangible assets, net		319	319
Deferred bond issuance/financing costs, net		1	10
		<hr/>	<hr/>
Total assets	\$	<u>126,781</u>	<u>\$ 124,949</u>
 <u>Liabilities and Net Assets</u>			
Liabilities			
Line of credit	\$	20,720	\$ 13,750
Accrued interest		45	159
Accounts payable and accrued expenses		9,047	8,609
Deferred revenue		11,062	12,298
		<hr/>	<hr/>
		40,874	34,816
		<hr/>	<hr/>
Term debt			
Senior secured bonds		2,701	11,373
Capital lease obligations		371	242
		<hr/>	<hr/>
Total term debt		<u>3,072</u>	<u>11,615</u>
		<hr/>	<hr/>
Total liabilities		43,946	46,431
Net assets			
Unrestricted		<u>82,835</u>	<u>78,518</u>
		<hr/>	<hr/>
Total net assets		<u>82,835</u>	<u>78,518</u>
		<hr/>	<hr/>
Total liabilities and net assets	\$	<u>126,781</u>	<u>\$ 124,949</u>

See notes to financial statements

**Columbia Association, Inc.**

**Statements of Activities**

**Periods ended January 31, 2014 and 2013**  
**(in Thousands)**

	<u>2014</u>	<u>2013</u>
Revenue		
Property assessments	\$ 34,281	\$ 33,670
Sport and fitness	18,831	18,633
Community services	2,970	3,082
Sales and marketing	2	1
Community building and sustainability	108	14
Open space management	437	283
Revitalization	49	67
Interest income and other	80	110
Unrealized gain (loss) on marketable securities	<u>(12)</u>	<u>14</u>
Total revenue	<u>56,746</u>	<u>55,874</u>
Expenses		
Sport and fitness	19,316	19,374
Community services	7,302	6,925
Sales and marketing	318	119
Community building and sustainability	863	631
Open space management	7,260	7,175
Revitalization	689	717
Administrative	6,989	6,967
Interest	<u>706</u>	<u>1,162</u>
Total expenses	<u>43,443</u>	<u>43,070</u>
Increase in unrestricted net assets	13,303	12,804
Unrestricted net assets, beginning	<u>69,532</u>	<u>65,714</u>
Unrestricted net assets, end	<u><u>\$ 82,835</u></u>	<u><u>\$ 78,518</u></u>

See notes to financial statements

**Columbia Association, Inc.**

**Statements of Cash Flows**

**Periods ended January 31, 2014 and 2013**  
**(in Thousands)**

**(in Thousands)**

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities		
Increase in unrestricted net assets	\$ 13,303	\$ 12,804
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities		
Depreciation expense and amortization	5,553	5,510
Amortization of deferred bond issuance costs	7	9
(Gain) loss on disposal of fixed assets	(5)	(26)
Unrealized (gain) loss on marketable securities	12	(14)
Changes in operating assets and liabilities		
Accounts receivable	2,409	3,903
Prepaid expenses and other assets	(12)	292
Accrued interest	(353)	(461)
Accounts payable and accrued expenses	(3,300)	(2,209)
Deferred revenue	<u>(2,311)</u>	<u>(3,597)</u>
Net cash provided by operating activities	<u>15,303</u>	<u>16,211</u>
Cash flows from investing activities		
Net purchases of investments held by trustees	368	336
Purchase of property, facilities and equipment	(5,726)	(7,354)
Proceeds from the sale of equipment	<u>5</u>	<u>31</u>
Net cash used in investing activities	<u>(5,353)</u>	<u>(6,987)</u>
Cash flows from financing activities		
Line of credit	(714)	(3,088)
Long-term debt principal payments		
Senior secured bonds	(8,672)	(4,632)
Capital lease obligations	(113)	188
Term loan	<u>-</u>	<u>(1,607)</u>
Net cash used in financing activities	<u>(9,499)</u>	<u>(9,139)</u>
Net increase (decrease) in cash and cash equivalents	451	85
Cash and cash equivalents, beginning	<u>113</u>	<u>74</u>
Cash and cash equivalents, end	<u>\$ 564</u>	<u>\$ 159</u>
Supplemental disclosure of cash flow information		
Cash paid during the period for interest	<u>\$ 1,055</u>	<u>\$ 1,615</u>

See notes to financial statements

**Columbia Association, Inc.**  
**Notes to Financial Statements**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 1 - Organization and Summary of Significant Accounting Policies**

**Organization**

Columbia Association, Inc. (the Association) is a nonprofit membership corporation, quasi-governmental in function, incorporated under Maryland law. It develops and operates recreation and community facilities; provides community programs and assistance; and maintains and develops park land and open space in Columbia, Maryland. The Association is governed by an eleven-member Board of Directors comprised of the Association's President and ten members elected by residents of each of the ten villages.

During the development of Columbia, the Association incurred substantial operating losses and capital outlays for property, facilities and equipment. This early activity was financed by the issuance of long-term debt. The Association's revenues from assessments and services have funded the debt service requirement since fiscal year 1985.

**Use of Estimates in Preparing Financial Statements**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

The Association defines cash equivalents as all highly liquid investments with maturities of ninety days or less when acquired, except when such investments are held by trustees for the debt service, risk management or workers' compensation funds.

**Accounts Receivable**

Accounts receivable consist principally of membership fees receivable, which are uncollateralized and generally have a term of one to three quarters. Accounts receivable also include property assessments, which are collateralized by the resident's property.

# **Columbia Association, Inc.**

## **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The carrying amount of accounts receivable is reduced by a valuation allowance. The reserve for abatements and allowance for doubtful accounts is based on management's assessment of the collectability of specific member accounts and the amount of abatements residents will receive on their property assessment. All accounts or portions thereof deemed to be uncollectible or to require an excessive collection cost are written off to the reserves for abatements and allowance for doubtful accounts.

### **Debt Service Fund**

Under the terms of the senior secured bond agreements, the Association deposits annual charge revenues with a trustee under a sinking fund arrangement. Investments in this fund are used to pay principal and interest payments on the bonds and are invested in U.S. Governmental Securities money market funds, which are stated at fair value.

### **Investments Held By Trustees**

Investments held by trustees consisting of money market funds and U.S. Government mortgage bonds and treasuries are stated at fair value.

### **Property, Facilities and Equipment, Net**

Land includes approximately 3,400 acres of land that has been contributed to the Association since the establishment of the community of Columbia and is recorded at zero value. The contributed land is subject to a zoning ordinance limiting its usage to public or community usage. Facilities, equipment and land improvements that have a limited life are stated at cost and are depreciated using the straight-line method.

<u>Assets</u>	<u>Estimated Useful Lives</u>
Building and recreational facilities	10 to 40 years
Land improvements	20 to 25 years
Furniture, equipment and other	5 to 10 years

Costs of parks, lakes and related permanent land improvements are accounted for as land and are not depreciated because they have an indefinite useful life. Normal, recurring or periodic repair and maintenance costs are expensed as incurred.

## **Columbia Association, Inc.**

### **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

Financial Accounting Standards Board (FASB) Interpretation No. 144, Accounting for the Impairment or Disposal of Long-Lived Assets (FASB ASC 360-10), requires that an impairment loss be recognized only if the carrying amount of a long-lived asset is not recoverable from its undiscounted cash flows and that the measurement of any impairment loss be the difference between the carrying amount and the fair value of the asset.

#### **Intangible Assets**

Goodwill relates to the purchase of land. The annual assessment revenue levied from this transaction exceeds the carrying amount of the goodwill and therefore no adjustment to carrying value is deemed necessary.

#### **Deferred Bond Issuance/Financing Costs**

Expenses related to the issuance of the senior secured bonds are being amortized using the effective interest method over the term of the bonds. Accumulated amortization as of January 31, 2014 and 2013 was \$736 and \$1,036, respectively. The estimated amortization for the year ending April 30, 2014 is \$1.

#### **Risk Management Fund**

Under the Association's risk management program, self-insured claims for general liability risks are accrued based on the best estimate of the ultimate cost of both asserted claims and unasserted claims from reported incidents and estimated losses from unreported incidents. Such estimates are reviewed by counsel. The Association is funding the risk management program under a trust fund arrangement, which currently provides for funding as actuarially determined by independent actuaries.

#### **Workers' Compensation Fund**

The Association has a self-insurance program for workers' compensation. Under this program, the Association has a workers' compensation fund for its estimate of the ultimate cost of both asserted and unasserted claims from reported workers' compensation incidents. Claims and fund expenses are paid directly out of the workers' compensation fund. The program includes a trust deposit escrow account in the name of Maryland Workers' Compensation Commission for the benefit of the Association. The investment level of the fund will be periodically reviewed by the State of Maryland Workers' Compensation Commission and by independent actuaries.

## **Columbia Association, Inc.**

### **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

#### **Revenue Recognition**

Property assessments consist of annual charges for which future services are not required and are recognized as revenue when the annual charges are levied and due. Membership and other fees are recognized as revenue on a pro rata basis during the membership period with unearned fees recorded as deferred revenue.

#### **Rental Expense**

Rental expense is recognized over the lease terms as it becomes payable according to the provisions of the respective leases. However, if the rental expense varies from a straight-line basis, future rental expense including scheduled and specific rent increase and/or rent concession are recognized on a straight-line basis over the lease terms.

#### **Advertising**

The Association uses advertising to promote its programs among the audiences it serves. The production costs of advertising are expensed as incurred. Advertising and promotion costs totaled \$412 and \$272 for the periods ended January 31, 2014 and 2013, respectively.

#### **Income Taxes**

Although exempt from federal and state income taxes as provided for under Section 501(c)(4) of the Internal Revenue Code, the Association is subject to federal and state taxes on unrelated business income, if any.

The Association adopted the guidance provided *Accounting for Uncertainty in Income Taxes* (FASB ASC 740-10), on April 1, 2009. Management has determined that the Association has no material uncertain tax positions that would require recognition under the guidance. The federal and state income tax returns of the Association for the tax periods ending April 30, 2011, 2012 and 2013 are subject to examination by the IRS and state taxing authorities, generally for three years after they were filed. During the periods ended January 31, 2014 and 2013, there was no unrelated business income.



**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 2 - Accounts Receivable**

Accounts receivable are comprised of the following as of January 31, 2014 and 2013:

	<u>2013</u>	<u>2012</u>
Membership fees	\$ 10,646	\$ 11,943
Annual charges	1,398	1,318
Other	<u>305</u>	<u>16</u>
Total accounts receivable	12,349	13,277
Less reserves for abatements and allowance for doubtful accounts	<u>1,700</u>	<u>1,888</u>
	<u><u>\$ 10,649</u></u>	<u><u>\$ 11,389</u></u>

**Note 3 - Investments and Other Assets**

**Debt Service Fund**

Investments of \$136 in 2014 and \$476 in 2013 in the Debt Service Fund are held by a Trustee and consist of a U.S. Governmental Securities Money Market Fund in which the fair value approximates cost.

**Risk Management Fund**

Investments included in the Risk Management Fund are held by a Trustee and are combined in a portfolio, which consists of the following as of January 31, 2014 and 2013:

	<u>2013</u>		<u>2012</u>	
	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>
Cash and cash equivalents	\$ 239	\$ 239	\$ 6	\$ 6
Government debt securities	6,337	6,301	6,594	6,641
Accrued interest	<u>-</u>	<u>-</u>	<u>25</u>	<u>25</u>
	<u><u>\$ 6,576</u></u>	<u><u>\$ 6,540</u></u>	<u><u>\$ 6,625</u></u>	<u><u>\$ 6,672</u></u>

# Columbia Association, Inc.

## Notes to Financial Statements - Continued

January 31, 2014 and 2013  
(in Thousands)

### Workers' Compensation Fund

Investments included in the Workers' Compensation Fund are held by a Trustee in a portfolio, which consists of the following as of January 31, 2014 and 2013:

	2013		2012	
	Cost	Fair Value	Cost	Fair Value
Cash and cash equivalents	\$ 392	\$ 392	\$ 390	\$ 390
Government debt securities	1,934	1,934	1,559	1,559
	<u>\$ 2,326</u>	<u>\$ 2,326</u>	<u>\$ 1,949</u>	<u>\$ 1,949</u>

### Note 4 - Fair Value Measurements

In determining fair value, the Association uses various valuation approaches within the FASB ASC 820 fair value measurement framework. Fair value measurements are determined based on the assumptions that market participants would use in pricing an asset or liability.

FASB ASC 820 establishes a hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. FASB ASC 820 defines levels within the hierarchy based on the reliability of inputs as follows:

- Level 1 - Valuations based on unadjusted quoted prices for identical assets or liabilities in active markets;
- Level 2 - Valuations based on quoted prices for similar assets or liabilities or identical assets or liabilities in less active markets, such as dealer or broker markets; and
- Level 3 - Valuations derived from valuation techniques in which one or more significant inputs or significant value drivers are unobservable, such as pricing models, discounted cash flow models and similar techniques not based on market, exchange, dealer or broker-traded transactions.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

Following is a description of the valuation methodologies used for instruments measured at fair value and their classification in the valuation hierarchy.

**Trading and Available-for-Sale Securities**

Debt securities consisting of government agency debt obligations are generally valued at the most recent price of the equivalent quoted yield for such securities, or those of comparable maturity, quality and type. Debt securities are generally classified within Level 2 of the valuation hierarchy.

**Interest Rate Swap Agreements**

The fair value of interest rate swaps are estimated by a third party using a model that builds a yield curve from market data for activity traded securities at various times and maturities and takes into account current interest rates and the current credit worthiness of the respective counterparties. Such securities are classified within Level 2 of the valuation hierarchy.

The following table presents assets measured at fair value by classification within the fair value hierarchy as of January 31, 2014:

	Fair Value Measurements Using		Total
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	
Government debt securities	\$ -	\$ 8,235	\$ 8,235

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The following table presents assets and liabilities measured at fair value by classification within the fair value hierarchy as of January 31, 2013:

	<u>Fair Value Measurements Using</u>		
	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Total</u>
Government debt securities	\$ -	\$ 8,200	\$ 8,200
Interest rate swap agreement	\$ -	\$ -	\$ -

**Note 5 - Property, Facilities and Equipment, Net**

Property, facilities and equipment consist of the following as of January 31, 2014 and 2013:

	<u>2013</u>	<u>2012</u>
Land	\$ 6,533	\$ 6,533
Parks, lakes and related improvements	10,400	10,400
Land improvements	50,835	51,544
Buildings and recreation facilities	88,233	86,047
Furniture, equipment and other	29,851	28,394
Construction-in-progress	<u>24,265</u>	<u>21,033</u>
Total property, facilities and equipment	210,117	203,951
Less accumulated depreciation	<u>105,301</u>	<u>101,140</u>
Property, facilities and equipment, net	<u>\$ 104,816</u>	<u>\$ 102,811</u>

**Note 6 - Property Assessments**

The principal source of the Association's revenue is an annual charge, based on a rate (68 cents per \$100 of assessed valuation in both fiscal years 2014 and 2013) established annually by the Board of Directors, on all of Columbia's assessable real property. The Association's net assessed value is 50% of the State's assessed phased-in cash value subject to a 10% cap; however, the Board of Directors capped the increase at 2.5% for fiscal year 2014 and 2013.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The net assessed value for assessment years beginning July 1 was as follows:

2014	\$ 10,077,166
2013	9,905,127

**Note 7 - Line of Credit**

The Association has available an unsecured line of credit with a bank, which, under a loan agreement, is limited to borrowings of \$45,000. The outstanding note bears interest at the lower of the bank's prime rate or LIBOR plus 95 basis points (0.18 and 0.21% as of January 31, 2014 and 2013, respectively) and is due on demand. Additionally, the note bears an unused commitment fee of 15 basis points on any difference between the preauthorized schedule of the projected outstanding balance and the amount of the credit actually used. The Association had \$20,720 and \$13,750 outstanding under the line of credit as of January 31, 2014 and 2013, respectively.

The Association had \$230 in letters of credit issued through a bank as of January 31, 2014 and 2013, respectively, none of which has been drawn upon.

**Note 8 - Term Debt**

**Senior Secured Bonds**

Senior secured bonds bear interest at annual rates ranging from 9.65% to 11.5%. The weighted average rate as of January 31, 2014 and 2013 was 9.82% and 8.39%, respectively. Such bonds are secured by annual charge revenue and mature at various dates between fiscal years 2014 and 2015. The balance at January 31, 2014 and 2013 was \$2,701 and \$11,373, respectively.

Under the terms of the bond agreements, annual charge revenues are deposited with a trustee under a sinking fund arrangement as security for principal and interest payments.

Aggregate maturities of the Association's senior secured bonds as of January 31, 2014 are as follows:

2015	\$ 2,701
	<hr/>
Total	<u>\$ 2,701</u>

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Capital Lease Obligation**

The cost and accumulated amortization of equipment under capital leases were \$1,112 and \$696, respectively, as of January 31, 2014, and \$837 and \$577, respectively, as of January 31, 2013. As of January 31, 2014, the future minimum annual payments under capital leases are as follows:

2014	\$	24
2015		142
2016		142
2017		70
		<hr/>
Total minimum lease payments		378
Less: amount representing interest		<hr/> (7)
Present value of net minimum lease payments	\$	<hr/> <hr/> 371

**Note 9 - Retirement Benefit Plan**

Substantially all full-time and eligible part-time employees are covered by a defined contribution retirement benefit plan. Contributions are based on 6% of eligible employees' salaries. Previously, employees became fully vested in the plan after seven years of service. Effective April 1, 2007, employees become fully vested after six years of service. Expenses under this plan were \$832 and \$790 for the periods ended January 31, 2014 and 2013, respectively.

**Note 10 - Commitments**

The Association leases certain facilities and equipment under operating leases. Rental expense, exclusive of these costs, was \$543 and \$604 for the periods ended January 31, 2014 and 2013, respectively.

As of January 31, 2014, the Association's total commitment for minimum annual rentals, exclusive of maintenance and other occupancy costs, under noncancellable operating leases are:

# **Columbia Association, Inc.**

## **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

2014	\$	153
2015		878
2016		871
2017		797
2018 and thereafter		<u>7,294</u>
Total	\$	<u>9,993</u>

The lease for the headquarters building includes a rent abatement for the period September 1, 2011 to February 28, 2012 valued at \$249. Accrued abatements of \$88 and \$143 were included in the accrued expenses as of January 31, 2014 and 2013, respectively. The lease for the IT offices also includes rent abatement for the period August 1, 2012 to January 31, 2013 valued at \$10. Accrued abatement of \$6 is included in the accrued expenses as of January 31, 2014. The lease for the new fitness center includes rent abatement for the period March 1, 2014 to February 28, 2015 valued at \$386. The abatements are amortized over the life of the lease and are reflected as a reduction of rent expense as reported in the Statements of Activities.

In 2013, the Association committed \$1,600 to the Inner Arbor Corporation. For the year ended April 30, 2013, the Association recognized an expense in the amount of \$1,600, \$700 of which remains unpaid as of January 31, 2014 and is included in accounts payable and accrued expenses in the Statements of Financial Position.

### **Note 11 - Postretirement Health Care**

The Association sponsors a defined postretirement medical benefit plan that covers both salaried and nonsalaried full-time employees and their spouses or surviving spouses. The postretirement health care plan is contributory. The Association will provide a maximum contribution of \$2.5 to retired employees and their spouses for employees who have 20 or more years of full-time service with the Association and have passed their 60<sup>th</sup> birthday. This contribution will decrease to a maximum of \$1.5 when the retiree reaches age 65. This benefit terminates on the 10<sup>th</sup> anniversary of the benefit commencement date. The employee contributes the remainder of the health care cost.

The following table sets forth the funded status of the Association's postretirement health care benefit plan reconciled to the accrued postretirement benefits cost recognized by the Association as of April 30 :

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

	<u>2013</u>	<u>2012</u>
Reconciliation of benefit obligations		
Obligation at beginning of year	\$ 519	\$ 470
Service cost	26	25
Interest cost	25	27
Actuarial gain	4	-
Benefit payments	<u>(3)</u>	<u>(3)</u>
Obligation at end of year	<u>\$ 571</u>	<u>\$ 519</u>
Amount not recognized in net period postretirement benefit cost:		
Unrecognized prior service credit	\$ (21)	\$ (22)
Unrecognized gain	<u>39</u>	<u>39</u>
Total amount recognized in net periodic postretirement benefit costs	<u>\$ 18</u>	<u>\$ 17</u>
Net periodic postretirement benefit costs include:		
Service cost	\$ 26	\$ 25
Interest cost	25	27
Amortization of unrecognized prior service cost	<u>1</u>	<u>1</u>
Net periodic postretirement benefit cost	<u>\$ 52</u>	<u>\$ 53</u>

The discount rate was 5.6% as of April 30, 2013 and 2012. The gross trend rate for health care coverage is 10.0% grading to 4.6% over five years.

Assumed health care cost trend rates have a significant effect on the amounts reported for the health care plans. A one percent change in assumed health care cost trend rates would have the following effects:



**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

	<u>1% Increase</u>	<u>1% Decrease</u>
Effect on total service and interest cost components of net periodic postretirement health care benefit cost	\$ 8	\$ (7)
Effect on the health care component of the accumulated postretirement benefit obligation	76	(66)

**Note 12 - Significant Estimates**

**Reserve for General Liability Self-insurance**

Under its general liability self-insurance plan, the Association accrues the estimated expense of general liability claims based on claims filed subsequent to year-end and an additional amount for incurred, but not yet reported claims based on prior experience. Accruals for such costs of \$1,527 and \$1,281 are included in accrued expenses as of January 31, 2014 and 2013, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

**Reserve for Workers' Compensation Self-insurance**

Under its workers' compensation self-insurance plan, the Association accrues the estimated expense of workers' compensation claims based on claims filed subsequent to year-end and an additional amount for incurred, but not yet reported claims based on prior experience.

Accruals for such costs of \$1,646 and \$1,793 are included in accrued expenses as of January 31, 2014 and 2013, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

**Note 13 - Concentration of Credit Risk**

The Association maintains its cash balance in several accounts in various banks. At times, these balances may exceed the federal insurance limits; however, the Association has not experienced any losses with respect to its bank balances in excess of government provided insurance. Management believes that no significant concentration of credit risk exists with respect to these cash balances as of January 31, 2014.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 14 - Contingencies**

The Association is periodically a party to various lawsuits, claims and investigations, both actual and potential arising in the normal course of business. Based on internal review and advice of legal counsel, management believes the ultimate outcome of these matters, individually and in the aggregate, will not have a material adverse effect on the Association's financial position or results of operations.



March 10, 2014

To: Members of the Columbia Association Board of Directors

From: Susan Krabbe

Through: Phil Nelson

CC: Jackie Tuma

Subject: Third Quarter FY 2014 Board Report

The Audit Committee will be reviewing the FY 14 Third Quarter Board Report at their March 12, 2014 meeting. We anticipate that the committee members will vote to recommend that the Board of Directors be presented with the FY 14 Third Quarter Board Report at that meeting. Each Board member has received via courier the Board Report. In addition, the link to the Board Report is posted as back-up material to the March 13, 2014 Board meeting, even though they have not yet been reviewed by the Audit Committee. The file is too large to post, and so to access the report on line, go to <http://www.columbiaassociation.org>; select Transparency; CA Budget; then select "FY14 Third Quarter" under Board Reports from the list of financial reports posted.

If you have any questions, please let me know.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: February 27, 2014**

To be approved: March 13, 2014

A meeting of the Columbia Association Board of Directors was held on Thursday, February 27, 2014 at the Columbia Association Building. Present were the Chair, Andy Stack; members Michael Cornell, Cynthia Coyle, Brian Dunn (arrived at 7:25), Alex Hekimian, Nancy McCord, Gregg Schwind, Russ Swatek, and Suzanne Waller. Member Tom O'Connor was absent. Also in attendance were CA President Phil Nelson; Chief Staff Liaisons Jane Dembner and Susan Krabbe; and Governance Chief of Staff Rob Goldman.

**1. CALL TO ORDER:** The Board of Directors Meeting was called to order at 7:00 p.m. by the Chair, Andy Stack.

**2. ANNOUNCEMENT OF CLOSED/SPECIAL MEETINGS HELD/TO BE HELD:** There were no closed meetings held.

**3. APPROVAL OF AGENDA:**

**Action:** Mr. Swatek moved that the agenda be approved. Ms. McCord seconded the motion. Mr. Hekimian then moved to add an item to the BOC agenda to seek nominations for the Inner Arbor Trust board. Ms. Coyle seconded the motion. The motion passed. Vote: 6-2-0.  
For: Messrs. Hekimian, Schwind, and Swatek, and Mses. Coyle, McCord and Waller.  
Against: Messrs. Stack and Cornell.  
Abstain: None.

The agenda was unanimously approved as amended. Vote: 8-0-0.

For: Messrs. Stack, Hekimian, Cornell, Schwind, Swatek and, and Mses. Coyle, McCord, and Waller.

**4. DISCLOSURE OF CONFLICT OF INTEREST:** The chair said no Board member had informed him of any conflicts of interest.

**5. APPROVAL OF MINUTES OF February 20, 2014:** Deferred to March 13, 2014

**6. RESIDENT SPEAKOUT:** There were 14 participants in Resident Speakout:

- (a) Paul Verchinski, CA Senior Advisory Committee, discussed CA advisory committees.
- (b) Jessamine Duvall, Hickory Ridge Village Manager, asked the Board to reconsider its decision to delay funding for a Village Center park.
- (c) Brian England, Howard County Citizens Association, is concerned that developers, CA, and the county are not regulating development in Columbia outside of New Town.
- (d) Rick Levitan, gas station owner, wants the Board to support ZRA 145.
- (e) Eric Stein, owner of Decanter Fine Wines in Hickory Ridge, wants budget funds included for a park in Hickory Ridge.
- (f) Tom Scott, Alliance for a Better Columbia, discussed CA's operating budget.
- (g) Ginger Scott, Wilde Lake, discussed CA's insurance and the Inner Arbor Trust.

- (h) Joan Lancos, Hickory Ridge, opposed cutting funds for the park proposed for the Hickory Ridge Village Center.
- (i) Wahid Zewari, Hickory Ridge, opposed moving funds for the park proposed for the Hickory Ridge Village Center.
- (j) Skye Anderson, Hickory Ridge, supported the Hickory Ridge park.
- (k) Earl Sneeringer, Hickory Ridge resident and member of the Howard County Bocce League, wants funding restored for the Hickory Ridge park.
- (l) Jerry Lioi, Hickory Ridge, wants Hickory Ridge park funding included in the FY 15 budget.
- (m) Mark Holdrege, Hickory Ridge, wants Hickory Ridge park funding in the FY 15 budget.
- (n) Leo Bruette, Owen Brown, chairman of the Columbia Tennis Committee, supports both a new indoor tennis center and the Hickory Ridge park.

Mr. Dunn arrived at 7:25 p.m.

**7. CHAIRMAN'S REMARKS:** There will be a BOC meeting Monday, March 3 at 7:00 pm, and he has sent out a schedule regarding various other meetings during March.

**8: PRESIDENT'S REPORT:** In response to questions from board members, Mr. Nelson and senior staff said:

- The IT advisory committee will begin meeting in March.
- Results of air testing in the Owen Brown bubble will be shared when available.
- Howard Hughes Corporation rebuffed CA when asked to relinquish control of covenants in commercial and industrial areas.

## **9. CHAIRS' REPORTS**

- (a) Board Operations Committee: Meeting will be held on Monday, March 3.
- (b) External Relations Committee: NONE
- (c) Planning and Strategy Committee: Committee Chair Cornell hopes the full board will complete work tonight on the budget.
- (d) Strategic Implementation Committee: NONE

## **10. FINAL DISCUSSION BY THE BOARD OF DIRECTORS – Proposed Draft FY 15 and Conditional FY 16 budgets**

The Board discussed the proposed FY 15 and FY 16 capital budgets recommended by the PSC, as well as staff responses to budget questions submitted earlier by Board members.

## **11. RECOMMENDATIONS FOR BOARD ACTION:**

- (a) Consent Agenda – None
- (b) Recommendation for Action
  - 1. Approve Draft Proposed FY 15 Capital Budget (as amended)**

**Action:** Mr. Stack moved, and Mr. Schwind seconded that \$200,000 budgeted for Sports and Fitness Facilities Upgrades in the FY15 capital budget be used instead for the Hickory Ridge park. Money allocated for the park in FY16 would be moved to Sports and Fitness upgrades for FY 16. The motion passed. Vote: 9-0-0.  
For: Messrs. Stack, Dunn, Hekimian, Cornell, Schwind, Swatek, and Mses. Coyle, McCord, and Waller.

**Action:** The Board approved the revised FY 15 capital budget unanimously. Vote: 9-0-0.  
For: Messrs. Stack, Dunn, Hekimian, Cornell, Schwind, Swatek, and Mses. Coyle, McCord, and Waller.

### **3. Approve Proposed Conditional FY 16 Capital Budget (as amended)**

**Action:** Mr. Cornell moved and Mr. Dunn seconded that CA include \$75,000 in the FY 16 capital budget and consult with the Columbia's 50<sup>th</sup> Birthday Committee to plan a public feature that would include the bells from the original lakefront tower. The motion passed unanimously.

For: Messrs. Stack, Dunn, Hekimian, Cornell, Schwind, Swatek, and Mses. Coyle, McCord, and Waller.

**Action:** Mr. Hekimian moved that \$25,000 per pool be added to the FY16 capital budget to develop plans for upgrading bathrooms at the MacGills Common and Talbott Springs pools. Mr. Swatek seconded. The motion failed. Vote: 3-6-0.

For: Messrs. Swatek and Hekimian and Ms. Coyle

Against: Messrs. Stack, Dunn, Cornell, Schwind, and Mses. McCord, and Waller.

Abstain: None

**Action:** Mr. Stack moved and Mr. Dunn seconded to restore \$250,000 in the FY 16 capital budget for a storefront fitness facility. The motion failed. Vote: 2-7-0.

For: Messrs. Stack and Dunn

Against: Messrs. Hekimian, Cornell, Schwind, and Swatek, and Mses. Coyle, McCord, and Waller.

Abstain: None

**Action:** Mr. Stack moved that the Board approved the revised FY 16 capital budget. The motion passed unanimously. Vote: 9-0-0.

For: Messrs. Stack, Dunn, Hekimian, Cornell, Schwind, Swatek, and Mses. Coyle, McCord, and Waller.

The Board discussed the proposed FY 15 and FY 16 operating budgets recommended by the PSC, as well as staff responses to budget questions submitted earlier by Board members.

### **2. Approve Draft Proposed FY 15 Operating Budget (as amended)**

### **4. Approve Proposed Conditional FY 16 Operating Budget (as amended)**

**Action:** Mr. Cornell moved and Ms. Coyle seconded that CA employees get annual performance increases in FY 15 on a sliding scale, starting with up to 5% for the lowest-paid employees and up to 1.5% for the highest-paid employees. The motion passed. Vote: 8-0-1.

For: Messrs. Stack, Dunn, Hekimian, Cornell, Schwind, Swatek and, and Mses. Coyle, McCord, and Waller

Against: None

Abstain: Mr. Dunn

**Action:** Mr. Swatek moved and Mr. Schwind seconded that CA's salary bonus program be eliminated beginning FY 15. The motion died. Vote: 4-4-0.

For: Messrs. Hekimian, Schwind, Swatek and Ms. Coyle  
Against: Messrs. Stack, Cornell, and Mses. McCord and Waller.  
Abstain: None

**Action:** Mr. Cornell moved and Ms. Waller seconded that \$372,000 for performance increases and bonuses remain in place in for FY15 and FY16 while staff studies potential changes to performance incentives in FY16. Motion died. Vote: 3-5-1.  
For: Messrs. Stack and Cornell and Ms. Waller  
Against: Messrs. Hekimian, Schwind, and Swatek, and Mses. Coyle, and McCord  
Abstain: Mr. Dunn

**Action:** Mr. Swatek moved and Mr. Schwind seconded that total funding available in FY15 for performance bonuses be \$186,000 in FY15 and \$0 in FY16. Motion died. Vote: 3-3-2.  
For: Messrs. Swatek, Hekimian, and Schwind.  
Against: Ms. Waller and Messrs. Cornell and Stack  
Abstain: Mr. Dunn and Ms. Coyle

**Action:** Mr. Hekimian moved and Mr. Schwind seconded that CA give a financial benefit to both staff and Columbia property owners annually for better-than-expected financial years. The motion failed. Vote: 1-8-0  
For: Mr. Hekimian  
Against: Messrs. Stack , Cornell, Dunn, Schwind, and Swatek, and Mses. Coyle, McCord, and Waller.  
Abstain: None

**Action:** The Board approved the revised FY 15 and 16 operating budgets. Vote: 6-3-0.  
For: Messrs. Stack, Dunn, Cornell, and Mses. Coyle, McCord, and Waller.  
Against: Messrs. Swatek, Hekimian and Schwind  
Abstain: None

## 12. SPECIAL TOPICS AND PRESENTATIONS – None

## 13. COMMITTEE AGENDAS (the chair re-ordered the following agenda items)

### (b) Strategic Implementation Committee

#### 1. Discussion

#### (b) Verizon Land Lease Agreement Requests:

Open Space Management Director Daniel D’Amore, along with Chris Blackburn and Harold Bernadzikowski of Network Building and Consulting, discussed two long-term land lease agreements requested by Verizon. One would be to install monopole communications towers and equipment shelter(s) at the RV park. The other would be to install an equipment shelter enclosure at the base of an existing BGE tower in Oakland Mills.

#### (a) Presentation on the Budget Performance Element

Anne Brinker, CA's Director of Strategic Organizational Planning, shared an online resource that provides a look at CA’s revenue sources, expenses, and the major community trends taken into consideration during the development of the FY15 and Conditional FY16 Budgets. Through the use of interactive charts, videos clips, and

192 whiteboard illustrations, this tool offers a new way to understand how CA uses the  
193 budgets to both serve the Columbia community today and make decisions that  
194 support CA's long term capacity to serve the community.  
195

196 (c) Board Operations Committee (postponed until March 6, 2014)

197 1. Discussion

198 (a) Report from BOC Sub-committee on Advisory Committees

199 (b) Inner Arbor Board candidates  
200

201 **14. TRACKING FORMS** (skipped)

202 (a) Tracking Form for Board Requests

203 (b) Tracking Form for Resident Requests  
204

205 **15. TALKING POINTS:** Recording Secretary Valerie Montague will send Janet Loughran the  
206 Talking Points for the unfinished meeting.  
207

208 **16. ADJOURNMENT:** Due to the lateness of the hour, Mr. Stack suspended the Board of  
209 Directors Meeting at 11:15 p.m. The meeting will resume on March 6.  
210

211 Respectfully submitted,

212 Valerie Montague

213 Recording Secretary



***DRAFT***  
**Minutes of the**  
**Board of Directors Meeting**  
**February 20, 2014**

To be approved: March 13, 2014

A meeting of the Columbia Association Board of Directors was held on February 20, 2013, at 7:05 p.m. at the Columbia Association building. Present were the Chair, Andy Stack, and members Tom O'Connor, Suzanne Waller, Russ Swatek, Michael Cornell, and Alex Hekimian. Nancy McCord and Cynthia A.S.H. Coyle joined the meeting by telephone. Greg Schwind joined the meeting at 7:11 p.m. and Ms. Coyle joined the meeting in person at 8:22 p.m. Chief Staff Liaisons present were Susan Krabbe and Jane Dembner, as was Governance Chief of Staff Rob Goldman.

**2. Announcement of Closed/Special Meetings Held/to be Held** There were three closed meetings or special meetings held.

- (a) The Architectural Resource Committee held a closed meeting at CA headquarters on Monday, January 13, 2014. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4) (iv), consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The vote to close was 3-0-0, with members Michelle Miller, Michael Shaw, and Maryann Cohea all voting for closure. The meeting was closed from 1:15 p.m. until 1:30 p.m. Other persons present include Ingrid Hatz, Debbie Nix, Laura Parrish, Debbie Bach, Anne Kulesza, Karen Turcan, and Dale Wasmus.
- (b) The Presidential Pre-Selection Committee held a closed meeting at CA headquarters on Tuesday, January 28, 2014. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4) (i), discussion of matters pertaining to employees and personnel. The vote to close was 7-0-0, with members Andy Stack, Michael Cornell, Gregg Schwind, Jim Young, Ed Berman, Nat Alston, and Cynthia A.S.H. Coyle all voting for closure. The meeting was closed from 7:30 p.m. until 9:33 p.m.
- (c) The Architectural Resource Committee held a closed meeting at CA headquarters on Monday, February 10, 2014. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4) (iv), consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The vote to close was 3-0-0, with members Michelle Miller, Michael Shaw, and Eva Lambright all voting for closure. The meeting was closed from 1:05 p.m. until 2:00 p.m. Other persons present include Ingrid Hatz, Debbie Nix, Carole MacPhee, Laura Parrish, Debbie Bach, Gordon MacPhee, Pat Loeber, Anne Kulesza, Karen Turcan, Dale Wasmus, Sheri Fanaroff, and Carl McKinney.

45 **3. Approval of the Agenda**

46 **Action:** Ms. Waller moved to approve the agenda and Mr. O'Connor seconded. Mr. Swatek  
47 moved to have item 12.(a)1.(e), the Compensation Study, removed from the agenda and put on  
48 an agenda in the next fiscal year. Ms. McCord seconded. Mr. Stack called the question, and  
49 the amended agenda was approved unanimously as presented.

50 Vote: 8-0-0

51 For: Mses. Waller, Coyle, and McCord; and Messrs. Stack, Cornell, O'Connor,  
52 Hekimian, and Swatek

53 Against: None

54 Abstain: None

55  
56 **4. Disclosure of Conflicts of Interest** The Chair stated that there are no known conflicts.

57  
58 **5. Approval of the Minutes**

59 **January 23, 2014**

60 **Action:** Ms. Waller moved to approve the minutes of January 23, 2014, and Mr. O'Connor  
61 seconded. The minutes were approved as presented.

62 Vote: 7-0-1

63 For: Ms. Coyle and Ms. Waller; and Messrs. Stack, Cornell, O'Connor, Hekimian,  
64 and Swatek

65 Against: None

66 Abstain: Ms. McCord (she was not at that meeting)

67  
68 **6. Resident Speakout** There were eight participants in Resident Speakout.

69 (a) Paul Verchinski of Oakland Mills spoke about Whiting-Turner as a general contractor for  
70 Haven on the Lake.

71  
72 Gregg Schwind arrived at 7:11 p.m.

73  
74 (b) Benjamin Costello of Oakland Mills spoke about the enclosure of an outdoor pool. [A  
75 significant number of people in the audience were present to support the funding of  
76 enclosing an outdoor pool.]

77 (c) Alan Klein of Harper's Choice spoke as the representative of the Coalition for Columbia's  
78 Downtown about the proposed development of Symphony Woods.

79 (d) Gunther Gottfeld of Harper's Choice spoke about making the necessary improvements to  
80 Faulkner Ridge Pool and continuing to offer the discounted price to those using the five  
81 under-utilized neighborhood pools.

82 (e) Dick Boulton of Dorsey's Search spoke about the proposed plan for Symphony Woods.

83 (f) Roslyn Zinner of Long Reach spoke on behalf of the Columbia Aquatics Advisory  
84 Committee about the indoor pool project.

85 (g) Shadi Alagheband and her young son, Kian Mbi (h) of River Hill spoke about the 2015  
86 Master Aquatics Plan and funding the proposed indoor pool.

88 **7. Chairman's Remarks** The Chair thanked the CA personnel for their efforts in snow removal.  
89 He stated he had testified on Tuesday evening before the County Council on the dog park. He  
90 has been told that the County will grant an easement for the Cradlerock underpass to allow CA  
91 to repair the pathway and tunnel. Also, the intent of the County to declare Long Reach Village  
92 Center a blighted area drew a lot of people to testify at that same hearing.  
93 The Chair stated that also on Tuesday, he participated in another Excite! Columbia class in  
94 which he gave an overview of the CA Board and Committees, and the Villages. He reminded  
95 the Board that the next Board meeting will be held on February 27 at 7:00 p.m., and the BOC  
96 meeting will be on March 3.

97  
98 **8. President's Remarks; Follow-up Questions from Board Members** The President was not in  
99 attendance. Mr. Hekimian asked under what authority the name of Symphony Woods Park was  
100 changed to Merriweather Park. He also asked when the IT Advisory Committee would be  
101 meeting.  
102

103 **9. Committee Chairs' Reports** None of the committee chairs had reports for the Board.  
104

105 **10. Recommendations for Board Action**

106 (a) **Consent Agenda** There were none.

107 (b) **Recommendations for Action** There were none.  
108

109 **11. Special Topics and Presentations** There were none.  
110

111 **12. Committee Agendas**

112 (a) **Strategic Implementation Committee**

113 **1. Discussion**

114 (a) **Haven on the Lake Update** Rob Goldman gave an update on Haven on the  
115 Lake, which included information on the status of hiring a general manager and  
116 the finalization of the schedule of mind-body classes. He said there would be a  
117 public presentation on Saturday, March 1, 2014, at Oakland from 11:00-2:00, and  
118 the sales information center will be opening in a few weeks in the American  
119 Cities building parking lot. He then introduced Stuart Rehr of GVA Architecture  
120 Interior Design who explained the specific uses of the space.

121 (b) **Purchasing Exception Request—Haven on the Lake (2<sup>nd</sup> Reading)** Dennis  
122 Mattey gave an update on discussions with The Whiting-Turner Contracting  
123 Company and discussed the reasons for requesting a purchasing exception.

124 **Action:** Mr. O'Connor moved to allow the exception. There was no second.

125 **Action:** Mr. Hekimian moved to require the regular purchasing process be used.  
126 Mr. O'Connor seconded. The motion was moved to the Board without a  
127 recommendation.  
128

129 Cynthia A.S.H. Coyle arrived at the meeting at 8:22 p.m.  
130

131                   Vote: 1-1-0  
132                   For:       Mr. Hekimian  
133                   Against: Mr. O'Connor  
134                   Abstain: None

135                   (c) **Easement Request from Howard County for a Water and Sewer Extension to**  
136                   **Blandair Park and the Spring House Creek Stream Restoration**

137                   Jane Dembner introduced Joshua Gliptis from Howard County Bureau of  
138                   Engineering who answered questions the Board had raised at an earlier meeting.

139                   **Action:** Mr. O'Connor moved that the committee recommend to the Board that it  
140                   grant an easement to Howard County for a water and sewer extension to Blandair  
141                   Park and the Spring House Creek stream restoration, and Mr. Hekimian seconded.  
142                   The motion passed unanimously.

143                   Vote: 2-0-0  
144                   For:       Messrs. Hekimian and O'Connor  
145                   Against: None  
146                   Abstain: None

147                   (d) **Easement Request from Howard County for Traffic Circle at the**  
148                   **Intersection of Oakland Mills Road and Old Montgomery Road near**  
149                   **Blandair Park**

150                   Jane Dembner introduced Mark Kovach from Howard County Bureau of  
151                   Engineering who discussed the project with the Board members.

152                   **Action:** Mr. O'Connor moved that the committee recommend to the Board that it  
153                   grant an easement to Howard County for a traffic circle at the intersection of  
154                   Oakland Mills Road and Old Montgomery Road near Blandair Park. Mr.  
155                   Hekimian seconded, and the motion passed unanimously.

156                   Vote: 2-0-0  
157                   For:       Messrs. O'Connor and Hekimian  
158                   Against: None  
159                   Abstain: None

160                   \* \* \* \* \*

161                   The Chair asked the Board for a vote on waiving the rules to immediately consider the SIC's  
162                   recommendations.

163                   **Action:** Mr. O'Connor moved that the Board approve the two easements, and Mr. Schwind  
164                   seconded. The motion passed.

165                   Vote: 8-0-1  
166                   For:       Ms. Coyle and Ms. Waller; and Messrs. Stack, Cornell, O'Connor, Hekimian,  
167                   Swatek and Schwind  
168                   Against: None  
169                   Abstain: Ms. McCord

170                   **Action:** Mr. O'Connor moved to waive the three reading rule to allow a vote on the purchasing  
171                   exception. Mr. Schwind seconded. The motion passed.

172                   Vote: 8-0-1  
173                   For:       Ms. Coyle and Ms. Waller; and Messrs. Stack, Cornell, O'Connor, Hekimian,  
174                   Swatek and Schwind

175       Against: None  
176       Abstain: Ms. McCord  
177   **Action:** The Board voted on the motion brought forward from the Strategic Implementation  
178   Committee to require the regular purchasing process be used for the Haven on the Lake project.  
179   The motion failed.  
180   Vote: 1-6-2  
181       For:       Mr. Hekimian  
182       Against: Ms. Coyle and Ms. Waller; and Messrs. Stack, Cornell, O'Connor, and Schwind  
183       Abstain: Ms. McCord and Mr. Swatek

184   **Action:** Mr. Schwind moved that the Board approve the purchasing exception to allow a sole  
185   source contract with The Whiting-Turner Contracting Company, and Mr. Cornell seconded.  
186   Vote: 6-1-2  
187       For:       Ms. Coyle and Ms. Waller; and Messrs. Stack, Cornell, O'Connor, and Schwind  
188       Against: Mr. Hekimian  
189       Abstain: Ms. McCord and Mr. Swatek

190   \* \* \* \* \*

191       **(b) Planning and Strategy Committee**

192       **1. PSC Hosts Budget Work Session on the Proposed Draft of the FY 2015 and**  
193       **FY 2016 Operating Budgets** The Board discussed the proposed draft of the FY  
194       2015 and FY 2016 operating budgets.

195       **Action:** Ms. Coyle moved that the Planning and Strategy Committee move capital  
196       funds in the FY 2015 budget for digital signage (\$100,000), the Hickory Ridge Village  
197       Center Park (\$200,000), and sports and fitness equipment upgrades (\$50,000) to FY  
198       2016, and move funds in the FY 2016 budget for the architectural and engineering for  
199       the indoor tennis courts at SportsPark (\$350,000) to the FY 2015 budget. Mr. Cornell  
200       seconded. The motion passed.

201       Vote: 2-1-0

202               For:       Ms. Coyle and Mr. Cornell  
203               Against: Mr. Schwind  
204               Abstain: None

205       **Action:** Ms. Coyle moved that the PSC approve the staff recommendation to fund the  
206       golf turnhouse with \$300,000 from FY 2015 Category III golf projects., and Mr.  
207       Schwind seconded. The motion passed unanimously.

208       Vote: 3-0-0

209               For:       Ms. Coyle, and Messrs. Cornell and Schwind  
210               Against: None  
211               Abstain: None

212       **Action:** Mr. Schwind moved that the PSC remove \$100,000 for the freestanding  
213       storefront fitness project from the FY 2016 budget, and Ms. Coyle seconded. The  
214       motion passed.

215       Vote: 2-1-0

216               For:       Ms. Coyle and Mr. Schwind  
217               Against: Mr. Cornell  
218               Abstain: None

**Action:** Ms. Coyle moved that the amended Capital Budget be moved to the full Board for consideration, and Mr. Schwind seconded. The motion passed unanimously.  
Vote: 3-0-0

For: Ms. Coyle, and Messrs. Cornell and Schwind  
Against: None  
Abstain: None

## **2. Discussion**

### **(a) Formulate and Approve Recommendations to the BoD re: Proposed Draft FY 2015 and Conditional FY 2016 Budgets (capital and operating), and Annual Charge and Other Rates**

**Action:** Ms. Coyle moved to cap the annual merit increase to 1.5%, and Mr. Schwind seconded. The motion passed.

Vote: 2-1-0

For: Ms. Coyle and Mr. Schwind  
Against: Mr. Cornell  
Abstain: None

**Action:** Mr. Schwind moved to keep the annual performance funds for the 2015 and 2016 budgets at the 2014 limit, and Ms. Coyle seconded. The motion passed.

Vote: 2-1-0

For: Ms. Coyle and Mr. Schwind  
Against: Mr. Cornell  
Abstain: None

**Action:** Mr. Schwind made a motion to move the Operating Budget to the Board for its consideration, and Ms. Coyle seconded. The motion passed.

Vote: 2-0-1

For: Messrs. Cornell and Schwind  
Against: None  
Abstain: Ms. Coyle

### **(b) Committee Tracking Form** There was nothing to add.

At 11:07 p.m., Ms. Coyle moved that the meeting be extended until 11:15 p.m., and Mr. Cornell seconded. There was no objection to the motion.

## **13. Tracking Forms**

**(a) Tracking Form for Board Requests** There was nothing to add.

**(b) Tracking Form for Resident Requests** There was nothing to add.

**14. Talking Points** The Recording Secretary, Erin Gilland Roby, read the Talking Points.

## **15. Adjournment**

Hearing no objection, the Chair adjourned the meeting at 11:14 p.m.

Respectfully submitted,  
Erin Gilland Roby  
Recording Secretary



March 7, 2014

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

From: Andrew Stack, Board Chair

**The Columbia Association Board of Directors Meeting will be held on Thursday, March 13, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.**

**AGENDA**

- |  |                |
|--|----------------|
| 1. Call to Order (Announce 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. Approval of Minutes <b>February 20, 2014</b> <b>February 27, 2014</b> | 5 min.         |
| 6. Resident Speakout   | 15 min.        |
| 7. Chairman's Remarks  | 3 min.         |
| 8. President's Remarks; Follow-Up Questions from the Board Members       | 10 min.        |
| 9. Committee Chairs' Reports   | <b>20 min.</b> |
| (a) Board Operations Committee   | (4 min.)       |
| (b) External Relations Committee   | (4 min.)       |
| (c) Planning and Strategy Committee                                      | (4 min.)       |
| (d) Strategic Implementation Committee                                   | (4 min.)       |
| (e) Audit Committee  | (4 min.)       |
| 10. Reports  | <b>10 min.</b> |
| (a) FY 14 3 <sup>rd</sup> Quarter Board Report                           | (5 min.)       |
| (b) FY 14 3 <sup>rd</sup> Quarter Financial Statements                   | (5 min.)       |
| 11. Special Topics and Presentations - None                              |                |
| 12. Committee Agendas  |                |
| (a) Planning and Strategy Committee                                      | <b>62 min.</b> |
| 1. Discussion  |                |
| (a) Discussion of Plan for Serving the Older Adult Community             | (60 min.)      |
| (b) Committee Tracking Form  | (2 min.)       |

- |   |                |
|---|----------------|
| (b) Strategic Implementation Committee  | <b>30 min.</b> |
| 1. Discussion   |                |
| (a) SHA Easement Request – Old Columbia Road (2nd Discussion)   | (5 min.)       |
| (b) SHA Easement Request – Gales Lane (1 <sup>st</sup> Discussion)  | (5 min.)       |
| (c) Howard Hughes Corporation Easement Request – New Traffic Light Cabling-Whole Foods and Haven on the Lake (1 <sup>st</sup> Discussion) | (5 min.)       |
| (d) Verizon Easement Request – New Cell Tower at RV Park (2 <sup>nd</sup> Discussion)   | (5 min.)       |
| (e) Renaming of CA Property   | (10 min.)      |
| 13. Recommendations for Board Action  | <b>10 min.</b> |
| (a) Consent Agenda – None   |                |
| (b) Recommendations for Action  |                |
| 1. <i>Approval of SHA Easement Request – Old Columbia Road (pending results of SIC discussion)</i>  | (5 min.)       |
| 2. <i>Approval of Verizon Easement Request – New Cell Tower at RV Park (pending results of SIC discussion)</i>                            | (5 min.)       |
| 14. Tracking Forms  | 5 min.         |
| (a) Tracking Form for Board Requests  |                |
| (b) Tracking Form for Resident Requests   |                |
| 15. Talking Points  | 2 min.         |
| 16. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately 10:30 p.m.)   |                |
| 17. <b>Closed Meeting of the Board of Directors follows adjournment of the Open Board of Directors Meeting</b>                            |                |

**Next Board Meeting: Thursday, March 27, 2014**

**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.



Resident Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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	1	Tom and Virginia Scott	Comprehensive inventory of all Open Space lots and easements	7/12/2012	Open Space	6/28/2013	6/27/2013
3	2	Ed Coleman	Would like the date that the CA conflict of interest and Board responsibility forms are distributed to CA Board Members and the date each completed form is received by CA.	5/24/2013	General Counsel	7/25/2013	Forms distributed on 7/25/13. Resident will be notified when all are received.
4	3	Tom Scott	Unfilled-in Performance Appraisal forms for each individual employee, by name and job title, in Hay grades H, I, J, K who was employed for all or part of FY 2009, as well as the President.	6/11/2013	Office of the President	7/11/2013	6/26/2013
5	4	Tom Scott	Questions re: CA's granting of easements in Symphony Woods to the Inner Arbor Trust	8/16/2013	Office of the President	9/16/2013	8/20/2013
6	5	James Howard	Would like a copy of the current financial and bond covenant ratios	8/19/2013	CFO's Office	9/19/2013	8/19/2013
7	6	Tim Passalacqua	Owns property in Columbia and pays the assessment, but cannot get the resident rate for CA membership.	8/30/2013	Membership Services	9/30/2013	9/13/2013

Resident Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
8	7	Tom and Ginger Scott	Would like to receive copies of any agreements, commitments, grants, or contracts between the Columbia Association and the Inner Arbor Trust	11/6/2013	President's Office	12/6/2013	12/5/2013
9	8	Tom Scott	Would like to obtain a copy of the Pro Forma or any other financial analysis projecting the performance of the proposed Wellness facility.	11/8/2013	CFO's Office	12/8/2013	11/20/2013
10	9	James Howard	Please provide the following data from FY 2000 through FY 2013: annual debt service; annual revenues; total debt; assessed value; population; per capita income	1/27/2014	CFO's Office	2/27/2014	2/10/2014
11	10						
12	11						
13	12						
14	13						
15	14						
16	15						
17	16						
18	17						
19	18						
20	19						
21	20						
22	21						
23	22						

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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	1	Russ Swatek	Please provide copies of confidential memoranda from the CA General Counsel for the past two years.	5/10/2013	General Counsel	6/10/2013	6/6/2013
3	2	Nancy McCord	Please provide copies of the minutes from closed meetings for the past two years.	5/10/2013	President's Office	6/10/2013	5/29/2013
4	3	FY 14 BOD	Please ask the General Counsel to provide a memorandum clarifying Board Member indemnification.	5/11/2013	General Counsel	6/11/2013	5/29/2013
5	4	Nancy McCord	Please provide hard copies of by-laws and procedures.	5/11/2013	President's Office	6/11/2013	6/11/2013
6	5a	Alex Hekimian	What progress is being made in the current FY 2014 budget to give...priority to and to correct the most serious deficiencies at the outdoor pools, specifically for infrastructure components rates 1 (very poor) and 2 (poor) in the staff's Outdoor Pools Condition Assessment	5/23/2013	Sport and Fitness	6/23/2013	6/21/2013
7	5b	Alex Hekimian	...What authority, if any, do the Covenants give CA to allow non-residents to use CA's Community Facilities?	5/23/2013	General Counsel	6/23/2013	6/20/2013

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
8	5c	Alex Hekimian	...What authority, if any, do the Covenants give CA to allow conveyance of CA land to a private corporation?	5/23/2013	General Counsel	6/23/2013	6/20/2013
9	5d	Alex Hekimian	Since CA will continue to own the Symphony Woods property and...is responsible for submitting the SDP for Phase 1 of the Inner Arbor Plan to the County Planning Board, what is the approximate timeline for CA to hold the pre-submittal meeting with the Public and for CA Board approval of the proposed SDP submission?	5/23/2013	General Counsel	6/23/2013	6/20/2013
10	6	Gregg Schwind	I noted the blurb on new HOA legislation in Mary Kay (Sigaty's) newsletter. I understand from the CA website that we supported the legislation, but with an amendment. I'm not sure what the amendment was. . Did the final bill include the amendment we wanted, and is the legislation a problem for us and the villages?	6/21/2013	General Counsel	7/21/2013	6/26/2013

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
11	7a	Russ Swatek	Wellness Update and Staff Report - What partnering entities have been contacted?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
12	7b	Russ Swatek	Wellness Update and Staff Report - Status of any arrangements?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
13	7c	Russ Swatek	Wellness Update and Staff Report - Any staff recommendations for current/future ERC action?	7/1/2013	Community Health Sustainability/ Operations	7/24/2013	7/24/2013
14	8	Alex Hekimian	What is the schedule for when the CA Board will review and vote on the first Easement and Easement Agreement for the Inner Arbor Trust before CA grants that easement for the use of certain Symphony Woods property?	7/17/2013	President's Office/ General Counsel	11/1/2013	11/21/2013
15	9	Nancy McCord	Please provide a report on the number of incidents at CA facilities	7/29/2013	Operations	8/29/2013	8/22/2013
16	10	Alex Hekimian	When can he expect a response to questions posed to John McCoy and John Herdson re: maintenance of streams in several locations and a possible meeting to discuss a spraypad for the Talbott Springs pool?	8/6/2013	President's Office	9/6/2013	8/29/2013

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
17	11	Cynthia Coyle	Concern expressed by a Columbia property owner who pays the assessment fee but cannot obtain resident rates for a CA membership.	8/30/2013	Membership Services	9/30/2013	9/13/2013
18	12a	Suzanne Waller	Does BGE pay CA for the easements CA has given them?	10/13/2013	President's Office	11/13/2013	12/2/2013
19	12b	Suzanne Waller	Are there other entities to whom CA has given easements for which CA gets remuneration?	10/13/2013	President's Office	11/13/2013	12/2/2013
20	12c	Suzanne Waller	Since the Inner Arbor Trust is a 501(c)(3), can it be assumed that it can, or cannot, receive remuneration for granting an easement? OR do we, as CA, receive ongoing remuneration for the easement?	10/13/2013	President's Office	11/13/2013	12/2/2013
21	12d	Suzanne Waller	Will the owners of the establishments in the Inner Arbor/Symphony Woods turn a profit? And, if so, does a portion of the profit return to the Trust, or CA, for the easement rights?	10/13/2013	President's Office	11/13/2013	12/2/2013

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
22	12e	Suzanne Waller	When CA enters into partnerships with the County, developers, etc., how is it determined who owns what portion of any project? And should we or they want to pull out of a joint project in the future, do we have the rights to sell our portion? Do they? Is there a distinction between public and private partnerships in CA's case?	10/13/2013	President's Office	11/13/2013	12/2/2013
23	13	Russ Swatek	Please make available an accounting for the expenditures for the October 17, 2013 Stakeholders Social Evening to include catering, staff person-hours preparing for the dinner, staff person-hours attending the dinner, and any other pertinent costs.	10/21/2013	Chief Staff Liaison- External Relations Committee	11/21/2013	11/22/2013
24	14	Russ Swatek	Has a policy been developed to address annexation of residences that have been, or are being, built on CA-assessed property that are not being annexed by a Village? If the policy has been developed, please send him a copy.	10/28/2013	President's Office/ General Counsel	11/28/2013	12/2/2013

Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
25	15	Russ Swatek	Re: Upcoming New Town zoning discussions. What is the current state and extent of any CA discussions with County entities regarding this topic including consideration of a new "gatekeeper" role? When will the content and direction of any discussions be presented to the CA Board?	11/12/2013	Community Building and Open Space	12/12/2013	12/4/2013
26	16	Russ Swatek	Please send him a copy of the License Agreement dated July 2, 2013 by and between Grantor (CA) and Merriweather Owner and the Lease Agreement dated May 30, 2012 by and between Grantor (CA) and the Merriweather Operator.	11/21/2013	President's Office/General Counsel/Open Space	12/21/2013	12/19/2013
27	17	Gregg Schwind	Please include an update on the Hobbits Glen Club House project and the Haven on the Lake project in the President's Report for the 1-23-14 Board meeting.	12/12/2013	CFO's Office	1/23/2014	1/23/2014
28	18	Michael Cornell	Better solution for calling in to Board meetings	2/20/2014	IT	8/20/2014	
29	19	Michael Cornell	Full Compensation Study	2/20/2014	HR	8/20/2014	



Board Request Tracking Log  
FY 14  
As of March 7, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<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>
30	20	Alex Hekimian	Under what authority did the Inner Arbor Trust change the name of Symphony Woods Park to Merriweather Park?	2/20/2014	President's Office	3/20/2014	
31	21	Alex Hekimian	When is the first meeting of the IT Advisory Committee?	2/20/2014	President's Office	3/20/2014	



TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: Verizon Land Lease Agreement Requests

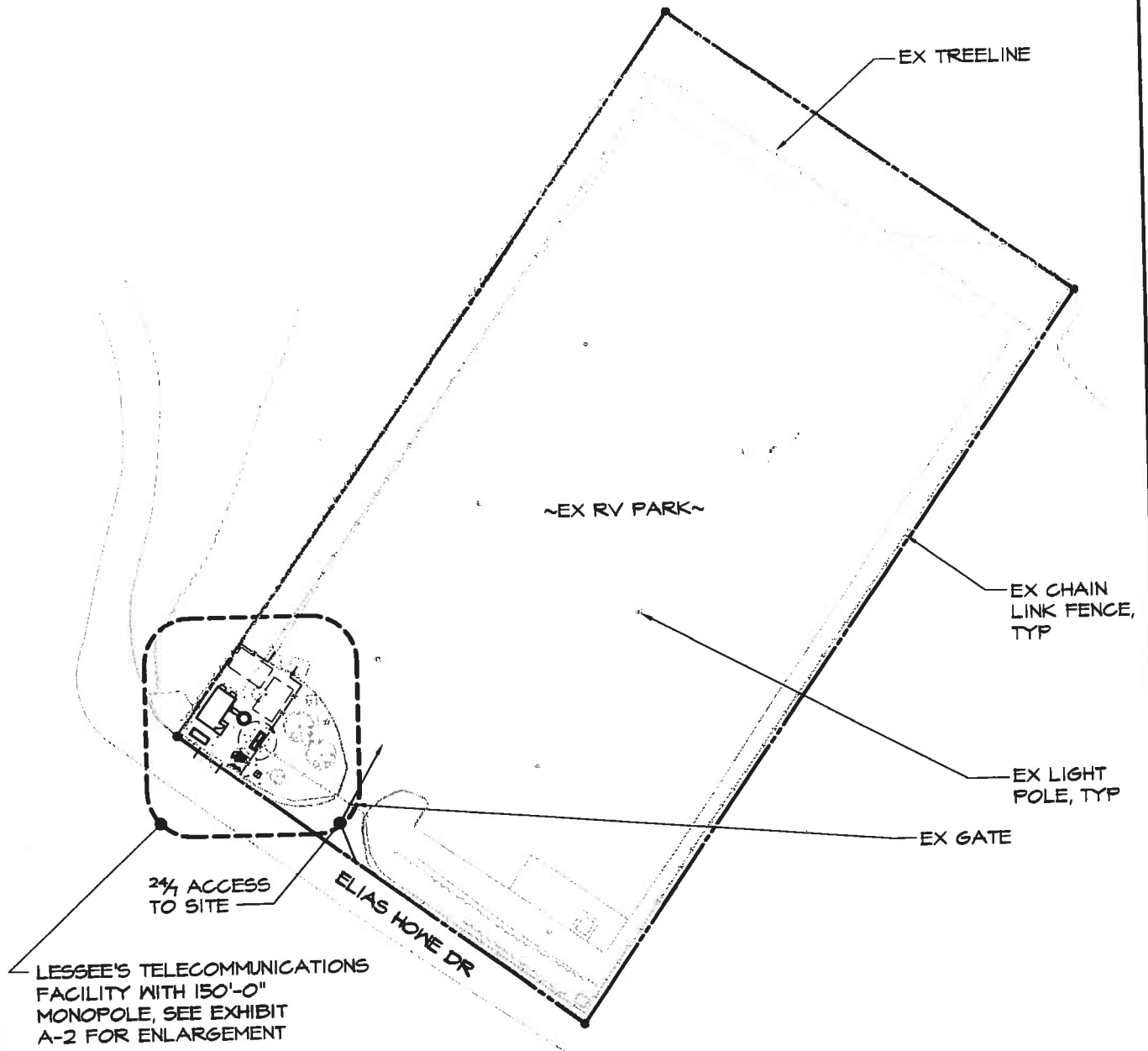
DATE: February 20, 2014

Verizon is requesting two long term land lease agreements, one at the RV Park and one in Oakland Mills.

At the RV Park site, Verizon would like to install a 150-foot tower ("monopole"), equipment shelter(s) and related equipment inside a 38-foot by 56-foot fenced enclosure. Please refer to the attached exhibits (A-1, A-2 and A-3) for details about the proposed monopole, shelters and other equipment. The final exhibit is a Notice of Completion from the HRD Architectural Review Committee in regards to this proposed project.

At the Oakland Mills site, Verizon is requesting an equipment shelter enclosure at the base of an existing BGE tower.

# EXHIBIT A-1



**PRELIMINARY  
FOR REVIEW ONLY**

## SITE PLAN

SCALE: 1" = 80'



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

## SOLAR WALK

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE:

AS NOTED

DATE:

02/07/13

DRAWN BY:

CJS

DESIGN BY:

RJD

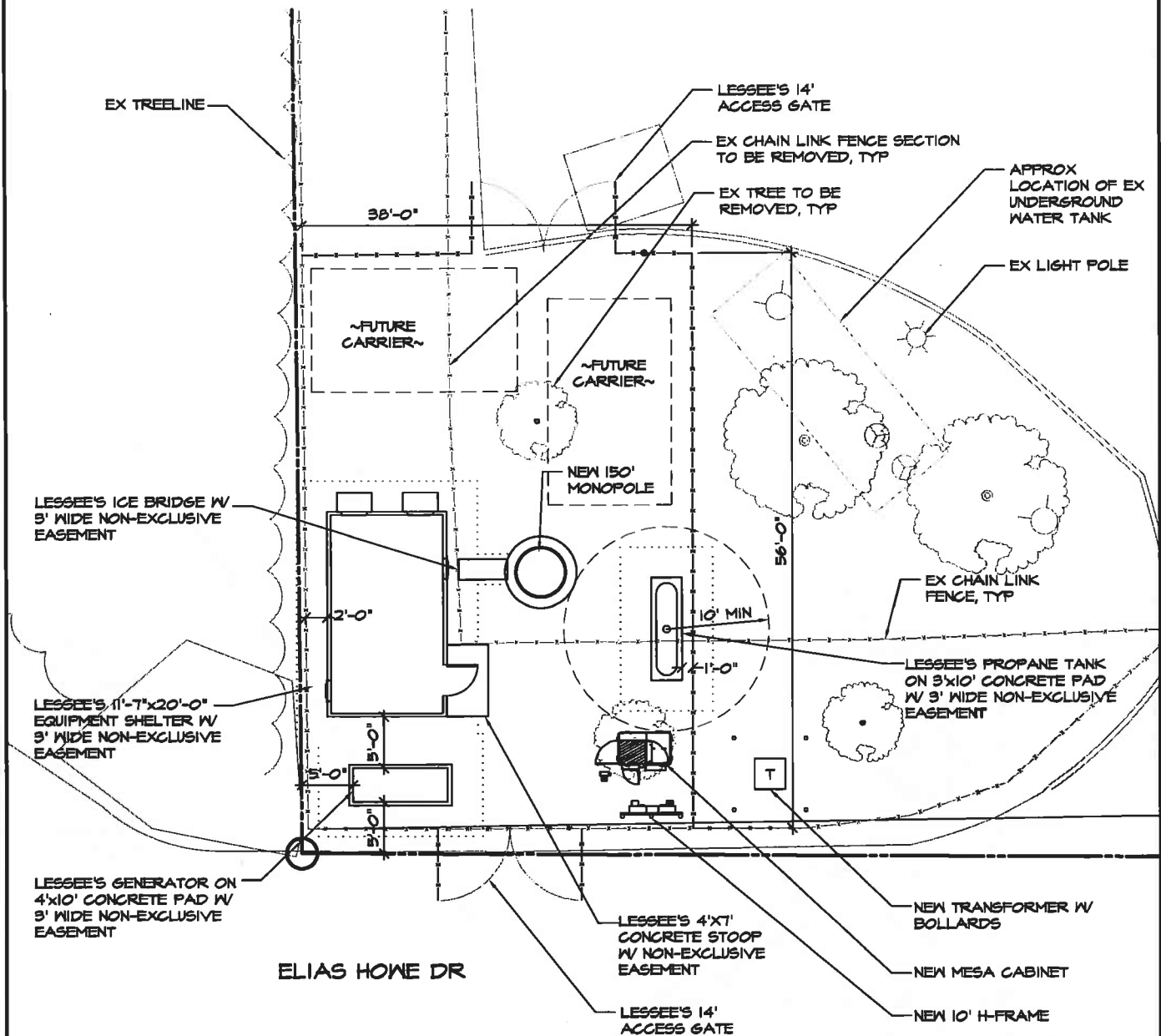
REVIEW BY:

BES

JOB NO.:

10427.1107

## EXHIBIT A-2



**PRELIMINARY  
FOR REVIEW ONLY**

## COMPOUND LAYOUT

SCALE: 1" = 15'



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

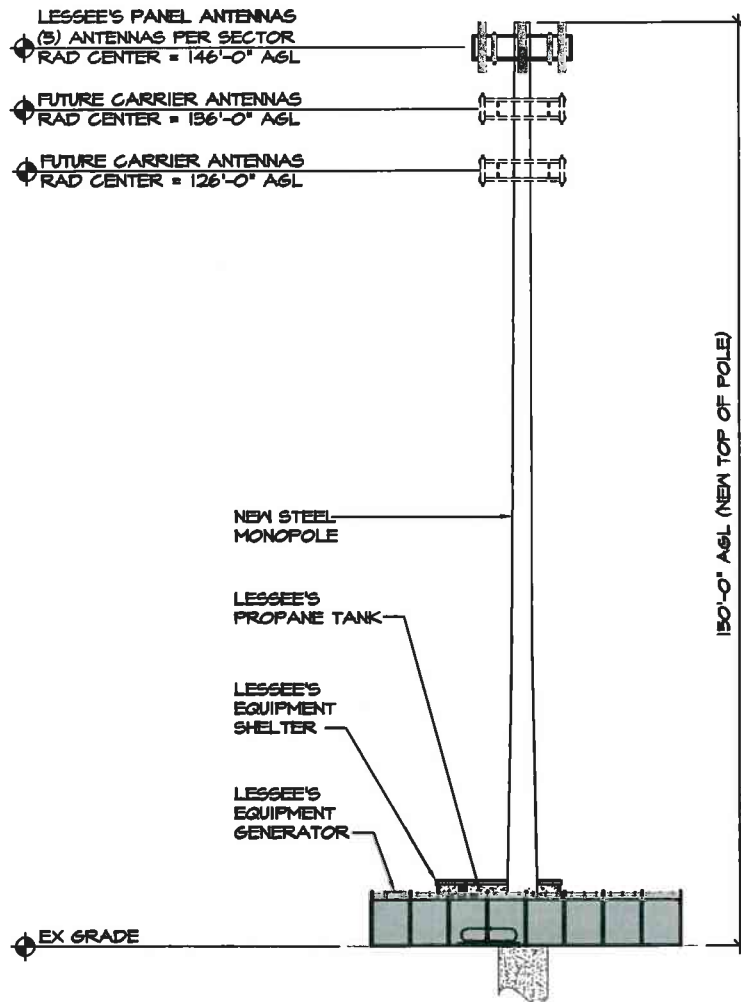
1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

## SOLAR WALK

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE: AS NOTED	DATE: 02/07/13	DRAWN BY: CJS	DESIGN BY: RJD	REVIEW BY: BES	JOB NO.: 10427.1107
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## EXHIBIT A-3



**PRELIMINARY  
FOR REVIEW ONLY**

### POLE ELEVATION

SCALE: NTS



**MORRIS & RITCHIE ASSOCIATES, INC.**  
ENGINEERS, PLANNERS, SURVEYORS AND LANDSCAPE ARCHITECTS

1220-C East Joppa Road, Suite 505  
Towson, Maryland 21286  
(410) 821-1690  
Fax (410) 821-1748

### SOLAR WALK

**8711 ELIAS HOWE DRIVE  
COLUMBIA, MARYLAND 21045  
HOWARD COUNTY**

SCALE:	AS NOTED	DATE:	02/07/13	DRAWN BY:	CJS	DESIGN BY:	RJD	REVIEW BY:	BES	JOB NO.:	10427.1107
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## Notice of Completion Of Architectural Review Committee Action

**Request Number:** CGW130626-2

**Submission Date:** 6/26/2013

**Action Date:** 6/26/2013

**Reviewed By:** Bill Nitzel

**Owner:** Columbia Association

**Return Review To:** Network Bldg. &  
7380 Coca Cola Dr., Ste.  
Hanover, MD 21076

**cc:** 8711 Elias Howe Drive  
CA RV Park  
ssutton@nbcllc.com

**Location:** Columbia Gateway

<b>Phase</b>	[Phase]	<b>Part</b>	[Part]	<b>Block</b>	[Block]		
<b>Section</b>	[Section]	<b>Area</b>	[Area]	<b>Parcel</b>	[Parcel]	<b>Lot</b>	[Lot]

**Project Description:** Final Site/Architecture

**Action Taken:** Approved

**Pending Issues:** No

**Comments:**

**Owner Next Step:** None Required

**Bill Nitzel**

**Member – Architectural Committee**

This document acknowledges that the above referenced property has been reviewed pursuant to guidelines set forth by The Howard Research and Development Corporation's Architectural Review Committee. In the event that this property may also be subject to association covenants and/or restrictions as well as regulations mandated by local/state governmental agencies, the property owner(s) must obtain all necessary approvals to ensure compliance within all applicable jurisdictions.

**THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION**

C/O The Howard Hughes Corporation  
10221 Wincopin Circle  
Columbia, MD 21044

March 4, 2014

Columbia Association, Inc.  
10221 Wincopin Circle  
Columbia, MD 21044

Re: Right-of-entry – Lot 9A, Columbia Town Center

Gentlemen:

In connection with the redevelopment of the Rouse Building located on Lot 18 of Columbia Town Center, Section 1, which is adjacent to the above-described lot (the "Property") owned by Columbia Association, Inc. ("Owner"), The Howard Research And Development Corporation ("HRD") is requesting permission to temporarily use a portion of Owner's land for the specific purposes set forth below.

In that regard, OWNER hereby grants to HRD the right to use a portion of the Property as highlighted on the construction and site logistics plans attached as Exhibit A and made a part of this agreement (the "Site"). This right of entry is subject to the following terms and conditions:

- a. HRD's use of the Site shall be limited to the installation of traffic control devices to the extent such devices or any part thereof are required to be located on the Site due to field conditions (the "Work").

Following completion of the Work, HRD shall repair all damage to and stabilize all disturbed areas of the Site in accordance with specifications approved by OWNER.

- b. HRD shall take all precautionary measures necessary to prevent damage to the Site and adjacent properties. No hazardous condition may be created on the Site.

Prior to commencing use of the Site, HRD shall obtain all permits and licenses from governmental agencies having jurisdiction with regard to the activities to be conducted upon the Site. HRD shall comply with all governmental laws, codes and regulations relating to its activities on the Site.

- c. HRD shall keep the Site and other property of OWNER free and clear from any and all liens of every kind. Any mechanic's lien filed or threatened against the Site shall immediately be discharged or bonded to OWNER's satisfaction by HRD.
- d. HRD shall obtain, and shall require its contractors and subcontractors to obtain, during the term of this license and such other times as contractor is working on the Site, commercial general liability insurance policies, including, but not limited to, contractor's liability coverage, contractual liability coverage, completed operations coverage, broad form property damage endorsement and contractor's protective liability coverage, to afford protection with limits per person and for each occurrence, of not less than \$2,000,000, combined single limit, and with respect to personal injury, bodily injury and death and property damage, Four Million Dollars (\$4,000,000) aggregate (occurrence form) and Two Million Dollars (\$2,000,000) aggregate completed operations. All such policies shall include OWNER as additional insured and shall be primary, noncontributory and not excess with regard to any other insurance carried by



OWNER, and shall not be cancelable without at least thirty (30) days prior notice to OWNER. HRD shall furnish certificates of such insurance to OWNER prior to entry onto the Site.

- f. HRD agrees to indemnify, hold harmless, reimburse and defend OWNER and the agents, contractors, employees and assigns of OWNER, against any and all claims, loss, damage, cost and expense arising from injury to or death of persons or damage to, or destruction of, property occurring, wholly or in part, as a result of the exercise of this right of entry by HRD or any contractor or subcontractor of HRD or the employees or agents or invitees of any of them.
- g. The term of this Right of Entry shall commence on the date of execution of this letter by HRD and OWNER and shall terminate on the expiration of ninety (90) days thereafter; provided, however, in the event of any breach by HRD under this Right-of-Entry agreement, OWNER shall have the right to terminate this Right of Entry immediately upon notice to HRD.
- h. This Right of Entry shall not be construed as conveying a real property interest in the Site.

Sincerely,

THE HOWARD RESEARCH AND  
DEVELOPMENT CORPORATION

By: 

John DeWolf, Vice President

AGREED:  
COLUMBIA ASSOCIATION, INC.

BY: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_



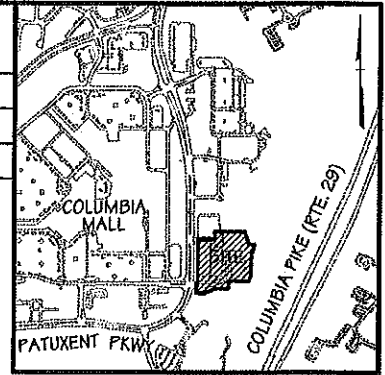
\* Need written metes & bounds description.

## CURVE TABLE

CURVE	DELTA	RADIUS	ARC	CHORD BEARING	LENGTH	TANGENT
C1	8°43'24"	936.58'	96.92'	S 07°32'37" W	96.83'	48.55'
C2	8°43'24"	624.58'	95.09'	N 07°32'37" E	95.00'	47.64'

## LINE TABLE

LINE	BEARING	DISTANCE
L1	S 86°49'04" E	12.00'
L2	N 78°05'41" W	12.00'



VICINITY MAP  
SCALE: N.T.S.

MARYLAND COORDINATE SYSTEM  
NAD 83(1991)

LITTLE PATUXENT PARKWAY  
(PUBLIC)  
(114' RIGHT-OF-WAY)

POINT OF BEGINNING  
N: 563160.5602  
E: 1352727.8490

LOT 9A  
PLAT 12 / 62

EX. RETAINING WALL

PUBLIC TRAFFIC SIGNAL  
EASEMENT

MOORE CIRCLE  
(PRIVATE)

PARCEL 321, LOT 18  
CLOVER ACQUISITIONS LLC  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7720 / F. 559  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-031425

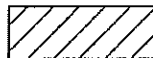
PARCEL 389, LOT 2  
THE HOWARD RESEARCH AND  
DEVELOPMENT CORP.  
M.D.R. 3245 / F. 2514  
TAX ACCT.# 15-019964

## AREA TABULATION:

AREA OF EASEMENT = 1152 SQ.FT.± OR 0.026 AC.±

### NOTES:

- THIS BOUNDARY IS BASED ON A FIELD RUN AND MONUMENTED SURVEY ON OR ABOUT JULY 2012 BY DMW INC.
- COORDINATES SHOWN HEREON ARE BASED ON HOWARD COUNTY CONTROL STATIONS 24AA AND 24B5 NAD83.
- PUBLIC TRAFFIC SIGNAL EASEMENT AREA HATCHED AS SHOWN:



PREPARED BY:

DMW

DAFT MCCUNE WALKER INC

200 EAST PENNSYLVANIA TOWSON, MD 21286  
P: 410 296 3333 F: 410 296 4705 WWW.DMW.COM

A TEAM OF LAND PLANNERS, LANDSCAPE ARCHITECTS,  
ENGINEERS, SURVEYORS & ENVIRONMENTAL PROFESSIONALS

MICHAEL D. MARTIN, DATE  
PROFESSIONAL LAND SURVEYOR  
MARYLAND REGISTRATION NO. 21234  
EXPIRATION DATE: 01/19/2015

NO. REVISION BY DATE

PLAT NO. SDP-73-23  
CAP. PROJ. NO. N/A  
SCALE: 1"=50'  
DATE: 11/20/2013  
COMPUTED BY: R.C.  
DRAWN BY: R.C.  
CHECKED BY: M.D.M.  
DWG.: 11133.00

HOWARD COUNTY DEPT. OF PUBLIC WORKS  
\*PUBLIC TRAFFIC SIGNAL  
EASEMENT  
LOT 9A  
PLAT BOOK 12, FOLIO 62  
TAX MAP 36, LOT 9A  
FIFTEENTH ELECTION DISTRICT  
HOWARD COUNTY, MARYLAND

APPROVED:

DEVELOPMENT ENGINEERING DATE  
DIVISION

REAL ESTATE SER. DIV. DATE

Sign and  
Seal

Use "2"  
"1" was  
already  
used.

Page 1 of 2

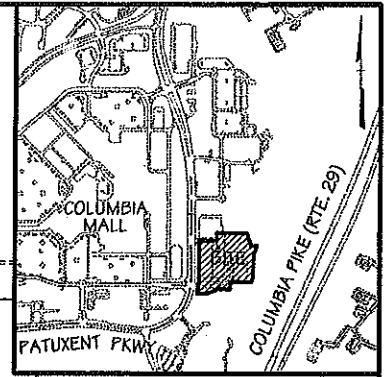
COLUMBIA ASSOCIATION, INC.

# LINE TABLE

LINE	BEARING	DISTANCE
L1	N 90°00'00" E	12.00'
L2	S 00°00'00" E	75.00'
L3	N 90°00'00" E	13.00'
L4	S 00°00'00" E	32.50'
L5	N 90°00'00" W	25.00'
L6	N 00°00'00" W	107.50'

PARCEL 321, LOT 17  
ACB PARKING BUSINESS TRUST  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7793 / F. 683  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-019352

PARCEL 321, LOT 18  
CLOVER ACQUISITIONS LLC  
C/O THE HOWARD HUGHES CORP.  
M.D.R. 7720 / F. 559  
PLAT BOOK 23 / F. 86  
TAX ACCT.# 15-031425



VICINITY MAP  
SCALE: N.T.S.

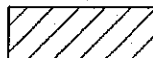
EX. 3 STORY STUCCO BUILDING  
#10275 LITTLE PATUXENT PARKWAY

## AREA TABULATION:

AREA OF EASEMENT = 1713 SQ.FT.± OR 0.039 AC.±

### NOTES:

1. THIS BOUNDARY IS BASED ON A FIELD RUN AND MONUMENTED SURVEY ON OR ABOUT JULY 2012 BY DMW INC.
2. COORDINATES SHOWN HEREON ARE BASED ON HOWARD COUNTY CONTROL STATIONS 24AA AND 24B5 NAD83.
3. PUBLIC TRAFFIC SIGNAL EASEMENT AREA HATCHED AS SHOWN:



PREPARED BY:

# DMW

DAFT MCCUNE WALKER INC

200 EAST PENNSYLVANIA TOWSON, MD 21286  
P: 410 296 3333 F: 410 296 4705 WWW.DMW.COM

A TEAM OF LAND PLANNERS, LANDSCAPE ARCHITECTS,  
ENGINEERS, SURVEYORS & ENVIRONMENTAL PROFESSIONALS

MICHAEL D. MARTIN, DATE  
PROFESSIONAL LAND SURVEYOR  
MARYLAND REGISTRATION NO. 21234  
EXPIRATION DATE: 01/19/2015

NO.	REVISION	BY	DATE

PLAT NO. SDP-73-232  
CAP. PROJ. NO. N/A  
SCALE: 1"=50'  
DATE: 11/20/2013  
COMPUTED BY: R.C.  
DRAWN BY: R.C.  
CHECKED BY: M.D.M.  
DWG: 11133.00

HOWARD COUNTY DEPT. OF PUBLIC WORKS  
\*PUBLIC TRAFFIC SIGNAL  
EASEMENT  
LOT 9A  
PLAT BOOK 12, FOLIO 62  
TAX MAP 36, LOT 9A  
FIFTEENTH ELECTION DISTRICT  
HOWARD COUNTY, MARYLAND

APPROVED:

DEVELOPMENT ENGINEERING DATE  
DIVISION

REAL ESTATE SER. DIV. DATE

COLUMBIA ASSOCIATION, INC.

Sign and  
Seal

Page 2 of 2

## INDEMNITY AGREEMENT

THIS INDEMNITY AGREEMENT ("Agreement") dated as of the 5<sup>th</sup> day of March, 2014, by CLOVER ACQUISITIONS, LLC ("Clover"), for the benefit of COLUMBIA ASSOCIATION, INC. ("CA").

### WITNESSETH:

WHEREAS, in connection with the installation of traffic control devices ("Devices") serving the renovated Rouse Building in Downtown Columbia, Howard County, Maryland, Clover is required to enter into a certain Developer Agreement and Right of Entry with Howard County, Maryland (the "Developer Agreement"), a copy of which is attached hereto as Exhibit A and made a part hereof; and

WHEREAS, because a portion of the Devices may be located on CA's property (namely, Lot 9A, Columbia Town Center, Section 1), Howard County is requiring that CA also enter into the Developer Agreement; and

WHEREAS, CA is unwilling to execute the Developer Agreement unless Clover indemnifies CA against claims arising under the Developer Agreement.

NOW, THEREFORE, in consideration of the premises, Clover shall indemnify CA and defend against and hold CA harmless for any and all claims, liens, demands, actions, damages, liabilities and expenses, including costs and reasonable attorneys' fees, actually incurred (at rates normally charged to CA by its attorneys for similar work) arising from or out of the Developer Agreement, including claims for indemnification asserted by Howard County pursuant to Section 6.1 of the Developer Agreement, except to the extent that CA's acts, omissions, or negligence contributed to such claims, liens, demands, actions, damages, liabilities and expenses.

IN WITNESS WHEREOF, Clover has hereby executed this Agreement as of the day and year first above written.

CLOVER ACQUISITIONS, LLC

Date: 3/5/14

By:  (SEAL)  
John DeWolf, Vice President

TRANSFER TO GOVERNMENT  
Exempt from Recordation Tax and Transfer Tax under  
Annotated Code of Maryland, Tax Property Article,  
Sections 12-108 (a) and 13-207(a), respectively, and  
exempt from Recording Fees under Annotated Code of Maryland,  
Real Property Article, Section 3-603

**Subdivision No. SDP-73-23C**

**DEED OF EASEMENT**

**THIS DEED OF EASEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2014,  
by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland  
corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate  
and politic.

**WHEREAS**, the Grantor is the fee simple owner of certain real property located  
within the Fifth Election District of Howard County, Maryland commonly shown as  
Parcel 293, Lot 9A on Tax Map 36 (the "Property").

**WHEREAS**, Clover Acquisitions LLC (the "Developer") must construct traffic  
control devices to serve certain real property the Developer has developed in  
accordance with the Subdivision and Land Development Regulations of Howard  
County, Maryland (the "Regulations") as set forth in a site development plan titled "The  
Rouse Building Renovation" (the "Site Development Plan").

**WHEREAS**, pursuant to the Regulations, the Developer is required to dedicate  
easements to lay, construct, maintain, expand, modify, repair, remove and/or replace  
the public utilities and services (collectively the "Public Improvements") to serve the  
Howard County citizens.

**NOW, THEREFORE**, in consideration of the payment of Zero Dollars (\$0) to the  
Grantor by the Developer and the approval of the Site Development Plan and the  
mutual premises herein, the receipt and sufficiency of which are hereby acknowledged,  
the Grantor hereby grants and conveys unto the Grantee, its successors and assigns,  
exclusive easements, in, on, over, across and through certain portions of the Grantor's  
Property, all running with the land in perpetuity which is described as follows:

**ALL OF THAT EASEMENT SITUATE** in the Fifth Election District of Howard  
County and further described by metes and bounds in Exhibit "A", attached hereto and  
shown as "Public Traffic Signal Easement" in the hatched areas on Plat No. SDP-73-23-  
2, attached hereto as Exhibit "B", both exhibits incorporated herein (the "Easement").

**THE EASEMENT BEING A PART** of the Property acquired by The Columbia  
Park and Recreation Association, Inc. from The Howard Research and Development  
Corporation, by Deed dated April 30, 1968 and recorded among the aforesaid Land  
Records in Liber 487, folio 269. The Columbia Park and Recreation Association, Inc.  
changed its name to Columbia Association, Inc. by Articles of Amendment with a Name  
Change filed May 1, 1991, with the Maryland State Department of Assessments and

Taxation. The Easement comprises 0.065 acres, plus or minus.

**THE GRANTEE**, its successors and assigns, and its employees, agents, and contractors, hereby shall have the right to enter upon the Easement, whenever necessary, to construct, maintain, repair, remove, and/or replace the Public Improvements, including the right to expand or modify the Public Improvements as needed for the public health, safety, and welfare.

**GRANTOR FURTHER AGREES** that no fences, buildings or structures of any kind shall be erected in, on, over, or through the Easement and no trees shall be planted within the Easement, excepting trees that may be planted in a designated tree easement. The Grantor shall not himself and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

**GRANTOR** represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement, Grantor is duly authorized and has the power and right to grant the Easement in, on, over, across and through the Property, and that there exist no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Easement, then all lien holders, if so required, will subordinate their lien interest to the Easement by executing either a subordination agreement or a joinder attached hereto and made a part hereof.

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Easement. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be. The term Grantor shall mean Grantor and Grantor's heirs, personal representatives, successors and assigns.

All grants, rights, terms and provisions made and set forth in this Deed of Easement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns.

[Signatures follow on the next page.]

**IN WITNESS WHEREOF**, the Grantor has caused this Deed of Easement to be executed and delivered by its duly authorized officer, under seal, on the date first above written.

**WITNESS/ATTEST:**

**GRANTOR:**  
**COLUMBIA ASSOCIATION, INC.**  
a Maryland corporation

\_\_\_\_\_

BY: \_\_\_\_\_(SEAL)

Phillip L. Nelson

President

Date: \_\_\_\_\_

**STATE OF MARYLAND, \_\_\_\_\_ COUNTY/CITY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Phillip L. Nelson, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation (the "Corporation"), and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation by himself as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

[Signatures continue on the following page.]

**ACCEPTED** by the Grantee on this \_\_\_\_ day of \_\_\_\_\_, 2014.

**ATTEST:**

**HOWARD COUNTY, MARYLAND**

\_\_\_\_\_  
Lonnie R. Robbins  
Chief Administrative Officer

By: \_\_\_\_\_ (SEAL)  
Ken Ulman  
County Executive  
Date: \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
James M. Irvin, Director  
Department of Public Works

**APPROVED FOR SUFFICIENCY OF FUNDS:**

\_\_\_\_\_  
Stanley J. Milesky, Director  
Department of Finance

**APPROVED FOR FORM AND LEGAL SUFFICIENCY**  
this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Margaret Ann Nolan  
County Solicitor

Reviewing Attorney:

\_\_\_\_\_  
Lisa S. O'Brien, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:  
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

**I HEREBY CERTIFY** that on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_ County/City, personally appeared Ken Ulman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

**AS WITNESS** my Hand and Notarial Seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**THIS IS TO CERTIFY** that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

\_\_\_\_\_  
Tina D. Hackett, Chief  
Real Estate Services Division

**After Recording, Return To:**  
Howard County, Maryland  
Real Estate Services Division  
3430 Court House Drive  
Ellicott City, Maryland 21043





TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: Howard Hughes Corporation/Clover Acquisitions, LLC  
Howard County Easement Request for Public Improvements

DATE: March 6, 2014

Clover Acquisitions, LLC (a subsidiary of Howard Hughes Corporation) and Howard County are requesting an easement on a CA parcel for a traffic signal light and associated underground cabling for the signal. The proposed signal would be situated at the intersection of Little Patuxent Parkway and the parking lot that will serve the Haven on the Lake and Whole Foods.

Please see the attached exhibits related to this project.

1. Deed of Easement
2. Easement Exhibit Plat SDP-73-23-2 (Page 1)
3. Easement Exhibit Plat SDP-73-23-2 (Page 2)
4. Indemnity Agreement
5. Right of Entry Agreement

EXHIBIT #2





EXHIBIT #1



AREA OF DISTURBANCE  
CA PROPERTY

AREA OF DISTURBANCE  
BIRD PROPERTY

PROPOSED SOUND  
BARRIER WALL



TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: State Highway Administration (SHA) Easement & Land Acquisition Request  
SHA Contract #H0317B31 – Gales Lane

DATE: March 6, 2014

Background:

In 2010 the SHA attended public meetings at both the Oakland Mills Village Board and CA Board to engage with the community for the planning of SHA projects in the areas of Route 29 and Route 175. Several specific SHA projects have emerged from the planning effort in 2010.

The SHA project that is the subject of this second SHA easement and acquisition request relates to the impacts on CA property from the closure of the Gales Lane access to Route 29 and the installation of sound barrier walls. There are two different CA lots that are impacted in the following manners:

- SHA Right of Way Project No. 106584 would allow for the installation of a portion of a sound barrier, approximately 100 feet in length, along the northern edge of Oakland Mills Lot #207. A property appraisal has been done by SHA and the compensation value for this project would result in a payment of \$4,000 to CA. Please refer to Exhibit #1 for an overhead view of this lot and surrounding area.
- SHA Right of Way Project No. 106115 will close the access to the portion of Gales Lane and the southern side of Gales Lane that is reached by Route 29. Oakland Mills Lot #1 borders the southern side of Gales Lane and will have more restricted access than it currently has. Access is still possible to the Lot from Rosinante Run. Please refer to Exhibit #2 for an overhead view of the Lot and the surrounding area. SHA would like to consider the following options in regards to Oakland Mills Lot #1:
  1. Pay CA for the “damage” to the Lot as a result of the more restricted access to the Lot.
  2. Pay CA for a perpetual easement for the entire Lot. CA would still own the Lot but would be significantly restricted in terms of what amenities could be built on the Lot.

3. Purchase the Lot outright from CA. This option would have the impact of altering the current ratio of developed land versus permanent open space.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 4 320 W. WARREN ROAD HUNT VALLEY MD 21030	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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THIS OPTION, granted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY: **Columbia Association, Inc.** ADDRESS **10221 Wincopin Circle  
Columbia MD 21044-3410**


and the Mortgagees, Trustees and/or Lien Holders, if any listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE or SHA.


**WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. **HO3175170** for the improvements to **US 29 – Phase 1 from South of Seneca Drive to South of MD 175 (NB)** in **Howard County**.

**WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, for the sum of **Four Thousand Four Hundred Fifty and no/100 Dollars -- (\$4,450.00)** all of the following described land, easements, rights, privileges and controls.

**ALL THE LAND AND PREMISES** containing **7,593 square feet**, or 0.1743 of an acre, more or less, together with the appurtenances thereto belonging, or in anywise appertaining, lying between the outermost lines designated "Right of Way Line", as shown and/or indicated, on State Highway Administration's Plats Numbered **59136, 59138, 59139 & 59140** all of which plats are made a part hereof, and which are duly recorded, or intended to be recorded among the Land Records of MD State Archives, Hall of Records Building.

**REVERTIBLE SLOPE EASEMENT:** TOGETHER with the right to create, use and **and the obligation to** maintain on the area of the land shown hatched thus  on the above designated plat, such slopes as are necessary to retain and support the highway and/or adjacent property; it being agreed between the parties hereto, however, that at such time as the contour of the land over which this slope easement is granted is changed so that the easement required for slopes is no longer necessary to retain, support or protect the highway construction within the area conveyed in fee simple, then said easement for slopes shall cease to exist.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION, INC.</b>
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**TEMPORARY CONSTRUCTION EASEMENT:** TOGETHER with the temporary right during the period of construction to use the area of land shown hatched thus  on the aforesaid plat for the **purpose of fine grading and operation of construction equipment** Upon completion of this construction, **Grantee shall restore this area to the condition existing prior to the construction and** all right to utilize this area by the State Highway Administration shall cease to exist.

A reduced copy of State Highway Administration Plats numbered **59136, 59138, 59139 & 59140** are attached hereto.

**IT IS FURTHER AGREED** that the cash consideration of **\$4,450.00** called for on page one of this contract includes payment in full for all on-site improvements.

**IT IS FURTHER AGREED** that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE all of the land, premises, easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option.

The terms and conditions of this contract shall survive the execution and delivery of the deed and shall not become merged therein.

**IT IS FURTHER AGREED** that the GRANTORS herein do hereby authorize and designate

NAME  
**Columbia Association, Inc.**

ADDRESS  
**c/o Daniel D'Amore  
10221 Wincopin Circle  
Columbia MD 21044-3410**

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon **GRANTOR'S receipt by certified** mailing of the said notice of the acceptance of this option. The taking possession of said land and premises by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

**IT IS FURTHER AGREED** that upon acceptance of this Option Contract by the GRANTEE SHA, that GRANTEE SHA shall thereafter have up to three (3) months from the date of said acceptance to make written demand or GRANTOR, demanding that GRANTOR execute and deliver a deed conveying the subject property to the State Highway Administration within thirty (30) days of such demand. Said deed shall be prepared by SHA, shall meet with the approval of the SHA Office of Counsel **and GRANTOR'S counsel**, and shall convey good and marketable fee simple title, with special warranty, and shall be fully execute and delivered to SHA at its office in Baltimore, or to a duly appointed agent of SHA at an agreed-upon location. Both parties agree to employ their best efforts to conform to the said time periods except, however that no cause of action shall lie for the failure of such best efforts to so conform.



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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**IT IS FURTHER AGREED** that all taxes on the land hereby agreed to be conveyed in fee simple shall be apportioned as of the date the GRANTEE takes possession, or has the right to take possession, or upon the actual transfer of title to the property to the GRANTEE whichever occurs first. For the purpose of this option, said date is considered to be **the date of acceptance of this Option Contract by GRANTEE.**

Payment shall be made for the land and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said check, except as herein otherwise provided, to be made payable to **Columbia Association, Inc.** and their successors and/or assigns.

**IT IS FURTHER AGREED** that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, anything not herein written, shall vary the terms of this option, and that the payment of **\$4,450.00** by the GRANTEE shall constitute full and final payment for the acquisition of the property described in this option, and any **diminution in value of** the remainder thereof, if any. Relocation Assistance payments and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Title)

**Maryland Resident:** ☐ Yes ☐ No

**Resident Entity:** ☐ Yes ☐ No



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	STANDARD OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105619, 105620, 105621 &amp; 105627</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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I hereby certify that before me, the subscriber, a NOTARY PUBLIC of the STATE OF MD in and for

\_\_\_\_\_ County/City personally appeared \_\_\_\_\_

who acknowledged the foregoing Option Contract to be their respective act.

AS WITNESS MY HAND AND NOTARIAL SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

{Notary Seal}

NOTARY PUBLIC \_\_\_\_\_

(Signature)

My Commission Expires \_\_\_\_\_

The foregoing Option Contract is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>



STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>

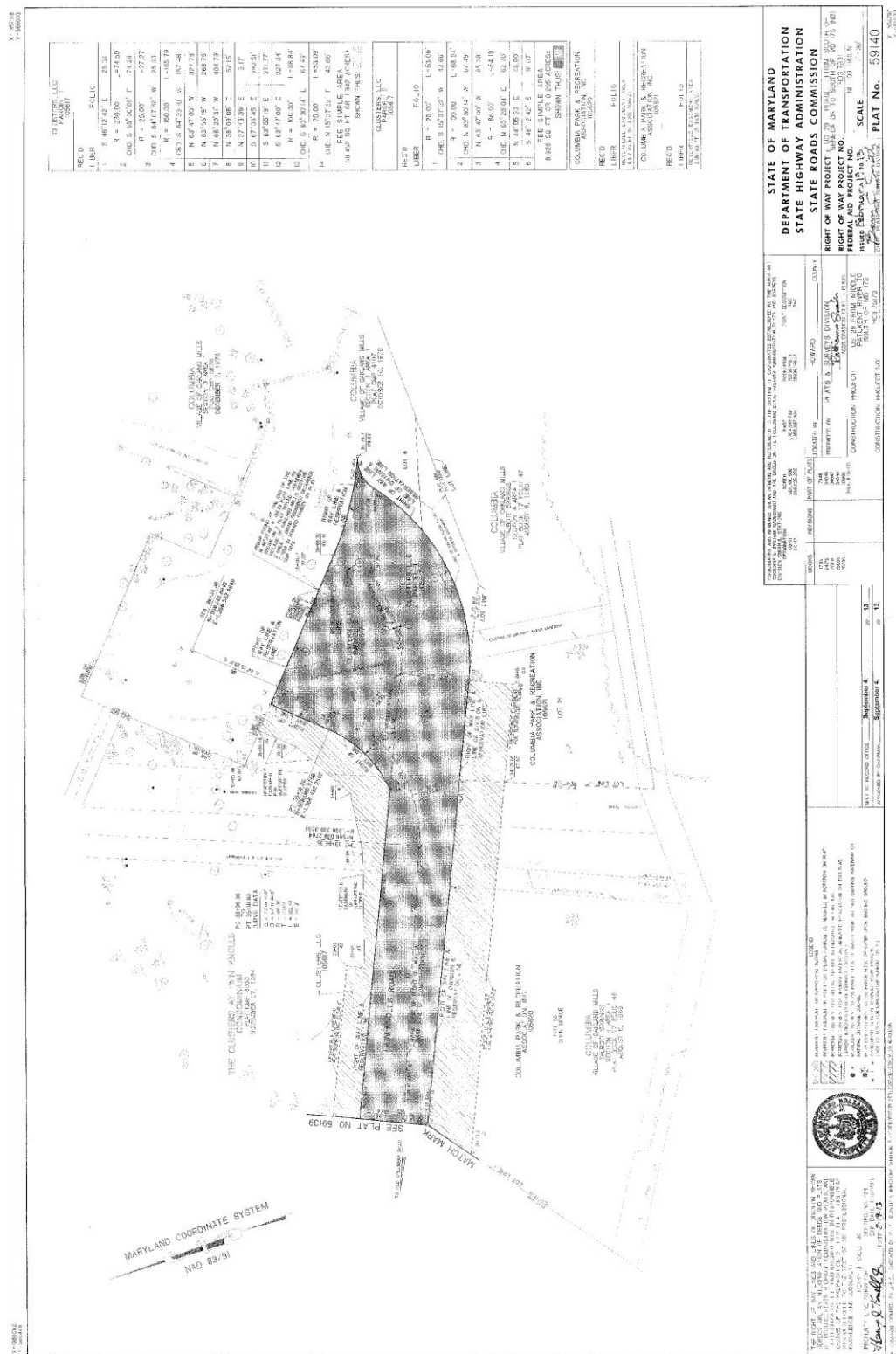


STANDARD OPTION CONTRACT  
with the  
STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>



R/W CONTRACT NO.	<b>HO317B31</b>
ITEM NOS.	<b>105619, 105620, 105621 &amp; 105627</b>
OWNER NAME:	<b>COLUMBIA ASSOCIATION , INC.</b>



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 4 320 W. WARREN ROAD HUNT VALLEY MD 21030	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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THIS OPTION, granted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BY:	NAME	ADDRESS
	<b>Columbia Association, Inc.</b>	<b>10221 Wincopin Circle Columbia MD 21044-3410</b>

and the Mortgagees, Trustees and/or Lien Holders, if any, listed in the PAYEE CLAUSE who will be contacted by the STATE HIGHWAY ADMINISTRATION for the purpose of agreeing to release the land, easements and/or rights hereinafter described from the operation and effect of any mortgage and/or lien which they may hold upon the property of the above mentioned persons, it being understood and agreed that they retain their rights as mortgagees and/or lienors in and to the remainder of the land of the above mentioned persons not hereby agreed to be conveyed.

All as the parties of the first part, hereinafter called the GRANTORS, to the STATE HIGHWAY ADMINISTRATION of the DEPARTMENT OF TRANSPORTATION, acting for and on behalf of the STATE OF MARYLAND, party of the second part, hereinafter called the GRANTEE or SHA.


**WHEREAS**, the said GRANTEE proposes to lay out, open, establish, construct, extend, widen, straighten, grade and improve as a part of the State Highway System of Maryland, a highway and/or bridge, together with the appurtenances thereto belonging, shown on the plans designated as Construction Contract No. **HO3175170** for the improvements to **US 29 – Phase 1 from South of Seneca Drive to South of MD 175 (NB)** in **Howard County**.


**WITNESSETH**, that in consideration of the mutual benefits, inuring to each of the parties hereto and the covenants and agreements between them, incorporated herein, beneficial to each of the parties to this agreement, the said GRANTORS do hereby give and grant to the GRANTEE, its successors and assigns, the exclusive right and option to purchase for a period of six (6) months from the date hereof, for the sum of **Fourteen Thousand Five Hundred and no/100 Dollars -- (\$14,500.00)** the following described easements, rights, privileges and controls.

**ALL THE EASEMENTS, RIGHTS, PRIVILEGES AND CONTROLS**, as shown and/or indicated, on State Highway Administration Plat Numbered **58646** all of which plat is made a part hereof, and which is duly recorded, or intended to be recorded among the Land Records of Maryland State Archives, Hall of Records Building.

A reduced copy of State Highway Administration Plat numbered **58646** is attached hereto.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b> ITEM NOS. <b>105628</b> OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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**PERPETUAL EASEMENT FOR DRAINAGE FACILITY: TOGETHER** with the perpetual right to create, use and the obligation to maintain on the area of the land shown cross hatched thus  on the above-designated plat, such drainage facilities as are necessary in the opinion of the State Highway Administration to adequately drain the highway or adjacent property and/or control the flow of water through those drainage structures to be built to protect said highway.

**PERPETUAL DISCHARGE EASEMENT: TOGETHER** with the perpetual right to discharge the flow of water from such stream changes, side ditches, inlet ditches, pipes, culverts and all other drainage facilities as are necessary in the opinion of the State Highway Administration to adequately drain the highway or adjacent property and/or control the flow of water through those drainage structures to be built to protect said highway into existing waterways or natural drainage courses, as indicated by the symbol  at the outlet end of the drainage facilities so created by the State Highway Administration, all of which are shown graphically and indicated by the appropriate symbols and explanatory notations on the aforesaid mentioned plat.

**IT IS FURTHER AGREED** that the deed or deeds or other instruments of conveyance executed by the GRANTORS conveying to the GRANTEE the easements, rights and privileges described in this option must contain covenants (running with and binding the remaining property of the GRANTORS, and binding the GRANTORS, their heirs, successors and assigns) that will perpetuate all of the rights and privileges agreed to be conveyed to the GRANTEE under the provisions of this option.

The terms and conditions of this contract shall survive the execution and delivery of the deed of easement and shall not become merged therein.

**IT IS FURTHER AGREED** that the GRANTORS herein do hereby authorize and designate

NAME  
**Columbia Association, Inc.**

ADDRESS  
**c/o Daniel D'Amore  
10221 Wincopin Circle  
Columbia MD 21044-3410**

as their specified Agent or the individual Grantor to receive, on their behalf, the official notice of the acceptance of this option by the GRANTEE, said notice to be forwarded by mail to said specified Agent or Grantor. The said GRANTORS do hereby further authorize the GRANTEE, its members, officers, agents or employees to enter in and upon the hereinbefore described premises and proceed with the construction of the said state roads and/or bridge and their appurtenances, immediately upon the **GRANTOR's receipt by certified mailing** by the GRANTEE to said Agent or Grantor, of the said notice of the acceptance of this option. The **exercise of said easement rights** by the GRANTEE, however, shall not be construed as a waiver of any objection to title.

SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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**IT IS FURTHER UNDERSTOOD AND AGREED** that upon acceptance of this option by the GRANTEE SHA, that GRANTEE SHA shall thereafter have up to three (3) months from the date of said acceptance to make written demand of GRANTOR, demanding that GRANTOR execute and deliver to **GRANTEE** a deed **of easement** within thirty (30) days of such demand. Said deed **of easement** shall be prepared by SHA, shall meet with the approval of the SHA Office of Counsel **and GRANTOR'S counsel**, and shall convey good and marketable title, with special warranty, and shall be fully executed and delivered to SHA at its office in Baltimore, or to a duly appointed agent of SHA at an agreed-upon location. Both parties agree to employ their best efforts to conform to the said time periods except, however that no cause of action shall lie for the failure of such best efforts to so conform.

**PAYEE CLAUSE:** Payment shall be made for the easement and rights herein agreed to be conveyed, upon receipt of the approvals mentioned in this option, by check, from the Treasurer of the State of Maryland, said check(s), except as herein otherwise provided, to be made payable to **Columbia Association, Inc.** and their successors and/or assigns.

**IT IS FURTHER AGREED** that the contents of this option and the acceptance thereof, comprise the entire contract and that no verbal representations made before or after the signing hereof, anything not herein written, shall vary the terms of this option, and that the payment of **\$14,500.00** by the GRANTEE shall constitute full and final payment for the acquisition of the **easements** described in this option, and any **diminution in value of** the remainder thereof, if any. Relocation Assistance payments and services if any, are in addition to, and are not included, as any part of this option contract.

IN WITNESS WHEREOF THE GRANTORS have hereunto set their hands and seals.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

\_\_\_\_\_  
(Witness Signature)

\_\_\_\_\_  
(Owner Signature)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Title)

**Maryland Resident:** ☐ Yes ☐ No

**Resident Entity:** ☐ Yes ☐ No



SHA 63.30-10 (2/1/95) OFFICE OF REAL ESTATE DISTRICT 7 5111 BUCKEYSTOWN PIKE FREDERICK MD 21704	PERMANENT EASEMENT OPTION CONTRACT with the STATE HIGHWAY ADMINISTRATION of the MARYLAND DEPARTMENT OF TRANSPORTATION	R/W CONTRACT NO. <b>HO317B31</b>  ITEM NOS. <b>105628</b>  OWNER NAME: <b>COLUMBIA ASSOCIATION , INC.</b>
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I hereby certify that before me, the subscriber, a NOTARY PUBLIC of the STATE OF MD in and for

\_\_\_\_\_ County/City personally appeared \_\_\_\_\_

who acknowledged the foregoing Option Contract to be their respective act.

AS WITNESS MY HAND AND NOTARIAL SEAL, this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

{Notary Seal}

NOTARY PUBLIC \_\_\_\_\_

(Signature)

My Commission Expires \_\_\_\_\_

The foregoing Option Contract is hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

STATE HIGHWAY ADMINISTRATION  
of the  
MARYLAND DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

R/W CONTRACT NO.	HO317B31
ITEM NOS.	105628
OWNER NAME:	COLUMBIA ASSOCIATION , INC.





TO: Brian Dunn, SIC Committee Chair

FROM: Daniel D'Amore, Open Space Management Division Director

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

SUBJECT: State Highway Administration (SHA) Easement & Land Acquisition Request  
SHA Contract #H0317B31 - Old Columbia Road/Twin Knolls Project  
Reading #2

DATE: March 6, 2014

Background:

In 2010 the SHA attended public meetings at both the Oakland Mills Village Board and CA Board to engage with the community for the planning of SHA projects in the areas of Route 29 and Route 175. Several specific SHA projects have emerged from the planning effort in 2010.

The SHA project that is the subject of this SHA easement and acquisition request is the extension of Old Columbia Road to Twin Knolls Roads. The design of this project calls for temporary, revertible and perpetual easements on CA property along with the acquisition of a small portion of CA property that is designed as the new roadway cul-de-sac located at the end of the roadway extension.

Legal Considerations:

The SHA "option contracts" related to the easements and land acquisition have been reviewed and approved by CA's General Counsel. Please find these two (2) documents attached:

1. Exhibit #1: SHA Contract H0317B31, Item No. 105628
2. Exhibit #2: SHA Contract H0317B31, Item Nos. 105619, 105620, 105621 & 105627

Budget Impacts/Considerations:

Approval of this easement and acquisition will result in an \$18,950 payment from SHA to CA.

Environmental Impact or Considerations:

Potential environmental impacts were a significant part of the discussion with the CA and Oakland Mills Village Boards. The Boards' deliberations explored and addressed the impacts on the open space/parkland, wetlands, the floodplain and wildlife. These considerations are reflected in the letters included in the previous back-up materials for the CA Board meeting held on January 23, 2014.

Recommendations:

The Board is requested to adopt a resolution making the following specific findings:

1. The execution and performance of the easement and land acquisition agreements are taken exclusively for the promotion of the social welfare of the people of Columbia by addressing significant transportation and safety concerns.
2. The easement and land acquisition agreements contribute to a circumstance that fully considers environmental impacts and protects the open space/parkland, wetlands, and wildlife.

**Tracking Form - FY14**  
**Planning and Strategy Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
		Follow-up on Board-Management retreat: Define Process for Updating Strategic Plan				5/23/2013	Approve	Approved on 6/13/2013
		Revise CA's Strategic Plan	Discussion on strategic questions began on 8/8/13		Reviewed data on 10/10/13; Mission, vision, goals review on 11/7/13	12/12/2013	Approve as amended	Approved 1/9/14
		Work with Staff to develop principals of long range strategic planning with a focus on addressing CA's business model.	Discussion began on 6/13/2013					
		Objectives for FY 14 – Linked to President's Goals and Objectives	Discussion began on 6/13/2013		2nd reading 8/8/13	8/8/2013	Approve	Approved on 8/8/13
		FY 15/16 Capital and Operating Parameters	7/11/2013		second reading 7/25/2013	7/25/2013	Approve as recommended by Management	Approved on 7/25/2013
		Conduct the FY 15/16 budget process and make recommendations to the Board for approval (see budget schedule for anticipated timeline)	Budget work sessions on 10/10/13 & 10/17/13			10/17/2013; 2/20/14	Approve as amended	Approved on 2/27/14
		Annual Charge Rate and Cap for the FY 15 and Conditional FY 16 Budgets	7/11/2013		second reading 7/25/2013	7/25/2013	Approve 2.5% rate cap; Maintain rate of \$.68	Approved on 7/25/2013
	5/30/13 Presentation by Clubintel	Clubintel Presentation on Brand Promise Work	Briefing and discussion on 7/11/2013					
	9/3/2013	Membership Rate & Fee Structure	Briefing & discussion on 9/12/13	No further action in FY14. In FY15, Management will be preparing a consultant scope of work to study membership rates.				
	9/3/2013	Business Model Review for Open Space Management	Briefing & discussion on 9/12/13					
	3/6/2014	Community for a Lifetime: CA's Comprehensive Plan for Serving Columbia's Older Adult Community	Update 12/12/13; Plan Review 3/13/14					

Board of Directors Review

DRAFT



# Community *for a* Lifetime

Columbia Association's  
Comprehensive Plan  
for Serving the  
Older Adult Community

March 2014

# Acknowledgments

**Phillip L. Nelson**, Columbia Association President/CEO

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**Additional assistance was provided by the 2013 Leadership Howard County Premiere program composed of:**

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Joan Spicknall and Elicia Wood

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# Executive Summary

Americans overall — and Columbia, Maryland residents specifically — are enjoying longer and healthier lives. The majority of Columbia's older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

Planning is critical to ensure that Columbia Association is ready for the challenges and opportunities presented by changes in Columbia's population. The role of this plan is to focus on serving a portion of the community, older adults.

Columbia Association provides facilities, services and programming for the wide range of age groups in the community. This plan will facilitate Columbia Association's efforts to continue to evolve its programs, services and facilities as they relate to the older adult community. Does this mean that Columbia Association will be orienting its programs solely for older adults? No. It means that this is one segment of the community that requires a special focus given the growing numbers of older adults. How can Columbia Association best serve the needs of Columbia's growing older adult population now and in the future? This plan is the response to that important question.

## Older Adults

In this plan, recommendations are focused on the segment of the population that is 55 years old and above. This represents a large age range of people with an equally large variety of interests, abilities and skills.

In 2010, 11 percent of Columbia's population consisted of those at or above traditional retirement age (those 65 years old and above). Howard County's rate was similar at 10 percent and close to the national rate of 13 percent. In addition, those approaching retirement, the 55 to 64 year old segment, accounted for 13 percent of Columbia's population as compared to approximately 12 percent for Howard County and the U.S. Together, these older adults (aged 55 years and over) accounted for approximately one-quarter of Columbia's population (24 percent).

From 2010 to 2020, Howard County's demographic landscape will continue to change, with the number of adults aged 55 and over forecast

to grow by 54 percent as compared to the overall population growth of 11 percent during the same timeframe.

### **Needs and Associated Recommendations**

During the planning process, Columbia Association used a number of different avenues to identify older adult needs in Columbia. An analysis of all the areas of input identified the most frequently cited needs. As a result, nine needs surfaced as the most prevalent issues and the plan's recommendations are organized around the needs:

- Transportation
- Helping Seniors Stay in their Homes
- Social/Cultural and Education Activities
- Programming
- Design and Location of Facilities
- Rates and Fees
- Partnering and Cooperation with other Agencies/Government
- Information, Training, Community Engagement and Coordination
- Health Promotion and Services

This plan has a ten-year horizon. It includes 50 recommendations that identify ways Columbia Association can better serve older adults through facilities, programs and services. In addition, the plan identifies initiatives and recommends areas where Columbia Association should advocate for or partner with other organizations to provide desired services, program or facilities in support of older adults that our beyond the scope and mission of Columbia Association.

### **Plan Organization**

The plan is presented in four chapters and is supplemented by a technical appendix.

**Chapter 1** introduces the plan, its role, why it is needed and how it is organized.

**Chapter 2** describes the planning and engagement process.

**Chapter 3** presents the framework, goals, objectives, and identified needs and associated recommendations for Columbia Association to serve older adults.

**Chapter 4** identifies steps for implementation for each plan recommendation and includes an implementation matrix.

# Chapter 1 Introduction

## Why is the Plan Needed?

Americans overall — and Columbia, Maryland residents specifically — are enjoying longer and healthier lives. The majority of Columbia’s older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

Planning is critical to ensure that Columbia Association is ready for the challenges and opportunities presented by changes in Columbia’s population. The role of this plan is to focus on serving a portion of the community, older adults. Older adults represent the fastest growing

The majority of Columbia’s older adults plan to remain in Columbia, the place many of them have lived for decades. Columbia, like other communities, will have to adapt to a serve this maturing population.

segment of the U.S. population and that of Howard County. This and other demographic trends are signals to consider new ways of serving the Columbia community.

Columbia Association provides facilities, services and programming for the wide range of age groups in the community. This plan will facilitate Columbia

Association’s efforts to continue to evolve its programs, services and facilities as they relate to the older adult community. Does this mean that Columbia Association will be orienting its programs solely for older adults? No. It means that this is one segment of the community that requires a special focus given the growing numbers of older adults. How can Columbia Association best serve the needs of Columbia’s growing older adult population now and in the future? This plan is the response to that important question.

## What is the Plan’s Role and Relationship to Government Services?

The plan identifies ways Columbia Association can better serve older adults through facilities, programs and services. In addition, the plan identifies initiatives and recommends areas where Columbia Association should advocate for or partner with other agencies and organizations to provide

desired services, program or facilities in support of older adults.

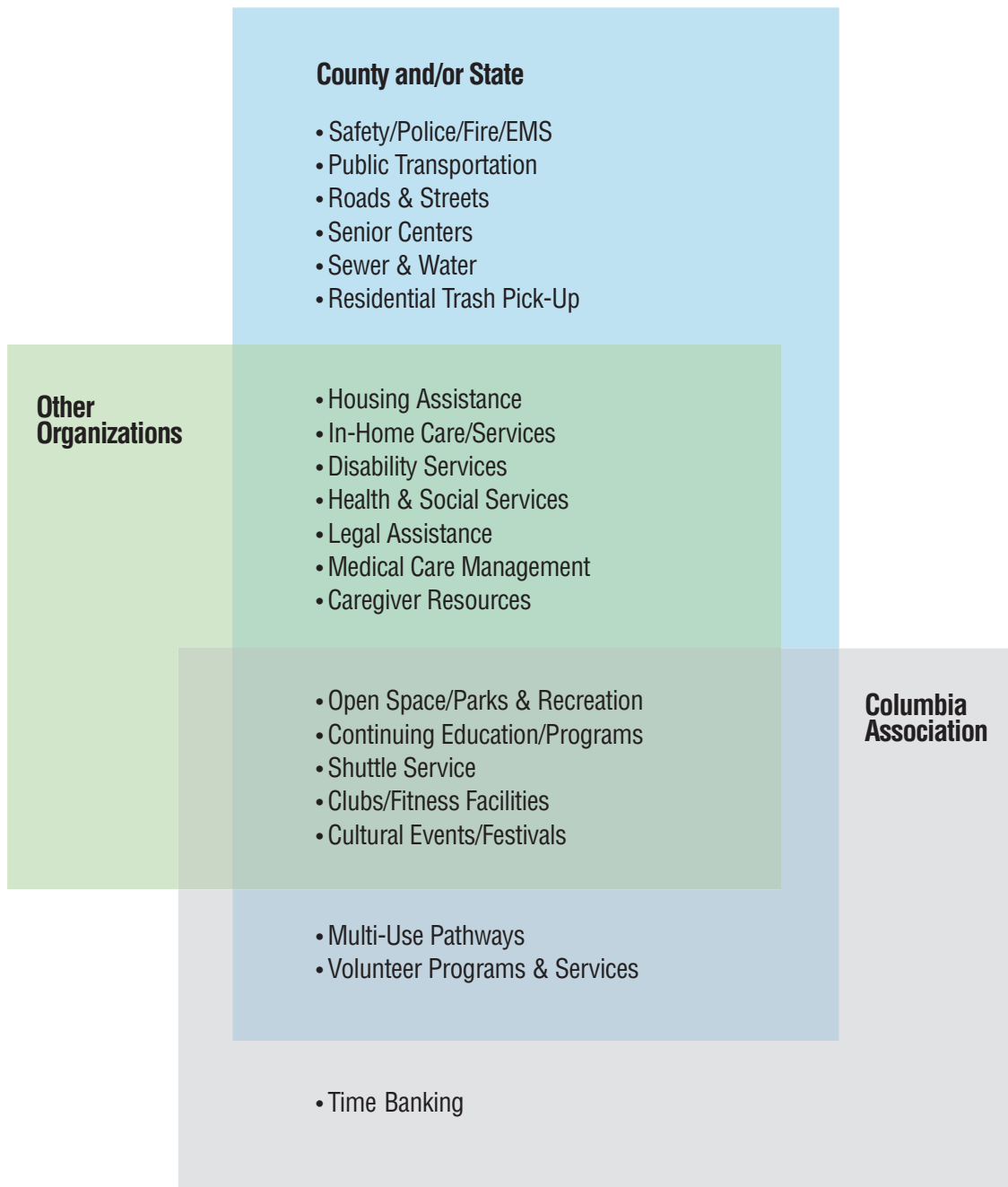
Howard County's Office on Aging is part of the Howard County Department of Citizen Services. Its mission is to "promote a full and dignified life for older people in Howard County." The Office on Aging provides a full range of government services and assistance to Howard County residents. These include providing information and assistance through the Maryland Access Point (MAP); nutrition and other programs at Senior Centers; home modification/fall program; educational workshops and assistance with Medicare; volunteer services; Alzheimer's support; and health and wellness programs, among others. These and other services are outlined in the county's *Resource Guide*, published annually.

In addition to the Office on Aging, Howard County and Maryland state government agencies provide a range of services to residents that are used by and benefit older adults. Other agencies and non-governmental agencies also provide services and assistance to older adults.

Figure 1 illustrates how the types of programs and services that state and local government provide and those provided by Columbia Association and other organizations. This plan focuses on enhancing Columbia Association's services and facilities to better serve the older adult community. For services that are governmental in nature or best provided by others, this plan identifies ways Columbia Association can advocate on behalf of its community members to enhance services and programs provided by others or partner with other organizations. Columbia Association already has extensive partnerships with agencies and organizations.

For services that are governmental in nature or best provided by others, this plan identifies ways Columbia Association can advocate on behalf of its community members to enhance services and programs provided by others or partner with other organizations.

**Figure 1: Services Provided by Organization Type**



- Services Provided by the County and/or State
- Services Provided by Other Organizations
- Services Provided by Columbia Association

Overlapping colors indicate services provided by multiple sources

## Plan Horizon

This *Comprehensive Plan for Serving the Older Adult Community* has a ten-year horizon. The implementation of its recommendations will be dependent on both human and financial resources. However, there are a number of recommendations that can be initiated in the short-term, defined in this plan as by 2015. All the recommendations are included in the implementation chapter and are assigned a suggested implementation timeframe. It is recommended that the plan progress be tracked and reported annually.

## Who is an Older Adult?

An “older adult” can generally be defined according to a range of characteristics including chronological age, change in social role and changes in functional abilities. Assessed individually, each person is different.

In this plan, recommendations are focused on the segment of the population that is 55 years old or above. This represents a large age range of people with an equally large variety of interests, abilities and skills. The recommendations of this plan are focused on expanding opportunities for this diverse population.

## What Demographic Change is Occurring?

In 2010, 11% of Columbia’s population consisted of those at or above traditional retirement age (those 65 years old and above). Howard County’s rate was similar at 10% and the national rate in 2010 was 13%. In addition, those approaching retirement, the 55 to 64 years old segment, accounted for 13% of Columbia’s population as compared to approximately 12% for Howard County and the U.S. Together, these older adults (aged 55 years and over) accounted for approximately one-quarter of Columbia’s population (24.1%).

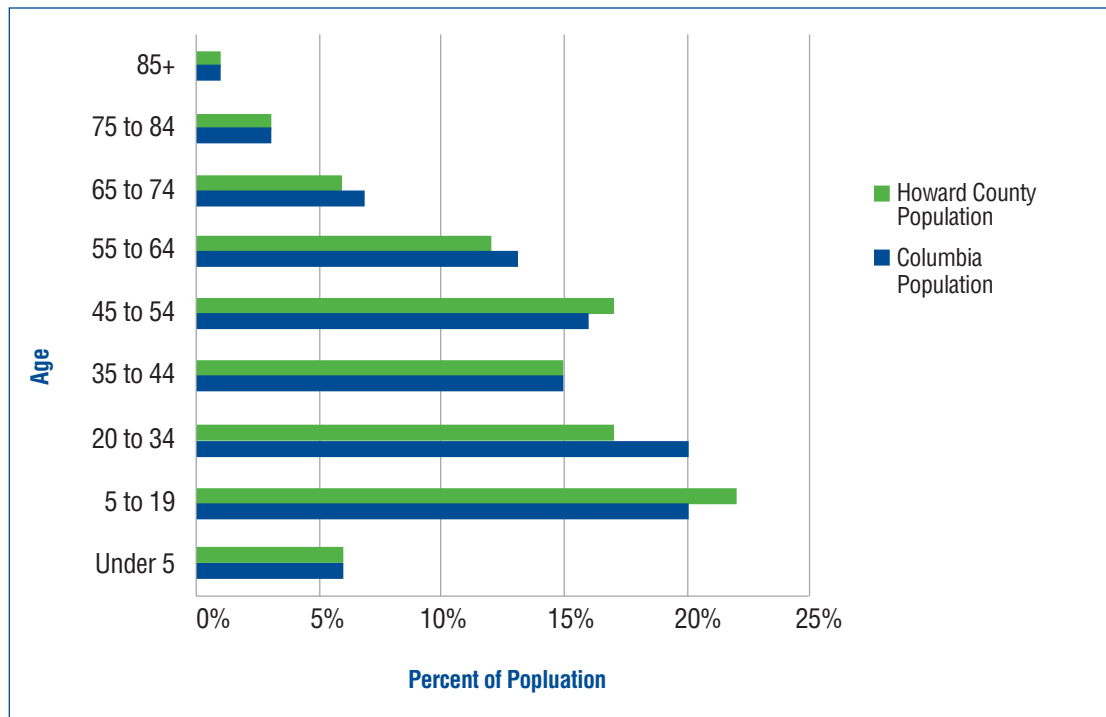
Older adults represent the fastest growing segment of the U.S. population and that of Howard County.

It is also important to highlight that while Columbia’s older population is growing, the population at the other end of the age pyramid is also significant with more than one quarter (26.3%) of the total population comprised of children and youth below the age of 19. Figure 2 charts the 2010 age distribution for Columbia and for Howard County. Figure 3 shows the information in a tabular format. Columbia Association strives to serve all of these age segments.

Population forecasts for Howard County find that the proportion of the population 55 years and older will increase rapidly between 2010 and 2020; growing by almost 50%. Looking farther out into the future, the portion of the Howard County population 55 years of age and older is forecast to increase by 87% by 2040 over 2010 numbers. The largest absolute growth is projected for the 75 to 84 age category. See Figures 4 and 5.

Also, see Appendix A, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults), for additional demographic information.

**Figure 2: Age Distribution in Columbia and Howard County (2010)**



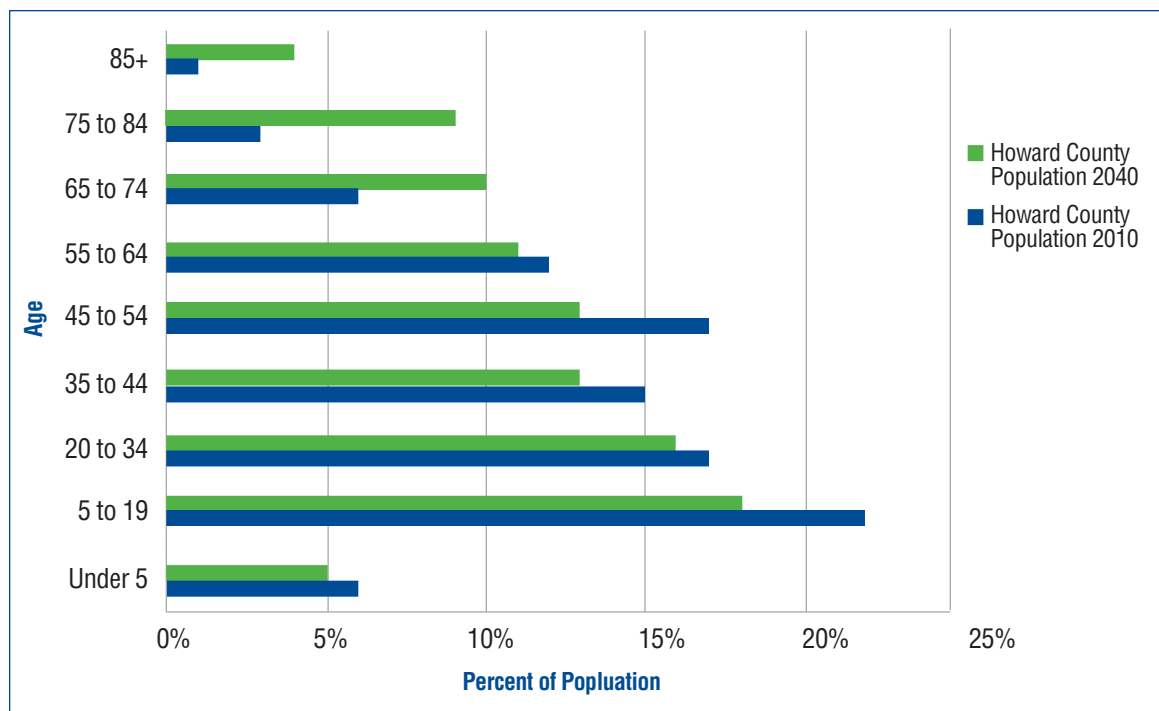
Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

**Figure 3: Age Distribution in Columbia and Howard County (2010) — Tabular Format**

Age	Columbia Population 2010		Howard County Population 2010	
<b>All ages</b>	<b>90,316</b>	<b>100%</b>	<b>287,085</b>	<b>100%</b>
Under 5	5,725	6%	17,363	6%
5 to 19	17,703	20%	63,360	22%
20 to 34	17,970	20%	50,088	17%
35 to 44	13,141	15%	42,873	15%
45 to 54	14,013	16%	49,585	17%
55 to 64	11,725	13%	34,771	12%
65 to 74	6,244	7%	17,616	6%
75 to 84	22,607	3%	8,277	3%
85+	1,186	1%	3,152	1%

Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

**Figure 4: Projected Age Distribution, Howard County (2010, 2040)**



Source: Maryland Department of Planning

**Figure 5: Projected Age Distribution, Howard County (2010-2040) — Tabular Format**

Age	2010	2020	2030	2040	Growth	% Change
0 to 4	17,363	18,964	21,254	18,513	1,150	7%
5 to 19	63,360	63,187	64,333	63,156	(204)	0%
20 to 44	92,961	101,791	106,526	101,809	8,848	10%
45 to 54	49,585	43,612	42,026	46,984	(2,601)	-5%
55 to 64	34,771	45,114	40,179	38,942	4,171	12%
65 to 74	17,616	29,624	38,287	35,382	17,766	101%
75 to 84	8,277	14,502	23,875	31,319	23,042	278%
85+	3,152	4,559	8,036	13,995	10,843	344%
<b>Total</b>	<b>287,085</b>	<b>321,353</b>	<b>343,349</b>	<b>350,100</b>	<b>63,015</b>	<b>22%</b>

Age	Percent of Population			
0 to 4	6%	6%	6%	5%
5 to 19	22%	20%	19%	18%
20 to 44	32%	32%	31%	29%
45 to 54	17%	14%	12%	13%
55 to 64	12%	14%	12%	11%
65 to 74	6%	9%	11%	10%
75 to 84	3%	5%	7%	9%
85+	1%	1%	2%	4%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: Maryland Department of Planning



Columbia has a high degree of racial and ethnic diversity, as illustrated in Figure 6. James Rouse’s vision of Columbia as an open community — a diverse community in today’s parlance — appears to have prevailed over the nearly five decades since the founding of Columbia. As of 2010, nearly 57% of Columbians identify themselves as white and almost 25% as African American. Asians, numbering almost 10,000 in 2010, account for another 11% of the total. Further reinforcing the diversity of the community are the more than 4,000 people who identify themselves as members of two or more races. Of all Columbians, 8% identify themselves as Hispanic or Latino, and may be of any race.

**Figure 6: Columbia, MD Population by Race and Ethnicity, 2010**

Race and Ethnicity	Number	Percent of total
<b>Total Population</b>	<b>90,315</b>	<b>100.0%</b>
White	51,150	56.6%
Black or African American	22,201	24.6%
American Indian & Alaska Native	368	0.4%
Asian	9,955	11.0%
Native Hawaiian & Other Pacific Islander	29	0.0%
Some Other Race	2,579	2.9%
Population of Two or More Races	4,033	4.5%
Hispanic or Latino	7,146	7.9%
Non Hispanic or Latino	83,170	92.1%

Source: U.S. Census Bureau, Census of Population and Housing, 2010, Summary File 1

### Howard County Health Survey

In 2012, Howard County in partnership with Columbia Association, the Horizon Foundation and Howard General Hospital commissioned the first county-wide, statistically-valid health survey. The survey results found that overall, county residents are healthier than the US population. But with that said, there are areas where Howard County residents could improve their health as it relates to chronic diseases and healthy lifestyles. Data for Howard County’s older adults show that a large proportion are overweight or obese (57% of those age 50-64 and two-thirds of those 65 and over). In addition,

35% of 50 to 64 year olds and almost 60% of those 65 and older have high blood pressure. Another finding is that significant proportions of older adults have been told they have Type 2 diabetes. And while most Howard County residents report that they do participate in physical activities to improve their hearts, only half of them do so at recommended intensity levels and only 10% participate in the recommended amount of muscle building activities. More details on the results of the survey can be found at [HowardCountyHealthSurvey.com](http://HowardCountyHealthSurvey.com). A brief summary of the study methodology and findings for older adults can also be found in the technical appendix to this plan at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults).

### **What are the Needs of Older Adults?**

Columbia Association used a number of different avenues to identify older adults' needs in Columbia. The three main methods for determining needs were: community input and events; expert interviews; and a statistically-valid telephone survey. An analysis of all the areas of input identified the most frequently cited needs. The needs were also compared across research methods. As a result, nine needs surfaced as the most prevalent issues. These are highlighted below and listed with the most frequently mentioned need first.

**Transportation** — the desire for enhanced transportation choices was widely expressed in all the various avenues used during the planning process to identify older adults' needs. The most prominent response in this area of need was for more transportation options through development or expansion of partnerships. Door-to-door alternatives to the private car were desired. The destinations most frequently mentioned included cultural events, Columbia Association facilities and medical facilities.

**Helping Seniors Stay in their Homes** — the need was expressed in several categories: caregiver support; aging in place supportive services including house maintenance assistance and referral services; and seniors helping seniors.

**Social/Cultural and Education Activities** — the need was expressed in terms of the desire for older adult social clubs; daytrips and leisure travel; game get-togethers; book clubs; Columbia Art Center programs; seminars; and other lifelong learning opportunities.

From 2010 to 2020, Howard County's demographic landscape will continue to change, with the number of adults age 55 and over forecast to grow by 47 percent as compared to the overall population growth of 12 percent during the same timeframe.

**Programming** — the desire for programs specifically geared for older adults was expressed mostly in terms of fitness and wellness programming. These included fitness classes designed for older adults such as classes for people with specific medical conditions (e.g., osteoporosis); those for older adults with more limited physical abilities; and facilities with time programmed solely for older adults. Another thread expressed was the idea that older adults are a diverse group, and services and programs need to be differentiated to meet the broad range of needs including programs at various times of the day. In contrast to the desired need for programs only for older adults, there was also a desire for multi-generational programming and the need to address all community age groups. The desire for hiking and walking programs as well as parks and park amenities was also expressed during the planning process.

**Design and Location of Facilities** — the needs identified through the public meetings and other outreach opportunities mainly focused on ideas for classes or activities to be at facilities other than Columbia Association's fitness clubs. Findings from the statistically valid telephone survey on this issue provide some additional views on this issue.

**Rates and Fees** — during the planning process and associated outreach and engagement, there was an expressed desire for reduced fees for Columbia Association programs for older adults based on their long-tenure in the community. There was also a desire expressed for more information on income-qualified memberships. More options for access to CA facilities and programs were also desired.

**Partnering and Cooperation with other Agencies/Government** — the need for partnering was expressed most frequently in relation to providing transportation services such as enhanced transportation shuttle services. Also mentioned was the need to coordinate services with Howard County and the need to partner with health and service providers to provide wellness classes. Less frequently mentioned is a desire for information or classes on nutrition, supplements and health assessments.

In the past full fiscal year (FY13), 33% of all group exercise classes were designed to be attractive to older adults and those classes attracted over 83,000 participants.

### **Information, Training, Community Engagement and Coordination —**

during the community engagement as part of the planning process, there was an expressed desire for more information about older adult services and programs. One idea included establishment of a clearinghouse for information related to older adults (events and activities as well as services). There was also an expressed desire for a Columbia Association staff coordinator position for older adult services and programs. Also mentioned but less frequently was a need for additional computer training and additional on-line or CA-TV programming that would help older adults participate in on-line programming or more easily know how to get information they need from the convenience of their computers. Also mentioned was the need to enhance communication with foreign-born older adults.

**Health Promotion and Services** — another need also expressed, although less frequently, was related to the need for coordination assistance related to medical care. That it is not more prominently mentioned as a need may reflect the high level of medical insurance coverage, plentiful medical services, and overall high income levels in the community. Mentioned was the need for assistance coordinating out-patient services and also a desire for information or classes on nutrition, supplements and health assessments.

### **How are Older Adults Participating in Columbia Association Programs?**

Older adults actively use Columbia Association's facilities and participate in programs both in the Sport and Fitness facilities as well as in various other programs. Currently 4,175 adults 65 years and old have memberships to one or more of the Sport and Fitness facilities. That is 6.8% of all members. In addition, approximately 7,700 adults between the ages of 55 and 64 have Sport and Fitness memberships. That represents 12.5% of all members. Together, almost 20% of Sports and Fitness members are 55 years or older. Although these older adult members use a wide range of Sports and Fitness facilities, the facility most used by this age group is the Columbia Athletic Club.

Group exercise is the most popular program for the older adult community. Over the past fifteen years, Columbia Association has added group exercise classes that are attractive to older adults. These classes include: Ai Chi; Basic Aerobics; BodyVive; Joints in Motion; Restorative Yoga; Qigong; Tai Chi; Women, Weights & Osteoporosis (WWO); and a number of others. In the past full fiscal year (FY13), 33% of all group exercise classes were designed to be attractive to older adults and those classes attracted over 83,000 participants.

Columbia Association's two introductory exercise programs: WINN (When if not Now) and Fit Beginnings (a physician referral program) attract primarily older adults. In FY13, approximately 400 community members participated in these programs.

The hot water therapy pool attracts many older adults to Columbia Athletic Club. When the therapy pool opened in 2006, Columbia Association offered six classes a week. In 2013, Columbia Association offered 15 group exercise classes a week in the therapy pool, which are primarily attended by older adults. These classes included Aqua Arthritis, Ai Chi and Hydro Pilates.

Those age 55 years and older comprise 28% of tennis players at CA facilities; 10% are 65 years or older. Columbia Association's tennis clubs offer senior (50+), super senior (60+) and super-duper senior (65+) leagues for men, women and mixed doubles. Approximately 600 older adults participated in these leagues in FY13.

Over 40% of those who play golf at Columbia Association's clubs are age 55 years or older; 18% are 65 years or older. There are weekly senior men's and senior women's leagues at both clubs and over 500 older adults participate in those senior leagues.

Columbia Association also offers a wide range of services and programming. Older adults are very actively participating at Columbia Art Center where approximately 60% of the participants in all classes are 50 years and older. Most of the Columbia Community Exchange members, a time banking program, are also over 50 years old and one-third of the members are over 60 years old. And the Columbia Archives has proactively taken its lecture series to retirement homes and 55+ communities. Over 300 older adults attended these Archives programs last year. See Appendices H and I, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults), for additional information on programs and memberships.

## **Report Organization**

This report is presented in four chapters and is supplemented by a technical appendix.

**Chapter 1** introduces the plan, its role, why it is needed and how it is organized.

**Chapter 2** describes the planning and engagement process

**Chapter 3** presents the framework, goals, objectives, and identified needs and associated recommendations for Columbia Association to serve older adults.

**Chapter 4** identifies steps for implementation for each plan recommendation and includes an implementation matrix.

# Chapter 2 **Planning and Engagement Process**

## **How was the Plan Developed?**

Columbia Association created and chartered a work team in July 2012 to develop this plan. The work team was comprised of Columbia Association team members from across the organization, members of Columbia Association's Senior Advisory Committee and one village manager from the Village Community Associations.

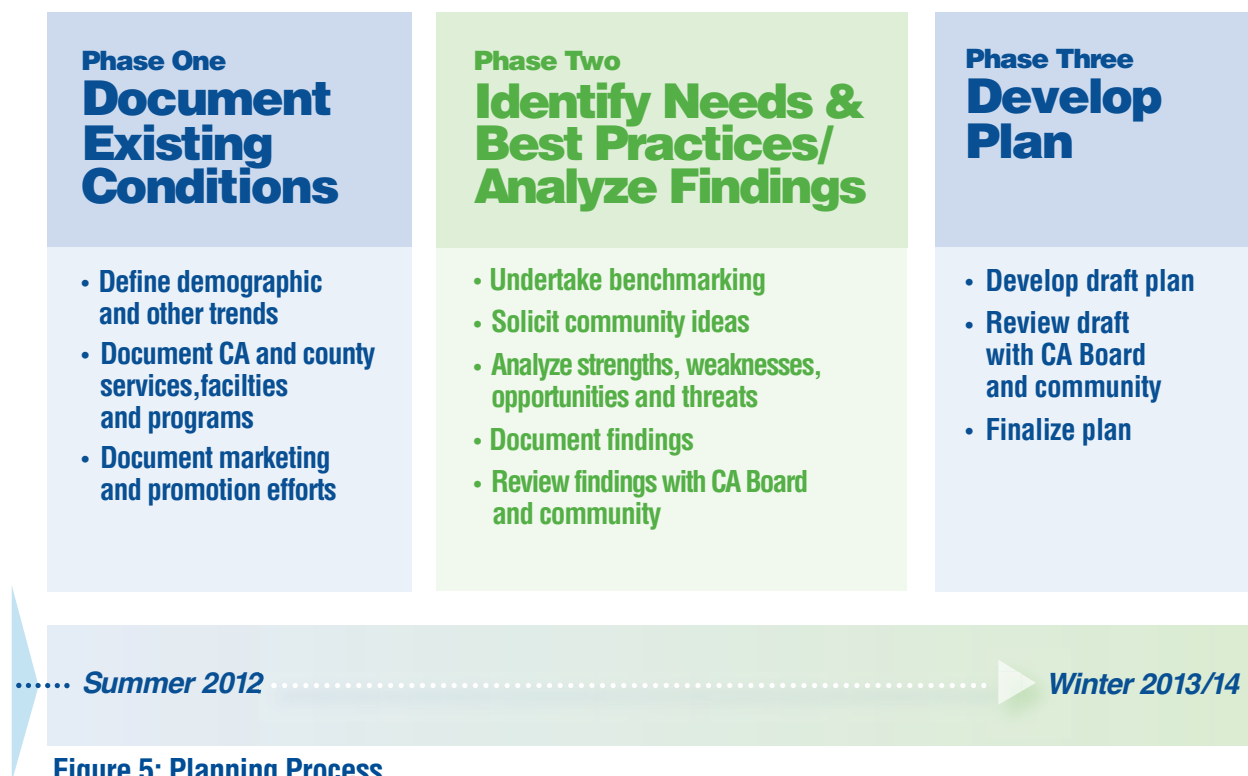
The plan development process was conducted in three major phases: documenting existing conditions; identifying needs, best practices; and analyzing findings, and development of the plan. This process is shown in Figure 5, and explained below.

**Documenting existing conditions** included demographic and health trends, current Columbia Association, Howard County, and other agency facilities, programs and services for older adults; and current marketing and outreach efforts related to these programs and services.

**Identifying needs and best practices** included conducting local, regional, and national benchmarking interviews; soliciting community input via small group discussions, community wide meetings, a Leadership Howard County qualitative survey and reviewing a variety of relevant studies and reports on older adults needs. In addition, Columbia Association undertook a SWOT (strengths, weaknesses, opportunities, and threats) analysis. Columbia Association also commissioned a statistically valid survey by Mason-Dixon that was administered in fall 2013. All of these avenues helped Columbia Association to understand the needs of the community.

**The final planning phase** included the plan's development undertaken by the work team based on all of the previous work and analysis. A public review draft plan was the basis of public meetings held in January 2014. Based on comments received on the public review draft, changes were

Columbia Association  
**Comprehensive Plan  
 for Serving Older Adults Work Team**



made and the revised plan was prepared for review and approval by the Columbia Association Board of Directors.

A concerted effort was made to make the development of this plan as transparent as possible. All of the meetings of the work team were open to the public and the agendas and notes of these meetings were available to the community on the project webpage, [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults). The progress of the work team was also reported in Columbia Association’s “Presidents Report.”



## How was the Public Engaged in the Process?

Columbia Association used a number of different avenues to identify the needs of Columbia's older adults. The three main methods were community input and events; expert interviews; and a telephone survey. Ideas and input was obtained from throughout the community with a focus on adults 45 years and above, the older adults of tomorrow.

### Community Input and Events

**Focus Groups:** Columbia Association sponsored two focus groups that were facilitated by professionals from the Maryland Conflict Resolution Center, one with representatives of Columbia Association's advisory groups and one with the village managers.

**Public Meetings:** The first community open houses on the older adult planning process were held in May 2013. Two sessions were held — one in the afternoon and one in the evening — and nearly 150 people

participated. The purpose of the open house events was to make the community aware that Columbia Association was working on a plan for serving older adults; to share the plan's purpose and process; to provide some background information as part of the first phase of the study; and solicit ideas from the participants. Columbia Association held a second set of public meetings in January 2014 to discuss the draft plan and solicit ideas and enhancements prior to the preparation of the final plan. Approximately 180 people participated in those meetings.

Columbia Association used a number of different avenues to identify the needs of Columbia's older adults. Together these sources provided a wide perspective on the needs of older adults.

### Leadership Howard County's Serving Older Adults Community

**Impact Project:** Columbia Association partnered with Leadership Howard County and its Premiere Program to develop and administer a survey of more than 500 older adults in spring 2013.

This was an intercept survey and was also administered through SurveyMonkey.

**50+EXPO:** Columbia Association surveyed participants in 2012 and again in 2013 at this well-attended annual event. Hundreds of surveys were completed (See Appendix G online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults)).

**2012 Howard County Health Survey:** Columbia Association, The Horizon Foundation, Howard County's Health Department and Johns Hopkins University partnered to undertake this first-ever telephone health survey of Howard County residents. Results for Columbia and for older adults were analyzed.

**Review of Other Sources:** In addition to these recent efforts, Columbia Association also reviewed comments and input from previous community events and research efforts including focus groups completed by CA's Senior Advisory Committee in 2006, and the Opting For Independence case study reports (Coordinating Committee, 2011, 2013).

**Expert Interviews:** As part of the Leadership Howard County's Community Impact Project, that team interviewed local, national and international experts to understand key trends, issues and initiatives in programming and facilities focused on serving older adults.

**Telephone Survey:** Columbia Association commissioned a statistically valid telephone survey of the community, which was conducted in fall 2013. This was administered by Mason-Dixon Polling & Research. A total of 800 adult residents of Columbia (age 45+) were interviewed by telephone from September 23 through October 3, 2013. Those interviewed were randomly selected, utilizing a cross-section of Columbia telephone exchanges and a Columbia-matched cell phone list. The margin for error is plus or minus 3.5 percentage points. This means that there is a 95% probability that the "true" figure would fall within that range if all adults in Columbia aged 45+ adults were surveyed. While this plan focused on those ages 55 years and older, the survey was administered to those adults 45 years and older. This younger 45 to 54 age group was surveyed to better understand the anticipated needs of future older adults.

Together these sources provided a wide perspective on the general status and articulated needs of the older adult population. Details and additional information on the information gathered from these various sources as part of the plan's development is included in the technical appendix to this plan (See Appendices B,C,D,E and F, online at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults)).

# Chapter 3 **Framework, Goals, Objectives and Recommendations**

## **Framework — Our Commitment**

Columbia Association has a strong commitment to advance the well-being of the Columbia community, including that of its older adults. Columbia Association demonstrates this commitment to support older adults by working together with other non-profit community organizations and the Howard County government to:

- Plan, coordinate and provide services and programs that address the needs of older adults.
- Engage with the community about Columbia Association programs and services.
- Advocate for public policies, services and facilities that enhance the quality of life of the older adult population.
- Forge and enhance strategic partnerships with other agencies and government to advance public policies, services and facilities that enhance the quality of life of the older adult population.

## **Goals**

1. Ensure that Columbia Association’s programs and services continue to evolve in a way that well serves Columbia’s older adult community.
2. Promote healthy aging, physical fitness and the social inclusion of Columbia’s older adults.
3. Assist older adults who want to age in place in Columbia by providing or facilitating access to programs and services.
4. Enhance older adult quality of life by providing active living and lifelong learning opportunities.

## **Objectives**

1. Provide programs, services and facilities that address the age, ability and cultural diversity of older adults in Columbia.
2. Create and enhance partnerships with other agencies and organizations to improve the lives of older adults.
3. Focus on healthy lifestyles and in providing healthy choices for older adults.

4. Engage the older adult community to enhance their active participation in Columbia and harness their knowledge and expertise.
5. Explore and advocate for expanded transportation options to serve Columbia and older adults.

## Identified Needs and Associated Recommendations

Columbia Association used a number of different avenues to identify older adults' needs in Columbia. Needs were identified in nine categories. For each of these categories, the need is explained, relevant data from the statistically valid telephone survey of Columbia's older adults is explored, and associated recommendations for action are presented.

### 1. MOBILITY

#### Identified Needs

The desire for enhanced transportation choices was widely expressed in all the various avenues used during the planning process to identify older adults' needs. The most prominent response in this area of need was for more transportation options through development or expansion of partnerships. Door-to-door alternatives to the private car were desired. The destinations most frequently mentioned included cultural events, Columbia Association facilities and medical facilities.

#### Findings related to transportation from the Fall 2013 telephone survey

The telephone survey found that 90% of older adults said driving was their primary means of transportation.

Only 5% said they use Howard Transit and 1% use Neighbor Ride.

An overwhelming 96% of respondents said they were physically able to drive.

When asked to think ahead, 69% said that a future inability to drive would be a major concern. This future issue was of a higher concern for the 45-54 year-old and 65-75-year-old respondents (76% and 74% respectively) and surprisingly, a lower percentage (46%) for those aged 75 or more. If unable to drive, half of older adults indicated that they would rely on family and friends to get them to important places such as shopping, and medical appointments.

Only among those 75 years or older was there a drop-off in driving and being physically able to drive. Among these oldest residents, 20% did not primarily drive their own car and 15% are physically unable to.

A very large majority of older adult drivers still drive at night (96%), in bad weather (95%), and drive long distances (96%).

## **Recommendations**

### **A. Expand Transportation Options**

Bolster advocacy with the Howard County government related to expanding transportation options in addition to the private automobile for all ages as part of the regional transportation system.

### **B. Transit Travel Training and Guide**

Advocate for Howard County government to provide travel training for older adults. The travel training would be similar to that offered by Portland's Tri-Met "Ride Wise" program ([RideConnection.org/Ride/Services/RideWise.aspx](http://RideConnection.org/Ride/Services/RideWise.aspx)). This free service provides training on transit travel as well as group travel. Use Columbia Association's various communication methods and outlets to let the community know about this service as well as expanded transportation facilities and services as they become available.

### **C. Senior Events Shuttle**

Continue the Senior Events Shuttle and seek partners to assist in funding and expanding the service.

### **D Neighbor Ride Support**

Continue to support Neighbor Ride and explore and advocate for potential enhanced financial support from Howard County's medical and business communities.

### **E. Transit Routing**

Encourage Howard County to assess popular older adult destinations and to provide bus routes and frequency levels that make areas of the Columbia community with hubs of older adult services and destinations more accessible. Partner with the Howard County government to produce a "Getting Around Columbia Guide."

### **F. Intersection Safety**

Advocate for the installation of additional countdown walk signals at signalized intersections to improve pedestrian safety.

*See also the recommendation on ADA accessibility under the heading "5. Facilities — Design and Location."*

## **2. HELPING OLDER ADULTS AGE IN PLACE**

### **Identified Needs**

Need was expressed in several categories: caregiver support; aging in place supportive services including house maintenance assistance and referral services; and seniors helping seniors.

## Findings related to aging in place from the Fall 2013 telephone survey

61% of older adults said they are generally inclined to stay in Columbia while 35% said they are likely to leave. However, current age is a significant factor.

Those younger than 65 are equally split whether to stay or not.

Among 65 years and older, 83% said they are likely to stay in Columbia.

On a related question regarding plans to staying in their existing home, 61% of older adults said they are likely to stay in their current home rather than leave.

Again, those younger than 65 years are evenly split on whether they will stay in their current home or leave.

80% of those 65 years or older plan to stay in their current home.

Aging in place in their current home is of major concern to only 10%; moderate concern to 30% and of little or no concern to 60% to older adults. The 75+ group were more concerned than the younger groups with about half of those aged 75+ (53%) expressing “moderate concern.”

Less than half (41%) of older adults have planned for aging in place.

The majority of those 65 years and older have at least partially planned, while only 25% under 65 years old have at least partially planned.

The majority of older adults have no difficulty maintaining the exterior (85%) or interior (87%) of their home; more than 50% knew where to get assistance if maintenance becomes an issue.

Those that expressed difficulty (15%/13% exterior/interior) stated that it was primarily because they are too busy, (24%), help is too expensive (23%) or they are overwhelmed (27%).

Approximately one-quarter (27% of older adults have heard of “The Village in Howard” concept; 37% said they would be willing to join and pay for services.

82% of older adults are not aware of Columbia Association’s Time Banking program.

## Recommendations

### A. Home Repair and Modification Program

Continue to contribute grant funding in support of Howard County’s Home Repair and Modification program. Explore a more formal collaboration with Howard County government for a co-branded program that would focus on Columbia residents.

### B. Village Architectural Guidelines

Work with and encourage village associations to develop residential architectural guidelines for home modifications related to ramps or other changes to provide barrier free access.

### C. Revitalization

Advocate for increased participation by other non-profits and Howard County government to identify areas of need and the required funding and grants to assist with neighborhood revitalization, particularly home repairs.

### D. Housing Options

Advocate for a variety of housing options in Columbia to allow residents to remain in Columbia as they age.

### **E. Home Repair Clearinghouse**

Develop a clearinghouse (e.g., website) of information associated with home repair and remodeling services typically required by older adults but also helpful for Columbia community members in general. The clearinghouse would have information on home repair contractors and other services. This would be similar to Angie's List but with contractors vetted by Columbia Association and pre-established pricing information determined through an open solicitation process managed by Columbia Association. The objective would be to inform and empower older homeowners to effectively maintain their homes to support aging in place. Explore and develop a referral program for pre-screened contractors for home repair and upkeep.

### **F. Informational Program**

In collaboration with the Howard County Office on Aging, develop an informational program on "Aging Successfully in Columbia: What you Need to Know and Do."

### **G. The Village in Howard**

Once The Village in Howard organization gains its 501c3 designation, offer technical assistance such as volunteer training and access to the Volunteer Center Serving Howard County and Columbia Association's Time Banking Program. Consider awarding a start-up grant to The Village in Howard once it gains its 501c3 designation.

## **The Village in Howard**

### **What is The Village In Howard (TVIH)?**

The Village In Howard is a grassroots effort to build a community of like-minded seniors that want to age in place in their community.

### **How Would it Work?**

By creating a paid, membership organization supported by paid staff that can respond to member requests, organize the volunteers, and collaborate with community resources to make sure that everyone's resources are used efficiently. This way, TVIH would add value to the community and build on the programs already in existence.

TVIH will be able to offer a combination of volunteer services, personal linkages to what the community

has to offer, and vetted services from businesses that make it easier to live in the homes and neighborhoods where they want to be.

### **Is the Organization Up and Running?**

Much work has been done to get organized. The group filed for incorporation in Maryland and this winter plans to file for non-profit status with the IRS.

### **How Long Will it Take Before TVIH Serves the First Person?**

Most villages take about two years to get up and running because they have to build the right foundation first before offering services. TVIH's goal is to have 100 members before "opening the doors."

Source: The Village In Howard Newsletter, Oct., 2013

### 3. SOCIAL/CULTURAL & EDUCATIONAL ACTIVITIES

#### Identified Needs

The need was expressed in terms of the desire for older adult social clubs; daytrips and leisure travel; game get-togethers; book clubs; Columbia Art Center programs; seminars; and other lifelong learning opportunities.

#### Recommendations

##### A. Village Association Cultural Events

Encourage and support the village community associations so that they can continue to provide festivals and special events that appeal to the older adult community.

##### B. Informal Village Association Program Opportunities

Encourage the village community associations to enhance events such as drop-in or scheduled game centers (e.g., Scrabble, Bridge, Trivial Pursuits), drop-in coffee klatches, book clubs, afternoon movies and other social activities at village community centers that are attractive to older adults.

##### C. Village Association Workshops/Classes

Partner with and encourage the village associations to offer workshops on home repair, computers, social media, technology skills, and other topics of interest to older adults. In addition, encourage the village associations to enhance offerings for older adults at village community centers, particularly in those villages with higher proportions of older adults (for example, Wilde Lake and Town Center)

##### D. Lifelong Learning

Partner with Howard Community College to expand and more widely promote their Senior Adult Summer Institute (SASI). Also help publicize that the college provides free tuition for students of ages 60 and above, as space allows.

##### E. Peer-to-Peer Learning

Encourage peer learning to provide older adults a sense of ownership over their learning. Columbia is a community of people with high educational levels and expertise. There is great potential to tap into that resource to have seniors train seniors in new skills.

#### Findings related to social/cultural/education activities from the Fall 2013 telephone survey

Movies, festivals, theatre performances and music concerts are the most popular among older adults.

Social activities are primarily through their religious congregations and friends.

The majority of village community association programs have low older adult participation, with the exception of festivals or special events (39%).

45% of older adults volunteer, yet 64% are unaware of the Volunteer Center Serving Howard County.



#### **F. Golden Opportunities**

Publicize and encourage participation in Howard County Public School system's Golden Opportunities program ([hcpss.org/news/golden.shtml](http://hcpss.org/news/golden.shtml)). Golden Opportunities offers older adults opportunities to volunteer in schools, share their expertise, advocate for educational excellence and receive discounts (ages 65 years and over) to attend student performances and athletic events.

#### **G. Groups and Outings**

Offer day trips to natural, recreational, cultural and educational destinations of interest to older adults to complement trips offered by Howard County Recreation and Parks.

#### **H. Columbia Art Center Trips**

Expand Columbia Art Center's day trip program (Off the Beaten Path).

### **4. PROGRAMMING — A COMMUNITY FOR ALL AGES**

#### **Identified Needs**

The desire for programs specifically geared for older adults was expressed mostly in terms of fitness and wellness programming. These included fitness classes designed for older adults such as classes for people with specific medical conditions (e.g., osteoporosis); those for older adults with more limited physical abilities; and facilities with time programmed solely for older adults. Another thread expressed was the idea that older adults are a diverse group, and services and programs need to be differentiated to meet the broad range of needs including programs at various times of the day. In contrast to the desired need for programs only for older adults there was also a desire for multi-generational programming and the need to address all community age groups. The desire for hiking and walking programs as well as parks and park amenities was also expressed during the planning process.

#### **Recommendations**

##### **A. Intergenerational Programming**

Continue to focus on inter-generational programming (programming suitable for a wide range of age groups) to provide opportunities for various older adult age groups and younger generations to participate together.

##### **B. Programming Change within Existing Facilities**

Continue to change and evolve older adult programming in existing facilities.

##### **C. Off-Peak Programming**

Explore and initiate a pilot project to test alternative use of an existing Columbia Association facility for targeted programming during down times so that programming could be added to facilities during their off-peak times.

This would provide additional options for retired, older adults and would make productive use of existing facilities. (See also “Program Schedule” recommendation related to prime-time programming for older adults.)

#### **D. Group Hikes and Walks**

Introduce outdoor exercise and programs that would be attended by groups of older adults such as nature walks and hikes using pathways and open space. These activities would be managed by Columbia Association and led by either Columbia Association team members or volunteers. Also continue to work with other community partners to offer outdoor activities.

#### **E. Program Schedules**

To accommodate older adults who are still working, test pilot additional older adult programming in the prime time hours (early morning and late afternoon/early evening) at select Columbia Association fitness and wellness facilities to accommodate those older adults who are still working. If warranted based on pilot results, expand prime time programming at Columbia Association facilities. As the percentage of population 55 years or older increases, a balance must be found between the different age groups so the needs of all age groups and abilities continue to be met.

#### **F. Program Monitoring**

Continue to monitor program offerings to determine which programs are well-liked and well-used by the various segments of the older adult population. Using this information, Columbia Association should continue to adjust programs to best meet the needs of the community.

### **5. FACILITIES — DESIGN AND LOCATION**

#### **Identified Needs**

Needs identified through the public meetings and other outreach opportunities mainly focused on ideas for classes or activities to be at facilities other than Columbia Association’s fitness clubs. Findings from the statistically valid telephone survey on this issue provide some additional views on this issue.

#### **Findings related to programming from the Fall 2013 telephone survey**

On the question of participation of whether they preferred older adult only classes or multi-generation ones, 55% said they preferred classes open to all; 30% preferred older adults only. For the age groups younger than 65 (45-64) more were willing to participate in open class programs (+60%).

66% are satisfied or somewhat satisfied with local programs and services offered to meet the older adult needs; only 11% were not satisfied (23% don’t know).

Walking/hiking was the most popular exercise for older adults (48%) in the past year.

Those 65-74 years, the pathways are the most popular (21%); overall 13% of older adults reported they used the pathways most often (2nd only to use of the Supreme Sports Club).

Currently, very few older adults participate in indoor swimming (10%), water aerobics classes (7%), group fitness classes (9%), personal training (4%), consultations (6%), Yoga/Pilates (9%), or other special programs (6%) and the majority say that they are not likely to participate in the future.

More than 60% of those 65 years and older participate in exercise, sports or fitness; and participation decreases with age.

## Recommendations

### A. Facility Activity Hubs

Cluster programming to decrease transportation challenges and reinforce Columbia Association facilities as “hubs” of activity where older adults as well as other community members can conveniently participate in multiple types of programming at one location.

#### Findings related to facilities from the Fall 2013 telephone survey

32% of older adults stated that they preferred to exercise at large facilities (this is the highest of all responses for older adults); followed by community center (24%). Those under 65 (ages 45-64) preferred to exercise at larger facilities, those over 65 preferred to exercise at community centers (village centers).

Nearly a fifth has used the Hot Water Therapy Pool at Columbia Athletic Club.

Supreme Sports Club is the most utilized facility for older adults, but only in the 45-54 and 55-64 age ranges.

The 75 years and older group have a high level of non-use (45%) of facilities, but Columbia Athletic Club is most popular among them (18%).

33% of older adults stated that they had used a non-Columbia Association fitness facility in the past year.

### B. Universal Design

Employ universal design principles to the greatest extent possible for new facilities and outdoor amenities.

### C. Casual Meet-up Space at Villages

Develop a pilot project when renovating one of Columbia Association’s community center buildings to redesign the lobby or central area to serve as a casual meet-up space for drop-in coffee and activities. (See related programming recommendation under the heading Social/Cultural and Educational Activities,” “Informal Village Association Program Opportunities.”)

### D. Walkable/Livable Communities

Continue to promote and advocate for walkable and livable communities and neighborhoods.

### E. ADA Accessibility

Develop and implement a Columbia Association ADA Accessibility Plan. To ensure that Columbia is a community for all, it is important that Columbia Association develop an ADA Accessibility Plan and implement it over the ten-year horizon of this *Plan for Serving the Older Adult Community*.

### F. Park Furnishings to Serve Older Adults

Explore the opportunity to introduce selected, additional outdoor equipment and furnishings at Columbia Association’s parks or open spaces to serve older adults.

## 6. RATES AND FEES

### Identified Needs

During the planning process and associated outreach and engagement, there was an expressed desire for reduced fees for Columbia Association programs for older adults based on their long-tenure in the community. There was also a desire expressed for more information on income-qualified memberships. More options for flexible facility packages were also desired.

## Recommendations

### A. Access to Facilities and Programs

Continue to experiment with a range of facility and program access fee options to meet the needs of various segments of the community while maintaining Columbia Association's short- and long-range fiscal sustainability. On a regular basis, analyze how various facility and program access fee options are used by older adults including the proportion of older adults who take advantage of Columbia Association's income qualified memberships. Also explore why seniors use or do not use CA programs and services.

### B. Financial Assistance

Continue to offer and publicize financial assistance via Columbia Association's income qualified programs to CA residents, including older adults, who meet income guidelines to participate in Columbia Association programming.

#### Findings related to rates and fees from the Fall 2013 telephone survey

54% of older adults in Columbia are not aware of the senior discount.

The Six Class Pass is used by only 1% of older adult population and 80% have never heard of it.

## 7. PARTNERING AND COOPERATION

### Identified Needs

The need for partnering was expressed most frequently in relation to providing transportation services such as enhanced transportation shuttle services. Also mentioned was the need to coordinate services with Howard County and the need to partner with health and service providers to provide wellness classes. Less frequently mentioned is a desire for information or classes on nutrition, supplements and health assessments.

### Recommendations

*(See also other partnering recommendations under the subheadings Mobility; Helping Older Adults Age in Place; Facilities; Information, Training, & Community Engagement; and Health Promotion.)*

#### A. Enhance Partnering

Enhance partnering and cooperation with other agencies and the Howard County government that share a stake in improving the lives of older adults.

#### B. Office on Aging

Continue to coordinate with the Howard County Office on Aging as it undertakes a facilities and services master plan for older adults and to assure that the interests of Columbia's older adults are represented and reflected in the master plan.

#### C. Educational Classes

Advocate for an increase in the number of educational courses provided by others and geared towards older adults through partnerships with community providers. Encourage local professional businesses to offer educational classes including nutritionists, doctors, dentists, pharmacists, eye care professionals, lawyers, financial providers, etc.

## 8. INFORMATION, TRAINING, COMMUNITY ENGAGEMENT AND COORDINATION

### Identified Needs

During the community engagement as part of the planning process, there was an expressed desire for more information about older adult services and programs. One idea included establishment of a clearinghouse for information related to older adults (events and activities as well as services). There was also an expressed desire for a Columbia Association staff coordinator position for older adult services and programs. Also mentioned but less frequently was a need for additional computer training and additional on-line or CA-TV programming that would help older adults participate in on-line programming or more easily know how to get information they need from the convenience of their computers.

### Relevant findings from the Fall 2013 telephone survey

Columbia Association Activity Guide (24%), county publications (22%), and Columbia Association website (21%) are the top three sources where older adults receive their information.

Use of Columbia Association website is lower in the older age groups. It is the top information source for those 45-54 (32%), while for those 75+ it is the least utilized resource (9%).

63% of older adults found it easy to find out which services and programs are available to meet the needs of older adults; 27% reported that it was not. For those 75+, the percentage who found it easy increased to 73%; not easy for this group was 14%.

### Recommendations

#### A. Ease of Information Access

Increase ease of access to information related to Columbia Association services, programs and facilities. Promote and provide coordinated information and a person-centered approach to providing information on Columbia Association programs, services and facilities for older adults.

#### B. Older Adult Guide

Continue to publish a guide of Columbia Association's older adult services, facilities and programs.

#### C. Website

As Columbia Association continues to enhance its new website, enhance the older adult webpage with dedicated information resources for older adult residents.

#### D. Video and Live Streaming

Continue to video public meetings and events. Initiate live streaming of public meetings and other events of interest so people can watch online from home as an alternative to attending the meetings, which are often held in the evenings.

#### E. Training

Expand training of Columbia Association's customer-facing team members to understand and respond to the variety of older adult needs and physical abilities. Ensure that instructors are qualified to assist those with disabilities and to be able to address the needs of older adults.

#### F. Community Engagement

Continue to engage with the older adult community through small group discussions, surveys and other interactive means to assess needs and ways that Columbia Association can continue to evolve its programs and services for older adults.

### **G. Older Adult Subject Expert**

Designate an older adult subject matter expert who would be Columbia Association's in-house resource. This person would be well-informed about issues related to programming and facilities for older adults and play a role in training and education of Columbia Association team members who interact with the public. It is recommended that this staff member develop a relationship with UMBC's Erikson School – Management of Aging Services, which could serve as a resource/educational partner related to how Columbia Association can enhance its coordination and delivery of service for older adults and implement this plan.

### **H. English Learners**

Enhance engagement with foreign-born older adults and those with limited English language skills.

## **9. HEALTH PROMOTION AND SERVICES**

### **Identified Needs**

During the community engagement as part of planning process, there was an expressed desire for partnerships with health and service providers and interest in wellness classes and general health promotion and assessments.

### **Recommendations**

#### **A. Health and Wellness Partnerships**

Expand partnerships with health, medical and wellness agencies such as the Horizon Foundation, Howard County's Office on Aging, Howard County Hospital, the Howard County Health Department and medical providers to pursue community-based programs focusing on health promotion and outreach opportunities that are in alignment with Columbia Association's mission.

#### **B. Healthy Lifestyles**

Continue to promote healthy lifestyle strategies through classes and programs and facility offerings that help individuals make healthier choices to prevent illness.

#### **C. Mind-Body Wellness**

Include programs suitable for older adults in Columbia Association's new mind-body wellness facility, Haven on the Lake.

#### **D. Medical Advisory Board**

Consult with Columbia Association's medical advisory board including gerontologist Dr. Kevin Carlson regarding Columbia Association's health promotion programming and services and recommended enhancements aimed at the older adult community. Coordinate these recommendations with the Senior Advisory Committee.

#### **E. Encourage Exercise**

Promote the benefits of exercise for older adults and strive to increase older adult participation in regular cardio-vascular exercise and muscle-building exercise.

# Chapter 4 **Implementation**

This chapter includes an implementation matrix see pages 30-33, which compiles all recommendations in this plan. The matrix can be monitored and updated over time. It includes:

- The type of action required;
- The Columbia Association division or bureau responsible — or in the case of partnerships — the organizations, governmental agencies or other bodies that have responsibilities for carrying out the recommendations; and
- The recommended timeframe.

Within each of the nine topics areas, the implementation recommendations are listed in this chapter with on-going items first, followed by those recommended to commence during calendar years 2014 and 2015, followed by those in 2016 or 2017. Some of the items initiated in these timeframes may take several years to complete or become on-going activities as new programs, services and practices are established.

On-going actions are continuous activities that are occurring now and are recommended to continue on a regular basis into the future. A number of these recommendations call for enhancement of existing activities or practices.

Please see Chapter 3 for the full description of each recommendation.



### Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>1. Mobility</b>	A. Expand Transportation Options	Advocacy/Encouragement	CA-Advocates to Howard County	On-going
	C. Senior Events Shuttle	Financial Support; Partnership	CA Community Services Division; Community Partners	On-going
	D. Neighbor Ride Support	Financial Support; Advocacy/Encouragement	CA Community Services Division; Community Partners	On-going
	F. Intersection Safety	Advocacy/Encouragement	Howard County government	On-going
	E. Transit Routing	Advocacy/Encouragement	Howard County government	2014-2015
	B. Transit Travel Training	Advocacy/Encouragement	CA-Advocates to Howard County	2016-2017
<b>2. Helping Older Adults Age in Place</b>	A. Home Repair and Modification Program	Financial Support; Partnership	CA Revitalization Bureau	On-going
	C. Revitalization	Advocacy/Encouragement	CA Revitalization Bureau; Community Building and Open Space Bureau	On-going
	D. Housing Options	Advocacy/Encouragement	CA Community Building and Open Space Bureau	On-going
	B. Village Architectural Guidelines	Advocacy/Encouragement	Community Service Division; Village Covenant Advisors	2014-2015
	E. Home Repair Clearinghouse	New Service/Program	CA Revitalization Bureau	2014-2015
	F. Informational Program	Partnership	CA Community Services Division	2014-2015
	G. The Village In Howard	Financial Support; Technical Assistance	CA Revitalization Bureau	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.



### Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>3. Social/Cultural &amp; Educational Activities</b>	A. Village Association Cultural Events	Financial Support; Advocacy/Encouragement	CA Community Services Division; Village Associations	On-going
	C. Village Association Workshops/Classes	Partnership	CA; Village Associations	On-going
	B. Informal Village Association Program Opportunities	Advocacy/Encouragement	Village Associations	2014-2015
	D. Lifelong Learning	Partnership	CA Community Services Division; Howard Community College	2014-2015
	G. Groups and Outings	New Service/Program	CA Life Services Bureau	2014-2015
	H. Columbia Art Center Trips	Expand Existing Program/Service	Columbia Art Center	2014-2015
	E. Peer-to-Peer Learning	Advocacy/Encouragement	CA Volunteer Center Serving Howard County	2016-2017
	F. Golden Opportunities	Advocacy/Encouragement; Communications; Marketing	CA Communications; Advertising/Sales Divisions	2016-2017
<b>4. Programming: A Community for all Ages</b>	A. Intergenerational Programming	Expand Existing Program/Service	CA Divisions	On-going
	B. Programming Change within Existing Facilities	Expand Existing Program/Service	CA Divisions	On-going
	F. Program Monitoring	Plan/Analysis	CA Divisions	On-going
	C. Off-Peak Programming	Plan/Analysis	CA Divisions	2014-2015
	D. Group Hikes and Walks	New Service/Program	CA Community Building & Open Space Bureau; Sports and Fitness; Community Services; Volunteer Center	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.

## Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation*	Type of Action	Lead Organization	Anticipated Timeframe
<b>5. Facilities - Design and Location</b>	E. Program Schedules	Expand Existing Program/Service	CA Divisions	2014-2015
	B. Universal Design	Facility	CA Revitalization Bureau; Community Building & Open Space Bureau	On-going
	D. Walkable/Livable Communities	Advocacy/Encouragement	CA Community Building & Open Space Bureau	On-going
	E. ADA Accessibility	Plan/Analysis	CA General Counsel; CA Divisions	2014-2015
	F. Park Furnishings to Serve Older Adults	Plan/Analysis; Facility	CA Community Building & Open Space Bureau	2014-2015
	A. Facility Activity Hubs	Expand Existing Program/Service	CA Divisions	2016-2017
<b>6. Rates and Fees</b>	C. Casual Meet-up Space at Villages	Facility	Village Associations; CA Revitalization Bureau	2016-2017
	A. Access to Facilities/Programs	Membership; Plan/Analysis	CA Advertising & Sales Division	On-going
	B. Financial Assistance	Membership	CA Advertising & Sales Division	On-going
<b>7. Partnering and Cooperation</b>	A. Enhance Partnering	Partnership	CA Divisions	On-going
	B. Office on Aging	Partnership	CA Community Services Division	On-going
	C. Educational Classes	Advocacy/Encouragement	CA Divisions	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.

## Implementation Matrix Implementation Matrix *(Listed by Topic and Sorted by Anticipated Timeframe)*

Topic	Recommendation *	Type of Action	Lead Organization	Anticipated Timeframe
<b>8. Information, Training, Community Engagement and Coordination</b>	B. Older Adult Guide	Marketing	CA Advertising & Sales Division	On-going
	E. Training	Expand Existing Program/Service	CA Training/ Organizational Development Division	On-going
	F. Community Engagement	Communications	CA Divisions	On-going
	A. Ease of Information Access	Communications; Marketing	CA Communications & Public Relations Division	2014-2015
	C. Website	Communications	CA Communications & Public Relations Division	2014-2015
	D. Video and Live Streaming	Communications	CA Communications & Public Relations Division	2014-2015
	G. Older Adult Subject Expert	New Service	CA Life Services Bureau	2014-2015
	H. English Learners	Communications; Marketing	CA Communications & Public Relations Division	2014-2015
<b>9. Health Promotion and Services</b>	A. Health & Wellness Partnerships	Partnership	CA Life Services Bureau	On-going
	B. Healthy Lifestyle	Expand Existing Program/Service	CA Fitness Division; Life Service Bureau	On-going
	C. Mind-Body Wellness	Expand Existing Program/Service	CA Fitness Division	On-going
	D. Medical Advisory Board	Expand Existing Program/Service Program	CA Life Services Bureau	On-going
	E. Encourage Exercise	Encouragement	CA Communications; Sports and Fitness Divisions	2014-2015

\*Please see Chapter 3 for the full description of each recommendation.





[ColumbiaAssociation.org/OlderAdults](https://ColumbiaAssociation.org/OlderAdults)



Date: March 7, 2014

To: Columbia Association Board of Directors, Planning and Strategy Committee

Through: Phil Nelson, CEO/President

From: Jane Dembner, Chief, Community Building and Open Space Service Bureau

CC: Rob Goldman

Subject: Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adults

## OVERVIEW/BACKGROUND

After more than 18 months of research, analysis and engagement with the community, Management is ready to present the Board Review Draft of the *Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adults*. This memo gives an overview of the process and results. The plan, the technical appendix and the comment and response document are all posted on the website at [www.ColumbiaAssociation.org/OlderAdults](http://www.ColumbiaAssociation.org/OlderAdults)

**Planning Process:** The planning process was extensive. Columbia Association created and chartered a work team in July 2012 to develop this plan. The work team was comprised of 13 CA team members from across the organization, two members of Columbia Association's Senior Advisory Committee and one village manager. The team met monthly.

The plan development process was conducted in three major phases: documenting existing conditions; identifying needs, best practices; and analyzing findings, and development of the plan.

A concerted effort was made to have the development of this plan be as transparent as possible. All of the meetings of the work team were open to the public and the agendas and notes of these meetings were available to the community on the project webpage, [www.ColumbiaAssociation.org/OlderAdults](http://www.ColumbiaAssociation.org/OlderAdults). The progress of the work team was also reported in Columbia Association's "Presidents Report" and shared monthly with the Senior Advisory Committee, which provided valuable feedback. Outreach and communications for the public meetings was also extensive.

**How was the Public Engaged?** Management used a number of different avenues to identify the needs of Columbia's older adults. The three main methods were community input and events; expert interviews; and a telephone survey. Ideas and input was obtained from throughout the community. Community input and events included the following:

Focus Groups: Columbia Association sponsored two focus groups that were facilitated by professionals from the Maryland Conflict Resolution Center, one with representatives of Columbia Association's advisory groups and one with the village managers.

Public Meetings: The first community open houses on the older adult planning process were held in May 2013. Two sessions were held — one in the afternoon and one in the evening — and nearly 150 people participated. The purpose of the open house events was to make the community aware that Columbia Association was working on a plan for serving older adults; to share the plan's purpose and process; to provide some background information as part of the first phase of the study; and solicit ideas from the participants. Columbia Association held a second set of public meetings in January 2014 to discuss the draft plan and solicit ideas and enhancements prior to the preparation of the final plan. Approximately 180 people participated in those meetings.

Leadership Howard County's Serving Older Adults Community Impact Project: Columbia Association partnered with Leadership Howard County and its Premiere Program to develop and administer a survey of more than 500 older adults in spring 2013. This was an intercept survey and was also administered through SurveyMonkey.

50+EXPO: Columbia Association surveyed participants in 2012 and again in 2013 at this well-attended annual event. Hundreds of surveys were completed

2012 Howard County Health Survey: Columbia Association, The Horizon Foundation, Howard County's Health Department and Johns Hopkins University partnered to undertake this first-ever telephone health survey of Howard County residents. Results for Columbia and for older adults were analyzed.

Review of Other Sources: In addition to these recent efforts, Columbia Association also reviewed comments and input from previous community events and research efforts including focus groups completed by CA's Senior Advisory Committee in 2006, and the Opting For Independence case study reports (Coordinating Committee, 2011, 2013).

Expert Interviews: As part of the Leadership Howard County's Community Impact Project, that team interviewed local, national and international experts to understand key trends, issues and initiatives in programming and facilities focused on serving older adults.

Telephone Survey: Columbia Association commissioned a statistically valid telephone survey of the community, which was conducted in fall 2013. This was administered by Mason-Dixon Polling & Research. A total of 800 adult residents of Columbia (age 45+) were interviewed by telephone. Those interviewed were randomly selected, utilizing a cross-section of Columbia telephone exchanges and a Columbia-matched cell phone list. The margin for error is plus or minus 3.5 percentage points. This means that there is a 95% probability that the "true" figure would fall within that range if all adults in Columbia aged 45+ adults were surveyed.

**Draft Plan:** CA prepared a Public Review Draft plan and released it to the public in late 2013 prior to the January public meetings. The public comment period was open for the month of January. Eighty-three comments were submitted in writing or verbalized at the public meetings. Management reviewed the comments, prepared written responses to each, and revised the plan based on an assessment of the comments and suggestions. The result is this Board Review Draft of the plan. Some of the changes CA Management made to the previous draft include: a fuller explanation of the intent of the plan and to more clearly explain how this plan's recommendations relate to efforts of the county or other organizations; added additional demographic information and information from the recent Howard County Health Survey as it relates to older adults; included a recommendation to enhance engagement with foreign-born older adults; and clarified the implementation timeframe for each recommendation.

**Plan Recommendations:** Columbia Association used a number of different avenues to identify older adults' needs in Columbia. The three main methods for determining needs were: community input and events; expert interviews; and a statistically-valid telephone survey. An analysis of all the areas of input identified the most frequently cited needs. The needs were also compared across research methods.

As a result, nine needs surfaced as the most prevalent issues and the plan's recommendations are organized around the needs:

- Transportation
- Helping Seniors Stay in their Homes
- Social/Cultural and Education Activities
- Programming
- Design and Location of Facilities
- Rates and Fees
- Partnering and Cooperation with other Agencies/Government
- Information, Training, Community Engagement and Coordination
- Health Promotion and Services

**Plan Implementation:** The plan includes an implementation chapter and matrix. The matrix will be used to monitor implementation progress over time. The plan recommends that Management report annually on implementation progress

For each of the 50 plan recommendations, the implementation matrix includes the following information:

- The type of action required;
- The CA division or bureau responsible — or in the case of partnerships — the organizations, governmental agencies or other bodies that have responsibilities for carrying out the recommendations; and
- The recommended timeframe (on-going; 2014-2015; or 2016-2017).

***It is important to note that all 50 recommendations are to be initiated by 2017.***

## **BUDGET CONSIDERATIONS**

Management finds that the recommendations included in the plan are extensions of services, programs and facility design are funded within the budgeted operating and capital budgets of Columbia Association. And Management believes that any new initiatives that are initiated as a result of the plan in the next two years can be resourced by reorganizing priorities and by re-prioritizing existing staff tasks and responsibilities.

## **POLICY IMPLICATIONS**

The plan is in alignment with the new Strategic Plan and CA's mission of "Working every day in hundreds of ways to make Columbia an even better place to live, work and play." And it addresses all five Strategic Plan goals:



1. Deliver programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia.
2. Maintain and enhance Columbia's facilities, open spaces, connectivity and environmental stewardship.
3. Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.
4. Strengthen communication and community engagement in CA.
5. Demonstrate the practices of a high-performing and responsive organization.

## **RECOMMENDATIONS**

Management recommends that the Board of Directors approve *Community for a Lifetime: CA's Comprehensive Plan for Serving Older Adult* as the guiding framework for CA's ongoing efforts to continuously enhance programs and services for Columbia's growing older adult community.

**Columbia Association, Inc.**

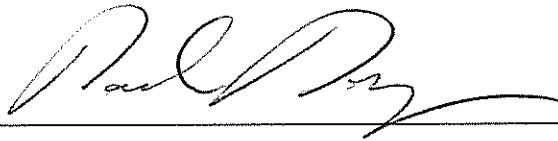
**Financial Statements**

**January 31, 2014 and 2013**

COLUMBIA ASSOCIATION, INC.

OFFICER'S STATEMENT

I have reviewed the accompanying statement of financial position of Columbia Association, Inc. as of January 31, 2014 and 2013, and the related statements of activities and cash flows for the quarters then ended. In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Columbia Association, Inc. as of January 31, 2014 and 2013, and the results of its operations and its cash flows for the periods then ended, in conformity with generally accepted accounting principles.

A handwritten signature in black ink, appearing to read "Paul Papagjika", is written over a horizontal line.

Paul Papagjika, Treasurer

**Columbia Association, Inc.**

**Statements of Financial Position**

**As of January 31, 2014 and 2013  
(in Thousands)**

	<u>Assets</u>	2014	2013
Cash and cash equivalents	\$	564	\$ 159
Accounts receivable, net		10,649	11,389
Prepaid expenses and other assets		1,430	1,164
Debt service fund		136	476
Risk management fund		6,540	6,672
Workers' compensation fund		2,326	1,949
Property, facilities and equipment, net		104,816	102,811
Intangible assets, net		319	319
Deferred bond issuance/financing costs, net		1	10
		<hr/>	<hr/>
Total assets	\$	<u>126,781</u>	<u>\$ 124,949</u>
	<u>Liabilities and Net Assets</u>		
Liabilities			
Line of credit	\$	20,720	\$ 13,750
Accrued interest		45	159
Accounts payable and accrued expenses		9,047	8,609
Deferred revenue		11,062	12,298
		<hr/>	<hr/>
		40,874	34,816
		<hr/>	<hr/>
Term debt			
Senior secured bonds		2,701	11,373
Capital lease obligations		371	242
		<hr/>	<hr/>
Total term debt		<u>3,072</u>	<u>11,615</u>
		<hr/>	<hr/>
Total liabilities		43,946	46,431
Net assets			
Unrestricted		<u>82,835</u>	<u>78,518</u>
		<hr/>	<hr/>
Total net assets		<u>82,835</u>	<u>78,518</u>
		<hr/>	<hr/>
Total liabilities and net assets	\$	<u>126,781</u>	<u>\$ 124,949</u>

See notes to financial statements

**Columbia Association, Inc.**

**Statements of Activities**

**Periods ended January 31, 2014 and 2013**  
**(in Thousands)**

	<u>2014</u>	<u>2013</u>
Revenue		
Property assessments	\$ 34,281	\$ 33,670
Sport and fitness	18,831	18,633
Community services	2,970	3,082
Sales and marketing	2	1
Community building and sustainability	108	14
Open space management	437	283
Revitalization	49	67
Interest income and other	80	110
Unrealized gain (loss) on marketable securities	<u>(12)</u>	<u>14</u>
Total revenue	<u>56,746</u>	<u>55,874</u>
Expenses		
Sport and fitness	19,316	19,374
Community services	7,302	6,925
Sales and marketing	318	119
Community building and sustainability	863	631
Open space management	7,260	7,175
Revitalization	689	717
Administrative	6,989	6,967
Interest	<u>706</u>	<u>1,162</u>
Total expenses	<u>43,443</u>	<u>43,070</u>
Increase in unrestricted net assets	13,303	12,804
Unrestricted net assets, beginning	<u>69,532</u>	<u>65,714</u>
Unrestricted net assets, end	<u>\$ 82,835</u>	<u>\$ 78,518</u>

See notes to financial statements

**Columbia Association, Inc.**

**Statements of Cash Flows**

**Periods ended January 31, 2014 and 2013  
(in Thousands)**

**(in Thousands)**

	<u>2014</u>	<u>2013</u>
Cash flows from operating activities		
Increase in unrestricted net assets	\$ 13,303	\$ 12,804
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities		
Depreciation expense and amortization	5,553	5,510
Amortization of deferred bond issuance costs	7	9
(Gain) loss on disposal of fixed assets	(5)	(26)
Unrealized (gain) loss on marketable securities	12	(14)
Changes in operating assets and liabilities		
Accounts receivable	2,409	3,903
Prepaid expenses and other assets	(12)	292
Accrued interest	(353)	(461)
Accounts payable and accrued expenses	(3,300)	(2,209)
Deferred revenue	(2,311)	(3,597)
Net cash provided by operating activities	<u>15,303</u>	<u>16,211</u>
Cash flows from investing activities		
Net purchases of investments held by trustees	368	336
Purchase of property, facilities and equipment	(5,726)	(7,354)
Proceeds from the sale of equipment	5	31
Net cash used in investing activities	<u>(5,353)</u>	<u>(6,987)</u>
Cash flows from financing activities		
Line of credit	(714)	(3,088)
Long-term debt principal payments		
Senior secured bonds	(8,672)	(4,632)
Capital lease obligations	(113)	188
Term loan	-	(1,607)
Net cash used in financing activities	<u>(9,499)</u>	<u>(9,139)</u>
Net increase (decrease) in cash and cash equivalents	451	85
Cash and cash equivalents, beginning	<u>113</u>	<u>74</u>
Cash and cash equivalents, end	<u>\$ 564</u>	<u>\$ 159</u>
Supplemental disclosure of cash flow information		
Cash paid during the period for interest	<u>\$ 1,055</u>	<u>\$ 1,615</u>

See notes to financial statements

**Columbia Association, Inc.**  
**Notes to Financial Statements**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 1 - Organization and Summary of Significant Accounting Policies**

**Organization**

Columbia Association, Inc. (the Association) is a nonprofit membership corporation, quasi-governmental in function, incorporated under Maryland law. It develops and operates recreation and community facilities; provides community programs and assistance; and maintains and develops park land and open space in Columbia, Maryland. The Association is governed by an eleven-member Board of Directors comprised of the Association's President and ten members elected by residents of each of the ten villages.

During the development of Columbia, the Association incurred substantial operating losses and capital outlays for property, facilities and equipment. This early activity was financed by the issuance of long-term debt. The Association's revenues from assessments and services have funded the debt service requirement since fiscal year 1985.

**Use of Estimates in Preparing Financial Statements**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

The Association defines cash equivalents as all highly liquid investments with maturities of ninety days or less when acquired, except when such investments are held by trustees for the debt service, risk management or workers' compensation funds.

**Accounts Receivable**

Accounts receivable consist principally of membership fees receivable, which are uncollateralized and generally have a term of one to three quarters. Accounts receivable also include property assessments, which are collateralized by the resident's property.

# **Columbia Association, Inc.**

## **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The carrying amount of accounts receivable is reduced by a valuation allowance. The reserve for abatements and allowance for doubtful accounts is based on management's assessment of the collectability of specific member accounts and the amount of abatements residents will receive on their property assessment. All accounts or portions thereof deemed to be uncollectible or to require an excessive collection cost are written off to the reserves for abatements and allowance for doubtful accounts.

### **Debt Service Fund**

Under the terms of the senior secured bond agreements, the Association deposits annual charge revenues with a trustee under a sinking fund arrangement. Investments in this fund are used to pay principal and interest payments on the bonds and are invested in U.S. Governmental Securities money market funds, which are stated at fair value.

### **Investments Held By Trustees**

Investments held by trustees consisting of money market funds and U.S. Government mortgage bonds and treasuries are stated at fair value.

### **Property, Facilities and Equipment, Net**

Land includes approximately 3,400 acres of land that has been contributed to the Association since the establishment of the community of Columbia and is recorded at zero value. The contributed land is subject to a zoning ordinance limiting its usage to public or community usage. Facilities, equipment and land improvements that have a limited life are stated at cost and are depreciated using the straight-line method.

<u>Assets</u>	<u>Estimated Useful Lives</u>
Building and recreational facilities	10 to 40 years
Land improvements	20 to 25 years
Furniture, equipment and other	5 to 10 years

Costs of parks, lakes and related permanent land improvements are accounted for as land and are not depreciated because they have an indefinite useful life. Normal, recurring or periodic repair and maintenance costs are expensed as incurred.



## **Columbia Association, Inc.**

### **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

Financial Accounting Standards Board (FASB) Interpretation No. 144, Accounting for the Impairment or Disposal of Long-Lived Assets (FASB ASC 360-10), requires that an impairment loss be recognized only if the carrying amount of a long-lived asset is not recoverable from its undiscounted cash flows and that the measurement of any impairment loss be the difference between the carrying amount and the fair value of the asset.

#### **Intangible Assets**

Goodwill relates to the purchase of land. The annual assessment revenue levied from this transaction exceeds the carrying amount of the goodwill and therefore no adjustment to carrying value is deemed necessary.

#### **Deferred Bond Issuance/Financing Costs**

Expenses related to the issuance of the senior secured bonds are being amortized using the effective interest method over the term of the bonds. Accumulated amortization as of January 31, 2014 and 2013 was \$736 and \$1,036, respectively. The estimated amortization for the year ending April 30, 2014 is \$1.

#### **Risk Management Fund**

Under the Association's risk management program, self-insured claims for general liability risks are accrued based on the best estimate of the ultimate cost of both asserted claims and unasserted claims from reported incidents and estimated losses from unreported incidents. Such estimates are reviewed by counsel. The Association is funding the risk management program under a trust fund arrangement, which currently provides for funding as actuarially determined by independent actuaries.

#### **Workers' Compensation Fund**

The Association has a self-insurance program for workers' compensation. Under this program, the Association has a workers' compensation fund for its estimate of the ultimate cost of both asserted and unasserted claims from reported workers' compensation incidents. Claims and fund expenses are paid directly out of the workers' compensation fund. The program includes a trust deposit escrow account in the name of Maryland Workers' Compensation Commission for the benefit of the Association. The investment level of the fund will be periodically reviewed by the State of Maryland Workers' Compensation Commission and by independent actuaries.

## **Columbia Association, Inc.**

### **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

#### **Revenue Recognition**

Property assessments consist of annual charges for which future services are not required and are recognized as revenue when the annual charges are levied and due. Membership and other fees are recognized as revenue on a pro rata basis during the membership period with unearned fees recorded as deferred revenue.

#### **Rental Expense**

Rental expense is recognized over the lease terms as it becomes payable according to the provisions of the respective leases. However, if the rental expense varies from a straight-line basis, future rental expense including scheduled and specific rent increase and/or rent concession are recognized on a straight-line basis over the lease terms.

#### **Advertising**

The Association uses advertising to promote its programs among the audiences it serves. The production costs of advertising are expensed as incurred. Advertising and promotion costs totaled \$412 and \$272 for the periods ended January 31, 2014 and 2013, respectively.

#### **Income Taxes**

Although exempt from federal and state income taxes as provided for under Section 501(c)(4) of the Internal Revenue Code, the Association is subject to federal and state taxes on unrelated business income, if any.

The Association adopted the guidance provided *Accounting for Uncertainty in Income Taxes* (FASB ASC 740-10), on April 1, 2009. Management has determined that the Association has no material uncertain tax positions that would require recognition under the guidance. The federal and state income tax returns of the Association for the tax periods ending April 30, 2011, 2012 and 2013 are subject to examination by the IRS and state taxing authorities, generally for three years after they were filed. During the periods ended January 31, 2014 and 2013, there was no unrelated business income.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 2 - Accounts Receivable**

Accounts receivable are comprised of the following as of January 31, 2014 and 2013:

	<u>2013</u>	<u>2012</u>
Membership fees	\$ 10,646	\$ 11,943
Annual charges	1,398	1,318
Other	<u>305</u>	<u>16</u>
Total accounts receivable	12,349	13,277
Less reserves for abatements and allowance for doubtful accounts	<u>1,700</u>	<u>1,888</u>
	<u><u>\$ 10,649</u></u>	<u><u>\$ 11,389</u></u>

**Note 3 - Investments and Other Assets**

**Debt Service Fund**

Investments of \$136 in 2014 and \$476 in 2013 in the Debt Service Fund are held by a Trustee and consist of a U.S. Governmental Securities Money Market Fund in which the fair value approximates cost.

**Risk Management Fund**

Investments included in the Risk Management Fund are held by a Trustee and are combined in a portfolio, which consists of the following as of January 31, 2014 and 2013:

	<u>2013</u>		<u>2012</u>	
	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>
Cash and cash equivalents	\$ 239	\$ 239	\$ 6	\$ 6
Government debt securities	6,337	6,301	6,594	6,641
Accrued interest	<u>-</u>	<u>-</u>	<u>25</u>	<u>25</u>
	<u><u>\$ 6,576</u></u>	<u><u>\$ 6,540</u></u>	<u><u>\$ 6,625</u></u>	<u><u>\$ 6,672</u></u>

# Columbia Association, Inc.

## Notes to Financial Statements - Continued

January 31, 2014 and 2013  
(in Thousands)

### Workers' Compensation Fund

Investments included in the Workers' Compensation Fund are held by a Trustee in a portfolio, which consists of the following as of January 31, 2014 and 2013:

	2013		2012	
	Cost	Fair Value	Cost	Fair Value
Cash and cash equivalents	\$ 392	\$ 392	\$ 390	\$ 390
Government debt securities	1,934	1,934	1,559	1,559
	<u>\$ 2,326</u>	<u>\$ 2,326</u>	<u>\$ 1,949</u>	<u>\$ 1,949</u>

### Note 4 - Fair Value Measurements

In determining fair value, the Association uses various valuation approaches within the FASB ASC 820 fair value measurement framework. Fair value measurements are determined based on the assumptions that market participants would use in pricing an asset or liability.

FASB ASC 820 establishes a hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. FASB ASC 820 defines levels within the hierarchy based on the reliability of inputs as follows:

- Level 1 - Valuations based on unadjusted quoted prices for identical assets or liabilities in active markets;
- Level 2 - Valuations based on quoted prices for similar assets or liabilities or identical assets or liabilities in less active markets, such as dealer or broker markets; and
- Level 3 - Valuations derived from valuation techniques in which one or more significant inputs or significant value drivers are unobservable, such as pricing models, discounted cash flow models and similar techniques not based on market, exchange, dealer or broker-traded transactions.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

Following is a description of the valuation methodologies used for instruments measured at fair value and their classification in the valuation hierarchy.

**Trading and Available-for-Sale Securities**

Debt securities consisting of government agency debt obligations are generally valued at the most recent price of the equivalent quoted yield for such securities, or those of comparable maturity, quality and type. Debt securities are generally classified within Level 2 of the valuation hierarchy.

**Interest Rate Swap Agreements**

The fair value of interest rate swaps are estimated by a third party using a model that builds a yield curve from market data for activity traded securities at various times and maturities and takes into account current interest rates and the current credit worthiness of the respective counterparties. Such securities are classified within Level 2 of the valuation hierarchy.

The following table presents assets measured at fair value by classification within the fair value hierarchy as of January 31, 2014:

	Fair Value Measurements Using		Total
	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	
Government debt securities	\$ -	\$ 8,235	\$ 8,235

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The following table presents assets and liabilities measured at fair value by classification within the fair value hierarchy as of January 31, 2013:

	<u>Fair Value Measurements Using</u>		
	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>	<u>Significant Other Observable Inputs (Level 2)</u>	<u>Total</u>
Government debt securities	\$ -	\$ 8,200	\$ 8,200
Interest rate swap agreement	\$ -	\$ -	\$ -

**Note 5 - Property, Facilities and Equipment, Net**

Property, facilities and equipment consist of the following as of January 31, 2014 and 2013:

	<u>2013</u>	<u>2012</u>
Land	\$ 6,533	\$ 6,533
Parks, lakes and related improvements	10,400	10,400
Land improvements	50,835	51,544
Buildings and recreation facilities	88,233	86,047
Furniture, equipment and other	29,851	28,394
Construction-in-progress	<u>24,265</u>	<u>21,033</u>
Total property, facilities and equipment	210,117	203,951
Less accumulated depreciation	<u>105,301</u>	<u>101,140</u>
Property, facilities and equipment, net	<u>\$ 104,816</u>	<u>\$ 102,811</u>

**Note 6 - Property Assessments**

The principal source of the Association's revenue is an annual charge, based on a rate (68 cents per \$100 of assessed valuation in both fiscal years 2014 and 2013) established annually by the Board of Directors, on all of Columbia's assessable real property. The Association's net assessed value is 50% of the State's assessed phased-in cash value subject to a 10% cap; however, the Board of Directors capped the increase at 2.5% for fiscal year 2014 and 2013.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

The net assessed value for assessment years beginning July 1 was as follows:

2014	\$ 10,077,166
2013	9,905,127

**Note 7 - Line of Credit**

The Association has available an unsecured line of credit with a bank, which, under a loan agreement, is limited to borrowings of \$45,000. The outstanding note bears interest at the lower of the bank's prime rate or LIBOR plus 95 basis points (0.18 and 0.21% as of January 31, 2014 and 2013, respectively) and is due on demand. Additionally, the note bears an unused commitment fee of 15 basis points on any difference between the preauthorized schedule of the projected outstanding balance and the amount of the credit actually used. The Association had \$20,720 and \$13,750 outstanding under the line of credit as of January 31, 2014 and 2013, respectively.

The Association had \$230 in letters of credit issued through a bank as of January 31, 2014 and 2013, respectively, none of which has been drawn upon.

**Note 8 - Term Debt**

**Senior Secured Bonds**

Senior secured bonds bear interest at annual rates ranging from 9.65% to 11.5%. The weighted average rate as of January 31, 2014 and 2013 was 9.82% and 8.39%, respectively. Such bonds are secured by annual charge revenue and mature at various dates between fiscal years 2014 and 2015. The balance at January 31, 2014 and 2013 was \$2,701 and \$11,373, respectively.

Under the terms of the bond agreements, annual charge revenues are deposited with a trustee under a sinking fund arrangement as security for principal and interest payments.

Aggregate maturities of the Association's senior secured bonds as of January 31, 2014 are as follows:

2015	\$ 2,701
	<hr/>
Total	<u>\$ 2,701</u>

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Capital Lease Obligation**

The cost and accumulated amortization of equipment under capital leases were \$1,112 and \$696, respectively, as of January 31, 2014, and \$837 and \$577, respectively, as of January 31, 2013. As of January 31, 2014, the future minimum annual payments under capital leases are as follows:

2014	\$	24
2015		142
2016		142
2017		70
		<hr/>
Total minimum lease payments		378
Less: amount representing interest		<hr/> (7)
Present value of net minimum lease payments	\$	<hr/> <hr/> 371

**Note 9 - Retirement Benefit Plan**

Substantially all full-time and eligible part-time employees are covered by a defined contribution retirement benefit plan. Contributions are based on 6% of eligible employees' salaries. Previously, employees became fully vested in the plan after seven years of service. Effective April 1, 2007, employees become fully vested after six years of service. Expenses under this plan were \$832 and \$790 for the periods ended January 31, 2014 and 2013, respectively.

**Note 10 - Commitments**

The Association leases certain facilities and equipment under operating leases. Rental expense, exclusive of these costs, was \$543 and \$604 for the periods ended January 31, 2014 and 2013, respectively.

As of January 31, 2014, the Association's total commitment for minimum annual rentals, exclusive of maintenance and other occupancy costs, under noncancellable operating leases are:



## **Columbia Association, Inc.**

### **Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

2014	\$	153
2015		878
2016		871
2017		797
2018 and thereafter		<u>7,294</u>
Total	\$	<u><u>9,993</u></u>

The lease for the headquarters building includes a rent abatement for the period September 1, 2011 to February 28, 2012 valued at \$249. Accrued abatements of \$88 and \$143 were included in the accrued expenses as of January 31, 2014 and 2013, respectively. The lease for the IT offices also includes rent abatement for the period August 1, 2012 to January 31, 2013 valued at \$10. Accrued abatement of \$6 is included in the accrued expenses as of January 31, 2014. The lease for the new fitness center includes rent abatement for the period March 1, 2014 to February 28, 2015 valued at \$386. The abatements are amortized over the life of the lease and are reflected as a reduction of rent expense as reported in the Statements of Activities.

In 2013, the Association committed \$1,600 to the Inner Arbor Corporation. For the year ended April 30, 2013, the Association recognized an expense in the amount of \$1,600, \$700 of which remains unpaid as of January 31, 2014 and is included in accounts payable and accrued expenses in the Statements of Financial Position.

#### **Note 11 - Postretirement Health Care**

The Association sponsors a defined postretirement medical benefit plan that covers both salaried and nonsalaried full-time employees and their spouses or surviving spouses. The postretirement health care plan is contributory. The Association will provide a maximum contribution of \$2.5 to retired employees and their spouses for employees who have 20 or more years of full-time service with the Association and have passed their 60<sup>th</sup> birthday. This contribution will decrease to a maximum of \$1.5 when the retiree reaches age 65. This benefit terminates on the 10<sup>th</sup> anniversary of the benefit commencement date. The employee contributes the remainder of the health care cost.

The following table sets forth the funded status of the Association's postretirement health care benefit plan reconciled to the accrued postretirement benefits cost recognized by the Association as of April 30 :

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

	<u>2013</u>	<u>2012</u>
Reconciliation of benefit obligations		
Obligation at beginning of year	\$ 519	\$ 470
Service cost	26	25
Interest cost	25	27
Actuarial gain	4	-
Benefit payments	<u>(3)</u>	<u>(3)</u>
Obligation at end of year	<u>\$ 571</u>	<u>\$ 519</u>
Amount not recognized in net period postretirement benefit cost:		
Unrecognized prior service credit	\$ (21)	\$ (22)
Unrecognized gain	<u>39</u>	<u>39</u>
Total amount recognized in net periodic postretirement benefit costs	<u>\$ 18</u>	<u>\$ 17</u>
Net periodic postretirement benefit costs include:		
Service cost	\$ 26	\$ 25
Interest cost	25	27
Amortization of unrecognized prior service cost	<u>1</u>	<u>1</u>
Net periodic postretirement benefit cost	<u>\$ 52</u>	<u>\$ 53</u>

The discount rate was 5.6% as of April 30, 2013 and 2012. The gross trend rate for health care coverage is 10.0% grading to 4.6% over five years.

Assumed health care cost trend rates have a significant effect on the amounts reported for the health care plans. A one percent change in assumed health care cost trend rates would have the following effects:

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

	<u>1% Increase</u>	<u>1% Decrease</u>
Effect on total service and interest cost components of net periodic postretirement health care benefit cost	\$ 8	\$ (7)
Effect on the health care component of the accumulated postretirement benefit obligation	76	(66)

**Note 12 - Significant Estimates**

**Reserve for General Liability Self-insurance**

Under its general liability self-insurance plan, the Association accrues the estimated expense of general liability claims based on claims filed subsequent to year-end and an additional amount for incurred, but not yet reported claims based on prior experience. Accruals for such costs of \$1,527 and \$1,281 are included in accrued expenses as of January 31, 2014 and 2013, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

**Reserve for Workers' Compensation Self-insurance**

Under its workers' compensation self-insurance plan, the Association accrues the estimated expense of workers' compensation claims based on claims filed subsequent to year-end and an additional amount for incurred, but not yet reported claims based on prior experience.

Accruals for such costs of \$1,646 and \$1,793 are included in accrued expenses as of January 31, 2014 and 2013, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

**Note 13 - Concentration of Credit Risk**

The Association maintains its cash balance in several accounts in various banks. At times, these balances may exceed the federal insurance limits; however, the Association has not experienced any losses with respect to its bank balances in excess of government provided insurance. Management believes that no significant concentration of credit risk exists with respect to these cash balances as of January 31, 2014.

**Columbia Association, Inc.**

**Notes to Financial Statements - Continued**

**January 31, 2014 and 2013**  
**(in Thousands)**

**Note 14 - Contingencies**

The Association is periodically a party to various lawsuits, claims and investigations, both actual and potential arising in the normal course of business. Based on internal review and advice of legal counsel, management believes the ultimate outcome of these matters, individually and in the aggregate, will not have a material adverse effect on the Association's financial position or results of operations.