



February 16, 2018

To: Columbia Association Board of Directors  
CA Management

From: Andrew C. Stack, Board Chair

**The Columbia Association Board of Directors Meeting will be held on Thursday, February 22, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.**

**AGENDA**

- |  |                  |
|--|------------------|
| 1. Call to Order   | <b>5 min.</b>    |
| (a) Announce Directors/Senior Staff in Attendance                                  |                  |
| (b) Remind people of meeting being recorded/broadcast                              |                  |
| (c) Read Five Civility Principles  |                  |
| 2. Announcement of Closed/Special Meetings Held/To Be Held                         | <b>1 min.</b>    |
| 3. Approval of Agenda  | <b>1 min.</b>    |
| 4. Disclosure of Conflicts of Interest   | <b>1 min.</b>    |
| 5. Resident Speakout   |                  |
| 6. Chairman's Remarks  | <b>3 min.</b>    |
| 7. Reports/Presentations   |                  |
| (a) President's Report – See written report – Follow-up questions from the BOD     | <b>15 min.</b>   |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | <b>5 min.</b>    |
| (c) Financial Reports - None   |                  |
| 8. Board Action  |                  |
| (a) Consent Agenda   | <b>1 min.</b>    |
| 1. Approval of Minutes – January 25, 2018  |                  |
| (b) Board Votes  | <b>70 min.</b>   |
| 1. Annual Charge Rate and Cap for FY 19  | <i>(10 min.)</i> |
| 2. Proposed FY 19 Rates  | <i>(10 min.)</i> |
| 3. Proposed FY 19 Capital Budget   | <i>(10 min.)</i> |
| 4. Proposed FY 19 Operating Budget   | <i>(10 min.)</i> |
| 5. Proposed Conditional FY 20 Capital Budget                                       | <i>(10 min.)</i> |
| 6. Proposed Conditional FY 20 Operating Budget                                     | <i>(10 min.)</i> |
| 7. Draft Charter - Climate Change and Sustainability Advisory Committee            | <i>(10 min.)</i> |
| 9. Tracking Forms  | <b>5 min.</b>    |
| (a) Tracking Form for Board Requests   |                  |
| (b) Tracking Form for Resident Requests  |                  |
| 10. Talking Points   | <b>2 min.</b>    |
| 11. Adjournment – Anticipated Ending Time: Approximately 9:30 p.m.                 |                  |

**Next Board Work Session and Meeting**  
**Thursday, March 8, 2018 – Board Work Session – 7:30 p.m.**  
**Thursday, March 22, 2018 – Board Meeting – 7:30 p.m.**

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

**CA Mission Statement**

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

**CA Vision Statement**

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

February 14, 2018

## Chair's Remarks February 22, 2018 Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Feb 20, 2018	CA Board candidates information session	7:00 PM
Feb 20, 2018	Solar Cooperative Information Session (Owen Brown)	7:00 PM
Feb 22, 2018	CA Board meeting	7:30 PM
Feb 24, 2018	CA Board candidates information session	10:00 AM
Feb 24, 2018	Evening in the Stacks (East Columbia Library)	7:00 PM RR
Feb 27, 2018	Home garden seminar (Kings Contrivance)	7:00 PM
Feb 27, 2018	Golf Advisory Committee meeting	7:00 PM
Feb 28, 2018	County Proposals for widening Snowden River Parkway between Oakland Mills Road and Broken Land Parkway (Hammond High School)	5:00 PM
Mar 1, 2018	New Downtown Cultural Center hearing (Planning Board)	7:00 PM
Mar 3, 2018	CA Open House (see web for details)	8:00 AM
Mar 6, 2018	Excite Columbia session 1	6:30 PM RR
Mar 7, 2018	International & Multicultural Advisory Committee meeting	7:00 PM
Mar 8, 2018	CA Board work session	7:30 PM
Mar 12, 2018	Audit Committee meeting	7:30 PM
Mar 13, 2018	Excite Columbia session 2	6:30 PM RR
Mar 15, 2018	Continuation of Lakefront Core Neighborhood hearing (Planning Board)	7:00 PM

RR = Registration Required

Attended the grand re-opening of the East Columbia Library on February 10th; it is quite nice. Extensive remodeling, particularly of the former administration spaces. Attended the Howard County Development Regulations Review presentation on February 12th. The final report for Phase 1 was submitted. It is available on the Department of Planning & Zoning web site.

Please note that at the March work session, the Board will discuss which strategic issues to address next fiscal year and will hear a plan to assume covenant responsibilities for some commercial properties.



SENIOR  
LEADERSHIP  
TEAM

**Milton W. Matthews**  
President/  
Chief Executive  
Officer

**Susan Krabbe**  
Vice President/  
Chief Financial Officer

**Dan Burns**  
Director of  
Sport and Fitness

**Jane Dembner**  
Director of Planning  
and Community Affairs

**Sheri Fanaroff**  
General Counsel

**Norma Heim**  
Director of  
Communications  
and Marketing

**Janet Loughran**  
Executive Assistant  
to the President/CEO

**Dennis Matthey**  
Director of Open Space  
and Facility Services

**Ron Meliker**  
Director of  
Human Resources

**Michelle Miller**  
Director of  
Community Services

**Chuck Thompson**  
Chief Information  
Officer

**Jackie Tuma**  
Director of  
Internal Audit

## February 2018

### Office of the President/CEO

The Downtown Columbia Arts and Culture Commission (DCACC) reports that planned construction projects at Merriweather Post Pavilion (MPP) are progressing, with a timeline for substantial completion of the work for the opening event on Friday, May 4.

The Downtown Columbia Partnership's (DTCP) annual plan for 2018 includes priorities in six areas: Marketing/Promotion of Downtown Columbia; Partnership Funding Sustainability; Transportation, Walkability, Wayfinding and Pedestrian Safety; Maintenance; Beautification; and Continuing Education and Networking. An action plan containing specific tasks in each of the priorities has been created, and work on the tasks has begun.

Howard Community College's (HCC) Commission on the Future (COF) completed its work in December 2017 and a final report is available at <http://www.howardcc.edu/about-us/mission-and-strategic-plan/commission-on-future/index.html>. The document contains 23 recommendations collected from the final reports from the six task forces comprising the COF. HCC will begin its in-depth review of the recommendations in spring 2018 via its strategic planning process. CA's President/CEO chaired the Sustainability Task Force, and team members Dennis Matthey, director, Open Space and Facility Services, and Jeremy Scharfenberg, energy manager, served as two of its nine members.

The Howard County Chamber will hold its annual State-of-the-County luncheon on February 22, 2018. County Executive Allan Kittleman will provide the keynote address. The Chamber is also providing the business community with links to information to assist in complying with newly-enacted "Maryland Healthy Working Families Act," also known as the Mandatory Paid Sick Leave Act.

On Friday, February 23, the Howard County Economic Development Authority and the Maryland Center for Entrepreneurship (MCE) will celebrate the graduation of two MCE Resident Companies: 5:00 FILMS and NextLOGiK.

The Inner Arbor Trust (IAT) continues to work on the design of the pathway system at Merriweather Park in Symphony Woods. Nina Basu, president/CEO of the IAT, together with Dennis Matthey, CA, presented a proposed plan for the eastern entrance to the CA Board of Directors at its February 8, 2018 work session.

## **Office of the President/CEO (cont'd)**

The Spending Affordability Advisory Committee (SAAC) continues its weekly meetings and expects to complete its work by the end of February. Plans are being finalized for CA to host on Thursday evening, May 3, a presentation of the SAAC's final report and recommendations, including time for questions and answers.

## **Sport and Fitness**

### **Columbia Gym**

On Saturday, February 3, Columbia Gym hosted a concert featuring the children's band, "Milkshake." Milkshake has performed at the Columbia Lakefront concert series, Centennial Lake, and the Columbia 50<sup>th</sup> Birthday Party. Over 120 parents and children attended the event. During a pre-performance meet and greet, the band mixed with the children and parents, playing games with the crowd and warming up the audience. The one-hour concert culminated in a photo shoot, face painting, and more games in the arena for the audience.

### **Haven on the Lake**

Haven on the Lake hosted its second annual "Wine, Cheese, Chocolate, and Shopping" event on Thursday, February 8. Over 300 members of the community attended and enjoyed products from Iron Bridge Wine Company, Edible Arrangements, Parfections, and Cabot Creamery, as well as shopping opportunities with local vendors. Haven showcased its many services and offered Pilates demonstrations throughout the evening.

## **Planning and Community Affairs**

### **New Community Planner Joins CA**

Jessica Bellah comes to CA with experiences that prepared her well to contribute to enhancing Columbia as a great place to live, work and play. Jessica grew up in Charlottesville, Virginia, and holds a Bachelor's Degree in Historic Preservation and Geography from the University of Mary Washington. She earned her planning certification from the American Institute of Certified Planners in 2017.

Upon graduation of college, Jessica joined AmeriCorps and spent two years living on a small island in Maine working as a town administrator under the Island Institute's Island Fellows program. In 2012, she returned to the Washington D.C. area to pursue a Master's Degree in Community Planning from the University of Maryland, while completing several internships with planning agencies related to historic preservation, economic development and sustainable development.

Prior to joining CA, Jessica was a Community Planner with the City of Greenbelt, another planned community, where she reviewed development proposals and undertook bike improvement planning and green retrofit projects, among others. Jessica has lived in or near Columbia for the past four years and is eager to work in and serve the community.

### **Increasing Influence in Columbia Planning and Development**

Staff from the Office of Planning and Community Affairs continued to participate in and monitor proposed and on-going development projects in and around Columbia including participation in various meetings related to planning and development.

- Continued to track the Downtown Lakefront Core development proposal by Howard Hughes Corporation. Staff briefed the CA Board on the proposal and attended the February 1 Planning Board public hearing on the proposal. The Planning Board hearing will continue on March 15, 2018.
- Continued to track and provide input to the county's review of the development regulations. Following the release of the assessment final report, the Director of Planning and Community Affairs attended a meeting of the Development Regulations Assessment Steering Committee; and she and the community planner attended the public meetings related to the final assessment report. The report is available on the Howard County project webpage at <https://www.howardcountymd.gov/regulationassessment>
- Continued to track the Erickson Living proposal for a new continuing care retirement community development in Clarksville and briefed the CA Board on that at their February work session.
- Updated the [Development Tracker](#), which provides information on development related meetings and submitted proposals for sites in and near Columbia. This is revised at least monthly and is available on-line at <http://bit.ly/developmenttracker>.

## **Communications and Marketing**

### **E-Mail**

Top email broadcast open rates from January 1-February 9, 2018 were:

- January 2018: Hobbit's Glen golf, 62%
- Inclement Weather, 59%
- School Age Services, 55%
- Press Release: Potential candidates for CA Board of Directors information sessions, 54%
- Happy Birthday Members, 53%
- January 2018 Membership Special Offer, 48%: this email goes to recent guests of all clubs focusing on a new member offer

### **Forms**

- Since July 2016, there have been nearly 3,000 opt-in forms from the website, signing up for CA Digest and other email eNewsletters and notifications.
- Program-specific email opt-in forms are being added to main landing pages on the website, in an effort to grow individual program listings.
- Membership lead submission forms are up 56% overall in January compared to December; this follows the trend from last year.

### **PR/Media**

Notable press interactions between January 14 and February 9 included:

- Coverage from the Laurel Leader and Howard County Times of the hiring of new Columbia Archives manager Lela Sewell-Williams;
- A press request from the Maryland Daily Record for a camps story; and
- A press request from Howard Magazine for its annual Guide to Howard County.

During this time period, Columbia Association issued press releases about Excite Columbia and the information sessions for potential CA Board candidates.

### **Publications**

The February issue of “CA Today” (Howard Magazine) had great CA date options on the cover, plus a Q+A with Camps, in addition to other articles.

The CA Update in February had calendar items, as well as a recap of the January 25, 2018 Board of Directors meeting.

### **Website**

Photographs from the Board of Directors alumni event were posted on CA’s website. The link may be accessed by clicking on “Board of Directors” on the homepage.

## **Open Space and Facility Services**

### **General Construction**

The Long Reach Tennis Club is nearing completion and will open in the first quarter of calendar year 2018.

Fairway Hills Golf Course interior renovations have started and construction of the patio retaining wall is now underway. The improvements include interior finishes in the clubhouse and a new warming kitchen to serve the clubhouse patrons.

Wilde Lake dredging is complete, pending the installation of plant material which will be installed this spring in a newly completed wetland bench.

Construction of the stream restoration project at Dobbin Road and Oakland Mills Road is complete, pending plant material which will be installed this spring.

Stabilization of both sides of the stream bank, below the Wilde Lake dam and adjacent to the pedestrian bridge, is underway. Construction should be completed by early March.

New solar projects were completed at the Dorsey Search Meeting Room and at the new Long Reach Tennis Center. Plans were also finalized for a solar project at Dickinson Pool.

New monument signs for Harper’s Choice will be installed this spring, pending the finalization of easements required for two of the six signs. Refurbishment of the text on five brick walls signs is complete.



## Community Services

### Columbia Art Center

Columbia Art Center (CAC) held its first live literary podcast on Saturday, February 10 as part of its salon series and in honor of Black History Month. Co-sponsored by Little Patuxent Review, the podcast featured African-American authors from Baltimore who shared prose from their latest published works.

CAC's Youth Department met with representatives from Columbia Festival of the Arts to complete plans for an interactive youth/family sculpture installation at Lakefest on June 15-17, 2018. The hands-on interactive sculpture installation will be located along the lake near the concert stage. Several Art Center Youth Department teachers will oversee the project.

CAC's Youth Department participated in the Martin Luther King *Day of Service* on January 15 by overseeing an art activity where volunteers created ornaments for the 55+ community residents.

### Volunteer Center Serving Howard County

The Volunteer Center Serving Howard County collaborated with the Howard County Dr. Martin Luther King, Jr. Holiday Commission with a Day of Service on January 15. As of February 2, the Center had been able to confirm 224 participants (connections) for 12 opportunities held in Howard County and the Columbia Gateway Government building, documenting 692.25 hours of service in honor of Dr. King.

### Summer Camps/Columbia Community Exchange

The Summer Camps Division joined the Columbia Community Exchange Program to host a Senior Sweethearts Dance on February 6 at Amherst House. Approximately 60 participants attended this event, which featured a light lunch, savory snacks, sweet treats, raffles, games, and dancing.

### School Age Services

School Age Services hosted its first Friday Family Fun Night on February 2. The theme was "Do you know who invented this?" and highlighted inventions and accomplishments by African Americans and women, in honor of Black History and Women's History months. Approximately 600 parents and siblings joined their children in the after school programs. The next Family Night is scheduled for April 13.

## Upcoming Events

### Columbia Art Center

Columbia Art Center and Little Patuxent Review will host a music-themed salon series presentation on Monday, March 5, at 7pm. The "Birth of Bebop" will be hosted by musicians Seth Kibel and Sean Lane. The event is free to the public.

Columbia Art Center and HoCoPoLitSo will present a Wilde Reading Series discussion on Tuesday, March 13, from 7-8:30pm. Authors Edward Belfar and Michael Tims will discuss their recently published works. The event is free to the public.



Columbia Art Center Galleries will host a reception for two solo painting shows on Sunday, March 11, from 2-4pm. The two solo artists to be featured in the galleries are Fariba Gheisour and Joanna Barnum. The event is free of charge, and the community is invited to attend the reception and talk to the artists.

Report from the CA Representatives to the Inner Arbor Trust Board of Directors  
February 2018

The Inner Arbor Trust met on February 5 and approved the alternate path proposal for the park that was developed with CA staff and the Trust in response to CA Board concerns. This proposal was submitted to the CA Board at its February 8 work session. The Trust continues to work with its landscape architect, Dennis Matthey, and Al Edwards to review and refine the proposal to engineer the path in the most cost effective way possible, respecting the environmental issues, and taking out as few trees as possible.

The bill introduced by Delegate Terri Hill in the state legislature, HoCoBill 20-18, allowing marketplace use under a new type of liquor license, was withdrawn at the request of the Trust.

HoCo Bill 19-18 is still under consideration and would allow IMA to sell alcohol in the park during its events, with CA holding the underlying license.

The Trust is meeting with arts groups with the goal of cooperation among the county arts entities to bring enhanced arts and culture programs to the community. To that end, the Trust has already agreed to program three Columbia Orchestra events, is hosting the HCPSS Jazz Showcase, and Maker Faire Columbia, to name a few.

**DRAFT**  
**Minutes of the**  
**BOARD OF DIRECTORS MEETING**  
**Held: January 25, 2018**

To be approved: February 22, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, January 25, 2018 at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Ginny Thomas, and Chao Wu. Also present were CA Vice President/CFO Susan Krabbe and General Counsel Sheri Fanaroff.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:33 p.m. by Chairman Andrew Stack. Mr. Stack announced the directors and senior staff in attendance, reminded attendees that the meeting is being recorded and broadcast, and read CA's Five Civility Principles.

**2. Announcement of Closed/Special Meetings:**

The **Board of Directors** held a closed meeting on December 14, 2017. Members present were Chairman Andrew Stack and members Dick Boulton, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, and Shari Zaret. The vote (taken during the November 9, 2017 meeting) to close the meeting was 8-0-0.

For: Messrs. Stack, Boulton, and Schwinn and Ms. Eagan, Evans, McCord, Thomas and Zaret

Against: none

Abstain: none

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iii) Consultation with legal counsel on legal matters, and (vi) consideration of the terms and conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association. The meeting was closed from 9:00 p.m. until 10:30 p.m. to discuss an update on legal proceedings and a business transaction.

The **Architectural Resource Committee** held a closed meeting on January 8, 2018 at Columbia Association headquarters. Members present were Deb Bach, Evamarie Lambright, and Tom Mungo. The vote to close the meeting was 3-0-0.

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. The meeting was closed from 1:01 p.m. until 1:34 p.m. to discuss new and ongoing covenant cases.

The **Board of Directors** held a closed meeting on January 11, 2018. Members present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, and Shari Zaret. The vote (taken during the November 9, 2017 meeting) to close the meeting was 8-0-0.

For: Messrs. Stack, Boulton, and Schwind and Ms. Eagan, Evans, McCord, Thomas and Zaret

Against: none

Abstain: none

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(vi) consideration of the terms and conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association. The meeting was closed from 9:40 p.m. until 10:40 p.m. to discuss potential transactions.

### **3. Approval of Agenda**

Mr. Stack added an item after 8.b.7 (in Board Votes) to entertain a motion to hold a closed meeting of the Board after its February 8 work session.

**Action:** Mr. Wu moved to approve the agenda as amended. Ms. Thomas seconded the motion, which passed unanimously. Vote: 7-0-0.

### **4. Disclosure of Conflict of Interest: none**

### **5. Resident Speakout:**

- a) Linda Wengel, Town Center Village Board, spoke about Lakefront Design Guidelines and about the area near The Hug statue.
- b) Marcia White, Oakland Mills, spoke about funding requested by the Inner Arbor Trust for pathway construction and other additions to the Inner Arbor.
- c) Tim Lattimer, Long Reach, spoke about climate change-related issues and the “We Are Still In” coalition.
- d) Joel Hurewitz, Harpers Choice, spoke about climate change-related issues, and about Downtown redevelopment.

### **6. Chairman’s Remarks:**

Mr. Stack submitted a written report. He also said he attended a meeting of the committee addressing the issue of noise levels from BWI Airport. He said a plan will be published in February.

### **7. Reports/Presentations**

#### **(a) President’s Report**

Mr. Matthews submitted a written report. In response to questions from the Board, he and staff members said:

- Staff will explore reports that Hobbits Glen staff members are now required to wear CA shirts instead of Hobbits Glen shirts.
- CA is being more prudent about situations in which residents intrude on CA property.
- CA should now be listed on the “We Are Still In” website as a supporter.
- CA and the county are still in discussion about where to make pathway curb cuts (some of which are required by the Americans with Disabilities Act) and which entity will pay for them.
- Howard County Chamber is opposed to the county’s Adequate Public Facilities Ordinance (APFO) because members think the APFO might prompt a construction moratorium.
- Erickson Living’s proposal for a retirement community development in River Hill will be discussed during the Board’s February work session.

#### **(b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors**

Ms. Eagan submitted a written report. In response to members’ questions, she said:

- The Butterfly will become a multi-purpose building that may include eateries.
- IAT will again send Board members the Merriweather Park pathway plan that was submitted with IAT’s budget request to CA.

#### **(c) Financial Reports – None**

#### **(d) Update on Lakefront Design Guidelines**

Planning and Community Affairs Director Jane Dembner summarized the plan review process regarding development of the Lakefront Core area of Downtown Columbia. She then gave an update on the major issues the CA Board had discussed in September 2017 – building mass and setbacks, parking, Wincopin Connector road, and public art. She also noted that specific parking space calculations and exact uses and square footage will be determined during a later phase of the planning process.

**Action:** Mr. Boulton moved that CA formally oppose the proposed extension of Wincopin Circle. Mr.

Klein seconded the motion, which failed. Vote: 3-3-1

For: Messrs. Boulton, Klein and Stack

Against: Mses. Eagan and Evans, and Mr. Wu

Abstain: Ms. Thomas

Mr. Klein moved that CA oppose a building height of more than nine stories for buildings in Downtown Columbia, but the motion was not seconded.

## 8. Board Action

### (a) Consent Agenda

1. Approval of Minutes of December 14, 2017

2. Approval of the Appointment of the Kings Contrivance representative to the Watershed Advisory Committee

Both item were approved by consent.

### (b) Board Votes

1. Transfer of Capital Funds in Watershed-Related Capital Projects between Fiscal Years

Open Space and Facilities Director Dennis Matthey explained why CA staff wants Board approval to transfer unspent funds between several watershed-related capital projects over more than one fiscal year to complete two projects and to request Board approval to transfer unspent funds, not to exceed \$75,000, from completed watershed capital projects to underfunded watershed capital projects in different fiscal years.

**Action:** Ms. Thomas moved to approve the staff's recommendation. Ms. Evans seconded the motion, which passed. Vote: 6-0-1.

For: Messrs. Stack, Boulton, Klein, and Mses. Eagan, Evans and Thomas

Against: none

Abstain: Mr. Wu was absent during the vote.

2. Request for Easement—Open Space in Rivers Corporate Park Lot 3-Plats 5696 and 7056 (Howard County)

**Action:** Ms. Thomas moved that CA grant the easement. Ms. Eagan seconded the motion, which passed. Vote: 6-0-1.

For: Messrs. Stack, Boulton, Klein, and Mses. Eagan, Evans and Thomas

Against: none

Abstain: Mr. Wu was absent during the vote.

3. Request for Easement—Crescent Property—Southeast Side of Parcel D (BGE utility easement)

**Action:** Mr. Boulton moved that CA grant the easement. Mr. Wu seconded the motion, which passed unanimously.

4. Request for Utility Easement near Merriweather Post Pavilion (Howard Research and Development)

**Action:** Mr. Wu moved to that CA grant the easement. Ms. Thomas seconded the motion, which passed unanimously.

150 5. Request for Easement—Crescent Property—Northwest Side of Parcel D (Howard Research and  
151 Development)

152 **Action:** Ms. Eagan moved that CA grant the easement. Ms. Thomas seconded the motion, which passed  
153 unanimously.

154  
155 6. Request for Easement—Crescent Property—Three Areas NW, SE, and SW of Parcel D (Howard  
156 Research and Development)

157 **Action:** Mr. Wu moved that CA grant the easement. Ms. Eagan seconded the motion, which passed  
158 unanimously.

159  
160 7. Recommended Options for Monitoring Community Efforts in Environmental and Climate Change-  
161 Related Matters

162 The Board primarily discussed three options:

163 1. Enhance the existing Watershed Committee to include climate issues.

164 2. Create a separate Climate Advisory Committee.

165 3. Create an environmental sustainability committee that would include a climate outreach focus.

166 The Board asked staff to draft a charter for a potential Environmental Sustainability committee and  
167 distribute it to Board members no later than 10 days before the February 22 board meeting.

168  
169 8. Entertain a motion to hold a closed meeting of the Board on February 8 after the work session.  
170 (*new agenda item*)

171 **Action:** Mr. Wu moved to hold a closed meeting of the CA Board of Directors on February 8,  
172 immediately following the work session. Ms. Thomas seconded the motion, which passed  
173 unanimously.

174  
175 (c) Board Discussion

176 1. Organizations to Invite to April 2018 Stakeholders Dinner

177 Mr. Stack recommended that the Howard Community College Board of Directors and the officers  
178 of Howard County General Hospital be invited to the April Stakeholders Dinner. Board members  
179 agreed by consent and suggested that the following groups be invited to future dinners:

180 - FIRN

181 - Association of Community Services

182 - Howard County Department of Planning and Zoning

183 - CA employees

184  
185 2. CA Dashboard Metrics

186 Sport and Fitness Director Dan Burns explained the dashboard of metrics for his department's  
187 performance during the second quarter of FY 2018, and answered Board members questions about the  
188 metrics. The Board then asked staff to include employee memberships when determining CA  
189 membership market share. Staff will also determine which numbers they can provide consistently that  
190 will enable the Board to track participation over time.

191  
192 **9. For Your Information**

193 A letter from Winter Growth praising the Volunteer Center Serving Howard County was in the packet.

194  
195 **10. Tracking Forms**

196 (a) Tracking Form for Board Requests

197 (b) Tracking Form for Resident Requests

198  
199 **11. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

201    **12. Adjournment:** The meeting was adjourned at 10:29 p.m.

202

203    Respectfully submitted,

204

205    Valerie Montague

206    Recording Secretary





February 15, 2018

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

From: Susan Krabbe, Vice President and CFO

Re: Board Votes on the Draft Proposed FY 2019 and Conditional FY 2020 Budget Components

The CA Board will be asked to vote on the draft proposed FY 2019 and conditional FY 2020 budgets at its meeting on Thursday, February 22, 2018. The components of the budgets on which the Board will vote are:

1. The Annual Charge rate of \$0.68 and cap of 3.5 percent proposed for the FY 2019 and conditional FY 2020 budgets.
2. Rates for memberships, daily fees and admissions for Sport and Fitness facilities, School Age Services monthly rates and rates for Open Space Management facilities (beginning on page 277 of the budget document).
3. The proposed FY 2019 Capital Budget (beginning on page 255 in the budget document).
4. The proposed FY 2019 Operating Budget (see page 33 in the budget document for the organizational summary).
5. The proposed conditional FY 2020 Capital Budget (see page 255 in the budget document for the organizational summary).
6. The conditional FY 2020 Operating Budget (beginning on page 33 in the budget document).

# **COLUMBIA ASSOCIATION CLIMATE CHANGE & SUSTAINABILITY ADVISORY COMMITTEE CHARTER**

## **Mission Statement**

The mission of the Columbia Association Climate Change & Sustainability Advisory Committee (the “Committee”) is to support Columbia Association’s (“CA”) efforts to improve the environmental sustainability of the Columbia community and its environs. The Committee will primarily focus on climate change; however, other environmental sustainability topics, such as resiliency, energy efficiency, waste management, water efficiency, and outdoor environmental quality, will be addressed. The Committee will primarily work with CA and the Village Community Associations to engage residents, businesses, and other community stakeholders to advance clean energy practices to reduce the threat of climate change and advance resource conservation more broadly.

## **Goals**

In July of each fiscal year, the Committee will submit for approval by the CA Board a Charge consisting of three to four initiatives related to its mission to be addressed by the Committee over the succeeding twelve months. The initiatives must be aligned with CA’s Strategic Plan. The Committee’s Charge may include some or all of the following:

1. Support CA with public engagement and community education programs to increase the opportunities for Columbia residents and businesses to mitigate climate change, reduce their environmental impact, and foster a more resilient community.
2. Actively engage the boards of the village associations, and Columbia residents and businesses through community meetings, village-level advisory committees, and newsletters and other media, with the goal to increase participation in climate change and other environmental programs.
3. Collaborate with other climate change focused organizations to further develop synergies and enhance outreach efforts to affect greater community action and engagement.
4. Assist CA staff in evaluating techniques, procedures, and approaches that will further reduce CA’s environmental impact through: the use of clean energy sources; promoting increased energy and water efficiency; deploying advanced transportation, land use, waste management, and material procurement strategies; and other best practices.
5. Recommend best practices to reduce climate-related risks and strengthen Columbia’s resiliency to the impacts of climate change.

## **Procedures**

### **ARTICLE I: MEMBERSHIP**

#### **Section 1**

The Climate Change and Sustainability Advisory Committee will be comprised of 11 individuals appointed by the CA Board and representing a mix of community stakeholders within the boundaries of the Columbia community. Individuals will be considered for appointment to the

Committee based on their relevant experience, educational background, and interest in climate change and other environmental sustainability topics.

#### Section 2

Committee members will be appointed for one-year term commencing May 1, with renewal for additional term(s) determined by the CA Board.

#### Section 3

Members may be removed from the Committee for not fulfilling their duties or failing to adhere to the Columbia Association Board Values, or otherwise at the discretion of the CA Board.

#### Section 4

Coordination with the Watershed Advisory Committee will be expected due to the cross-cutting nature of climate change and watershed topics. The chairperson of each committee, along with designated CA staff, will work to ensure topics and priorities are addressed in a collaborative manner.

### ARTICLE II: OFFICERS

#### Section 1

The officers of the Committee will be a chairperson, vice-chairperson, and secretary. Officers will be elected by a majority vote of members of the Committee present at the first regular meeting of the Committee in a fiscal year. CA staff would not be eligible for appointment as an officer of the Committee.

#### Section 2

The chairperson, with the assistance of the Energy Manager, will be responsible for preparation of meeting agendas for the Committee.

#### Section 3

The vice-chairperson will preside over meetings in the chairperson's absence and otherwise assist the chairperson in the performance of his/her duties.

#### Section 4

The secretary will prepare minutes for each meeting and assist the chairperson and vice-chairperson in the performance of their duties.

### ARTICLE III: DUTIES OF COMMITTEE MEMBERS

#### Section 1

By accepting a position on the Climate Change and Sustainability Advisory Committee, each member agrees to attend and actively participate in regular and special meetings of the Committee.

#### Section 2

The Committee advises on specific topics, matters or issues as directed by the CA Board.

#### Section 3

The Committee may recommend policy to the CA Board, but will have no policy-making authority for CA. The Committee shall have no authority to direct or oversee the day-to-day work of CA staff.

#### Section 4

Each Committee member must commit to attending a limited number of Committee-sponsored community events.

#### Section 5

If the Committee intends to request funds from CA, the Committee Chair must do so per the outlined steps during the budget process for a fiscal year.

### ARTICLE IV: MEETINGS

#### Section 1

Regular meetings of the Committee will be held at least quarterly and all meetings will be open to the public, unless closed pursuant to the provisions of the Maryland Homeowners Association Act. More frequent meetings may be requested by a majority of members of the Committee.

#### Section 2

The chairperson may call special meetings at any time and will notify all members and the public, at least one week prior to such meeting, as to the time, place and purpose of such special meeting.

#### Section 3

A majority of the members also may request that a special meeting be called. The request should be made in writing to the chairperson, and be received at least two weeks before the requested date and should state the purpose for the meeting. No business but that specified in the notice may be transacted without the unanimous consent of those members of the Committee in attendance.

#### Section 4

A majority of the members of the Committee is required to be present at a meeting to constitute a quorum.

#### Section 5

On any matters brought to a vote before the Committee, each member shall be entitled to one vote.

### ARTICLE V: AMENDMENTS

The Committee may vote at any regular or special meeting to recommend to the CA Board amendments to this Charter. The recommendation must be accomplished by a vote of two-thirds of the entire Committee. Proposed amendments must be communicated to the members at least 15 days prior to the meeting at which a vote will be taken with respect to such amendment.

### ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice set forth in “Robert’s Rules of Order, Newly Revised” will govern all proceedings of this Committee, subject to such special rules as may be adopted.

#### ARTICLE VII: STAFF SUPPORT

The Energy Manager for CA and other CA staff, as designated by the President/CEO, will provide support to the Committee. Support by CA staff may include working with the chairperson to prepare and distribute the agenda, maintaining a schedule of Committee meetings and notifying the public of meetings, and otherwise carrying out the responsibilities described in “Responsibilities of Staff Liaisons for CA Advisory Committees.” A secretary will be identified by the Committee to provide support with preparing minutes, along with other duties to support activities of the Committee. The Energy Manager also will assist the Committee in gathering, assessing, and presenting information to the CA Board.

#### ARTICLE VIII: REPORTS AND PRESENTATIONS

The Committee will provide a written report to the CA Board by June 15 each year highlighting the Committee’s progress on Board approved initiatives, other major accomplishments, recommendations to the Board, if any, and outlining its proposed Charge for the next 12 months.

Approved: \_\_\_\_\_ 2018

Board Request Tracking Log  
FY 18  
As of February 15, 2018

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
2	Gregg Schwind	In December 2016 a response was given to Reg Avery re: Haven on the Lake. The response included a table reflecting that, for 2017, Haven was projected to lose \$1.202M (\$1.482M in income vs. \$2.684M in expenses). Please send actual 2017 numbers when the books are closed on 2017.	4/22/2017	CFO's Office	6/30/2017	E-mail sent to the BOD on 6/30/17
3	Gregg Schwind	According to the response to Reg, the \$1.482M in projected Haven income included \$616K in Package Plan allocation. When sending the actual 2017 numbers, please explain staff's reasoning for the PP allocation to the Haven and whether it will continue in the future.	4/22/2017	CFO's Office	6/30/2017	E-mail sent to the BOD on 6/30/17
4	CA BOD	Please prepare a document for the Inner Arbor Trust, Downtown Columbia Partnership, and Downtown Columbia Arts & Culture Commission showing its purpose, funding sources, and how it relates to CA	5/11/2017	Office of the CA President/CEO	7/31/2017	E-mail sent to the BOD on 7/25/17
5	Alan Klein	Where on the CA website can its policies be found?	05/25/17	Communications & Marketing	6/25/2017	E-mail sent to the BOD on 6/27/17

Board Request Tracking Log  
FY 18  
As of February 15, 2018

	A	B	C	D	E	F
1	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
6	Andy Stack and Nancy McCord	Can CA have an on-line calendar, accessible to the community, which would list all CA, Village, and other CA-affiliated activities, such as the 50th Birthday? Each organization could maintain its portion of the calendar.	5/31/2017	Communications & Marketing	6/30/2017	E-mail sent to the BOD on 7/10/17
7	Alan Klein	What are the "playing" capabilities of the carillon bells, other than chimes at designated times?	6/8/2017	Open Space	7/8/2017	E-mail sent to the BOD on 6/16/17
8	Chao Wu	Is there an update on the annexation process for the Simpson Oak Development in River Hill?	6/26/2017	General Counsel	7/26/2017	E-mail sent to the BOD on 7/7/17
9	Janet Evans	Request for information related to pools, swim lanes, pool temperatures, and shutdowns as delineated in her e-mail of 8/17/17.	8/17/2017	Sport and Fitness	9/17/2017	E-mail sent to the BOD on 8/21/17
10	Gregg Schwind	Could Staff please provide a summary of what it is doing to improve the relationship between the Turn House and the golf community.	8/30/2017	Sport and Fitness	9/30/2017	E-mail sent to the BOD on 9/18/17
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Resident Request Tracking Log  
FY 18  
As of February 15, 2018

	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
	Russ Swatek	What is CA committing to in operating the Village Green in the Long Reach redevelopment proposal, and what are the projected expenses?	5/11/2017	Planning and Community Affairs	6/11/2017	E-mail sent to the BOD on 6/13/17
	Kevin McAiley	Please provide him with recent membership lists for the Tennis, Teen & Middle School, and Watershed Advisory Committees.	6/13/2017	Office of the President/CEO	7/13/2017	E-mail sent on 7/7/17
	Tom and Ginger Scott	Please provide them with a copy of the minutes of CA's Golf & Green Advisory Committee meeting at which the Committee made the following recommendation for consideration by the CA BOD: "Distribution of alcoholic beverages at Fairway Hills Golf Club from the beverage cart."	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017
	Tom and Ginger Scott	Please provide them with a copy of the Pro Forma or similar document describing the financial projections for the sale of beer from the beverage carts operating on Fairway Hills cart paths.	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017



Resident Request Tracking Log  
FY 18  
As of February 15, 2018

	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Resolution</u>
6	Tom and Ginger Scott	Please provide them with a copy of the Howard County Liquor Board license for (the) Fairway Hills Golf Club.	8/7/2017	Sport and Fitness	9/7/2017	Letter sent on 8/22/2017
7	Tom and Ginger Scott	Questions re: vehicle from which sale of alcohol on the cart paths at Fairway Hills may take place	9/3/2017	Sport and Fitness	10/3/2017	Letter sent on 9/19/2017
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