



March 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, March 22, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

- | | |
|--|------------------|
| 1. Call to Order | 5 min. |
| (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 | 1 min. |
| 3. Approval of Agenda | 1 min. |
| 4. Disclosure of Conflicts of Interest | 1 min. |
| 5. Resident Speakout | |
| 6. Chairman's Remarks | 3 min. |
| 7. Reports/Presentations | |
| (a) President's Report – See written report – Follow-up questions from the BOD | 10 min. |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | 5 min. |
| (c) Financial Reports | 10 min. |
| 1. FY 18 3 rd Quarter Financial Report | |
| 2. FY 18 3 rd Quarter Financial Statement | |
| 8. Board Action | |
| (a) Consent Agenda | 1 min. |
| 1. Approval of Minutes – February 22, 2018 | |
| 2. Approval of minutes of closed CA Board of Directors meetings held on March 23, 2017; April 27, 2017; September 28, 2017; November 27, 2017; December 14, 2017; January 11, 2018; February 8, 2018 | |
| (b) Board Votes | 60 min. |
| 1. Plan for CA to Assume Responsibilities for Commercial Covenants in the Columbia Community | <i>(15 min.)</i> |
| 2. CA Board Strategic Issues for the Next Twelve Months | <i>(45 min.)</i> |
| (c) Board Discussion | |
| 1. Briefing and Discussion on the Final Report-January 2018-"Howard County, Maryland Development Regulations Assessment & Annotated Outline" | 30 min. |

- | | | |
|-----|---|--------|
| 9. | Tracking Forms | 5 min. |
| | (a) Tracking Form for Board Requests | |
| | (b) Tracking Form for Resident Requests | |
| 10. | Talking Points | 2 min. |
| 11. | Entertain a motion to hold a closed meeting of the Board of Directors on March 22, 2018 following adjournment of the open meeting. The meeting would be held under the Maryland Homeowners Association Act Section 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. | 1 min. |
| 12. | Entertain a motion to hold a closed meeting of the Board of Directors on April 26, 2018 following adjournment of the open meeting. The meeting would be held under the Maryland Homeowners Association Act Section 11B-111(4)(i), Discussion of matters pertaining to employees and personnel. | 1 min. |
| 13. | Adjournment – Anticipated Ending Time: Approximately 10:00 p.m. | |

Next Board Work Session and Meeting
Thursday, April 12, 2018 – Board Work Session – 7:30 p.m.
Thursday, April 26, 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.

March 14, 2018

Chair's Remarks March 22, 2018 Board Meeting

<u>Date</u>	<u>Activity</u>	<u>Time</u>
Mar 18, 2018	Long Reach Tennis Facility Preview/Tour	1:30 PM RR
Mar 20, 2018	Excite Columbia session 3	6:30 PM RR
Mar 21, 2018	Tennis Advisory Committee	7:00 PM
Mar 22, 2018	CA Board meeting	7:30 PM
Mar 24, 2018	Columbia Clean Up Day (in each Village; see web for details)	9:00 AM
Mar 29, 2018	Archiving the A. R. T. S. (Slayton House)	6:00 PM RR
Mar 29, 2018	Planning Board hearing on Erickson Living Proposal	7:00 PM
Apr 8, 2018	Art Reception at Bernice Kish Gallery (Slayton House)	3:00 PM
Apr 12, 2018	CA Board work session	7:30 PM

RR = Registration Required

Attended the March meeting of the Village Managers. Both the Phase 1 of the New Cultural Center and the Long Reach Village Center proposal were approved by the Planning Board. On March 20, plan to present certificates to the Excite Columbia graduates.



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

March 2018

Office of the President/CEO

The Spending Affordability Advisory Committee (SAAC) completed and released its final report for 2019. Presentations were made at the Howard County Executive's Budget Hearing on March 8, to the Howard County Chamber Board of Directors on March 9, and to the Howard County Council on March 12. Presentations will be made to various organizations throughout Howard County through May 2018. More information on the presentation being planned at Columbia Association on Thursday evening, May 3 will be available closer to the event.

The Downtown Columbia Partnership reports that Howard Hughes Corporation, in collaboration with the Howard County Arts Council, has established the "Merriweather District Artist-in-Residence (MD AIR)" program in Downtown Columbia. Three artists will be selected from a nationwide call for entry and provided a stipend of \$10,000 each to spend two months, June 1- July 31, 2018, creating work in a medium of their choosing. Studio space will be provided in Two Merriweather, and residential accommodations will be provided at The Metropolitan Downtown Columbia apartments.

The Howard County Chamber issued a call for nominations to its Board of Directors. Nominees may come from small, medium, and large companies, and must commit to serving a two-year term, with an option for two additional terms. CA's President/CEO is in his second term as a member of the Chamber's Board of Directors, both of which have included membership on the Chamber Board's Executive Committee.

The Howard County Library System (HCLS) Board of Trustees announced the appointment of Tonya Kennon as HCLS's next president and CEO. Ms. Kennon joins HCLS following a career in libraries in California and will start her new position on April 23. She succeeds Valerie Gross, who retired in August after 16 years with HCLS.

After 36 years, Princeton Sports is closing its Columbia location. Alan Davis, company president, said that the 17,000-square-foot building has been sold and that the inventory, store fixtures and equipment will be liquidated. Princeton Sports will consolidate its business to the Falls Road location in Baltimore.

Columbia was named the "12th Happiest City in America" by WalletHub, a Washington, DC-based personal finance website launched in August 2013. WalletHub examined 180 of the largest U. S. cities and based its findings on 28 key indicators of happiness, ranging from depression rate to income-growth rate to leisure time spent per day.

Sport and Fitness

Tennis

CA's newest facility, the state-of-the-art Long Reach Tennis Club, opened for play on March 16, 2018. Located on Old Dobbin Road across from Long Reach High School, the tennis club has six climate-controlled courts with viewing areas and hard-court surfaces; cutting-edge lighting technology for enhanced visibility; locker rooms with showers; and will be the first CA tennis facility with on-site racket stringing service. A grand opening is planned for April 2018.

The Owen Brown Tennis Bubble will be retired after many years of service to the community. Its indoor courts will be converted to outdoor courts, two of which will be dedicated for pickleball use.

Open House

More than 350 guests visited the facilities on Saturday, March 3 when CA held its Spring Training Open House. From 8am - 9pm activities and demonstrations for all ages were offered at the fitness clubs and art center. The Open House was also CA's first opportunity to introduce its new "membership advocates" to the community and demonstrate the ease of obtaining a membership in CA's facilities. With the assistance of the membership advocates, we welcomed 37 new members during the weekend.

Planning and Community Affairs

Columbia Planning and Development

Staff from the Office of Planning and Community Affairs reviewed draft plans, commented on development proposals and attended planning related public meetings for initiatives throughout the Columbia community and environs.

- Continued to track the Downtown Lakefront Core development proposal by Howard Hughes Corporation. The February 1 Planning Board public hearing on the proposal was continued to the March 15, 2018 meeting, at which time the Planning Board completed the public hearing portion of the proceedings and voted to continue the case on April 19. At that meeting, the Planning Board is expected to begin its discussion of the proposal and make a decision on the final development plan, neighborhood concept plan, neighborhood design guidelines, and neighborhood implementation plan.
- Continued to track the Erickson Living proposal for a new continuing care retirement community development in Clarksville.
- Attended the Planning Board's meeting on the proposed Site Development Plan (SDP) for the Downtown Cultural Center. The Planning Board approved the SDP, which is the detailed engineering and development plan for the new cultural center and residential units including 115,692 sq. ft. of cultural arts space and 192 residential units.
- Attended the Board of Appeals hearing on the Two Farms case at which the property owner was appealing the Hearing Examiner's administrative dismissal of their appeal of the Planning Board's decision to deny SDP 14-031 for construction of a gas station, convenience store, and car wash at 9585 Snowden River Parkway. CA was represented by outside counsel. The Board of Appeals unanimously voted to dismiss the case.

- Continued to track the redevelopment proposals for Long Reach Village Center and the Hickory Ridge Village Center. The Planning Board recommended approval of both projects. The next step is the Zoning Board.
- Attended the county's public meeting on February 28 about Howard County Capital Project J4222, the widening of Snowden River Parkway to provide a third travel lane in each direction, pathways on both sides of the roadway, and intersection modifications along Snowden River Parkway from Broken Land Parkway to Oakland Mills Road. The meeting also made the public aware of a related project, the addition of a third turning lane on westbound Snowden River Parkway to turn onto Broken Land Parkway south, which will be constructed in summer of 2018 to relieve congestion at this intersection.

Following the meeting, the Howard County Department of Public Works (DPW) also posted the concept plans on their website. CA staff conducted a preliminary review of the proposed concept plans and our review is ongoing. In addition, CA has been in touch with the DPW project manager and will continue to engage with DPW staff on the concept plans. The future stages of the project include development of final design plans and additional public engagement, land acquisition, and then construction. The county staff anticipates that the development of the final design and land acquisition will take at least the next two years (FY19 and FY20), with construction to follow in future years.

- Staff 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>.

Millennials Work Group

CA Planning staff members are providing guidance and technical assistance to the newly formed Millennials Work Group, which is charged with making recommendations to CA on how to engage with, and serve, millennials. The work group met for the first time in late February and will continue to meet regularly, with the goal of preparing their recommendations by December 2018. Public meetings, as well as small group discussions, are anticipated as the project moves forward.

Communications and Marketing

Digital Signage

Work is underway for digital signage at Hobbit's Glen, Fairway Hills and the Long Reach Tennis Center. We are on track to be completed by the end of this fiscal year.

Email Broadcast

Top open rates for email broadcasts were the Personal Training Fitness Challenge (75%), SAS (54%), Happy Birthday Member February 2018 (53%), Excite Columbia (45%) and the February membership offer with free KidSpace (42%).

Clarabridge for Community Services: We are testing new strategies to grow survey participation through sampling with Columbia Art Center emails via SNG.



Events

CA is sponsoring a food drive benefiting Grassroots. Collection bins will be available at Supreme Sports Club, the Athletic Club, Columbia Gym, the Swim Center and CA headquarters from March 19 – April 13.

Excite Columbia began its spring session on Tuesday, March 6, with 14 registered participants. The session concludes on Tuesday, March 19.

Pathway App

We are researching the best strategy to update the app. Currently, there are two versions – one for Android and another for iPhone platforms. The new, updated app will be cloud-hosted and work for any platform.

Publications

CA Today's March issue featured golf on the cover, as well as articles about the World Languages Cafe and other CA topics.

The Summer Online Activities Guide was posted on March 9.

Open Space and Facility Services

Construction Services

Tennis: Minor punch-out work and weather-related landscaping work at the Long Reach Tennis Club will continue into the spring. Demolition work associated with removing the Owen Brown bubble will begin the week of March 19.

Fairway Hill Golf: Renovations to the interior of the clubhouse at Fairway Hills Golf course are substantially complete and the clubhouse will reopen by the end of March. Retaining wall and grading work associated with the event space immediately adjacent to the clubhouse is expected to be completed by mid-April, in time for golf events scheduled for the upcoming season.

Supreme Sports Club: Renovations to the lower level men's and women's locker rooms have started and work will be completed by mid-April. Improvements to the main fitness floor are currently underway and phased so that demolition can take place in a two-week window, allowing subsequent work to take place behind screening partitions to minimize the impact on members.

Columbia Gym: New roof work, drainage improvements, gutters and downspouts, and mechanical HVAC replacements have begun and should be completed in April 2018.

Lake Elkhorn: Two projects are underway. Redecking of the dock near the parking lot has begun; improvements to the pavilion on the southwest side of the lake (ADA upgrades and refurbishing) are underway. Both projects should be completed by mid-April and ready for residents and others to enjoy this spring.

Energy and Sustainability

Development of two renewable energy projects continued over the past month. A 10kW solar installation was completed at Dorsey Search Meeting Room and a 5kW system design was finalized for Dickinson Pool. CA also received notification from the U.S. Environmental Protection Agency (USEPA) that we are receiving an ENERGY STAR Special Recognition Certificate for work undertaken by our energy management program.

Open Space

Work is continuing on cleanup-related activities following the recent storm and high wind events that began on March 2. Clean-up efforts will continue through the end of March; at this time, all but one or two pathways are clear and open to the public. More than 230 trees were impacted by the storm and had to be addressed by Open Space Maintenance crews or our on-call contractors.

Watershed

Approximately 100 linear feet of stream restoration work is underway in the stream tributary below the Wilde Lake dam. This work was required to stabilize the stream valley underneath and immediately adjacent to the pedestrian pathway bridge that completes the loop around Wilde Lake. The bridge is back in service and open to the public. Stream stabilization work will continue through the end of March.

Community Services

Summer Camps Division

The Summer Camps Division participated in CA's Open House Event on March 3. Team members from Summer Camps were at different facilities promoting the program. We anticipate that enrollment for camps will continue its upward trend for the coming season.

The early bird special registration period for camps ended on February 28. Enrollment of individual campers increased by more than 100 during this period, as compared to last year.

Columbia Archives

During February, Columbia Archives highlighted resources within its collection that reflect Black History. Featured were Columbians and Columbia-based organizations that have impacted the community locally, nationally and internationally. Individuals and organizations recognized included Lucille Clifton (Maryland Poet Laureate); C.U.B.E. (Citizens United for Black Equality) and its President, Pearl Atkinson-Stewart; Eva Anderson and Dancers; the Mediation and Conflict Resolution Center, Inc. and its Executive Director, Jean W. Toomer; Joan Lovelace (Sports); and Barbara Bellamy (Sports).

Volunteer Center Serving Howard County

Volunteer Center Serving Howard County hosted a volunteer managers roundtable with panelists Kathy Larson (AARP Tax Services), Reed Kohberger (community volunteer, retired Coast Guard), Paulette Cheeks (AARP Executive Committee) and Emily Trotter (Meals on Wheels) focusing on engaging mature, senior volunteers. The audience of twenty-eight was generally pleased with information shared. The discussion was recorded for those who were unable to attend and the presentation was updated with notes and shared upon request.

Volunteer Center Serving Howard County uploaded its new website with Hands-On Connect, a volunteer management software program. The new system offers a simplified process for posting volunteer opportunities and verifying service. Patti Henkel, program manager, was instrumental in reaching applicable deadlines. Patti is also re-writing the Partner Staff Orientation workshop to include updated procedures. The first workshop held on February 21 was well received and participants confirmed the new process is easier to understand and execute.

Columbia Art Center

Columbia Art Center Galleries hosted a reception on February 11 for the Maryland Society of Portrait Painters Juried exhibition, “Perception -The Artist’s View.” More than 75 people attended the event, which included the announcement of juror awards. Over its duration, the exhibit had more than 350 visitors. The exhibit also received a positive review in the Howard County Times Lifetime section.

Columbia Art Center presented its first live podcast on February 10 with “Black Books Live.” The salon series presentation was co-sponsored by Little Patuxent Review and featured readings by local black authors. The event was held in honor of Black History Month and had more than 25 attendees.

Liz Henzey, Monica Herber and Donna Lonegro represented Columbia Art Center at the first Arts & Arts-Related Businesses Cooperative Marketing Opportunities meeting held February 27 at the Howard County Promotion and Tourism in Ellicott City. More than 25 Howard County visual and performing groups and businesses were represented at the meeting, which included fruitful discussions about cross-promotion, social media, collaborations, and more.

Liz Henzey and Trudy Babchak represented Columbia Art Center in jurying the 2018 Annual Veterans Art Show Competition at the Washington DC VA Medical Center on February 25. This year’s show marks the sixth time the Art Center has participated in the jurying process. The winning entries will go to the state level of the competition. More than 200 art works in all media were represented in the competition.

Upcoming Events

Youth and Teen Center

The Youth And Teen Center (YTC) will participate in the Teen Opportunities Fair on March 24. New this year, the event will extend an invitation to young adults up to age 24. Participants will gain valuable information on leadership, volunteer, recreational opportunities.

Columbia Archives

In honor of Women’s History Month, Columbia Archives is presenting “*Archiving the A.R.T.S — Celebrating the Legacy of the Women of Columbia.*” The program will be held on March 29 at 6pm at Slayton House, and will honor the achievements of women of Columbia who have diligently worked in the fields of art, religion, theater and sports. The program will include a display of donated archival materials and a presentation. The following are confirmed honorees — Doris Ligon (Arts), Carolyn Kelemen (Arts/Theater), Barbara Mall (Theater), Carolyn Arena (Religion), and Priscilla Hart (Religion). They will participate in a roundtable



conversation focusing on how they have served Columbia and how Columbia has been a supportive environment for solidifying their visions.

Columbia Art Center

In collaboration with Little Patuxent Review, Columbia Art Center will present a salon series presentation on April 5, 7-8pm with a film discussion by film critics and professors Mike Giuliano and Marie Westhaver. Back by popular demand, Mike and Marie will share their film knowledge regarding favorite American and foreign actors. The evening event is free of charge and open to the community.

In collaboration with the Howard County Poetry and Literature Society, Columbia Art Center will host the Wilde Reading Series on April 10, 7-8:30pm with recognized authors Susan Thornton Hobby and Rocky Jones discussing their latest published works. The evening event is free of charge and open to the community.

Columbia Art Center Galleries will host its annual theme invitational show, “Blossoms of Hope” April 13-May 6, with an awards ceremony on Friday, April 13, 6-8pm. Over 40 artists and writers will pair to present works inspired by the 2018 theme “Dancing for Claudia: Movement Through Words and Art.” Now in its ninth year, the goal of this annual exhibition partnership is to help raise awareness about, and funds for, the Claudia Mayer/Tina Broccolino Cancer Resource Center at Howard County General Hospital. Sponsors of the show include Blossoms of Hope of Howard County, Howard County Poetry and Literature Society, and the Volunteer Center Serving Howard County.

Back by popular demand, Columbia Art Center will offer the popular workshop “Sign Painting Night: Everything Maryland” on April 18, 6:30-9pm. Participants will have the opportunity to express Maryland’s colors through designs such as the black-eyed Susan, Maryland blue crab, and the state flag.

Columbia Community Exchange

Columbia Community Exchange (CCE) will host a Time Bank SkillShare Fair & Swap in collaboration with Transition Howard County’s Repair Cafe on April 21 at GreenFest 2018 at Howard Community College. It will feature demonstrations of simple DIY tasks such as basic sewing, tool care, and homemade toiletries, plus a Time Bank Tool Swap. Fixers at the Repair Cafe will offer simple repairs on items such as vacuums, sewing machines, jewelry, and garments.

Inner Arbor Trust
March, 2018

As it deals with end of the fiscal year reporting, the Trust is anticipating its 2nd operating season. New board member Ellen Flynn Giles was appointed chair of the Programming Committee and Bill Woodcock, Treasurer, will head the Fundraising Committee.

The Board voted to engage CoFestCo, a local event production and consulting company. They will provide event , marketing, and concession management.

With the emphasis on programming for the community, the Trust is partnering with CA and HC Parks and Rec to present regular children's programming through out the season. The Heritage Film Festival will return and new events such as Color Fest and a blues festival are in the works. Collaborating with the Downtown Partnership, the Howard County Arts Council, and the Columbia Festival of the Arts, should produce a vibrant 2018 season that will bring a variety of people to the Park.

CA is continuing to work with the Trust on the proposed path design as we await the result of the tree survey in the Park.

Lin Eagan
Chair



March 16, 2018

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

From: Susan Krabbe, Vice President/CFO

cc: Jackie Tuma, Director of Internal Audit

Subject: Third Quarter FY 2018 Financial Report

The Audit Committee reviewed the FY 18 Third Quarter Financial Report at their March 12, 2018 meeting. The committee members voted to recommend that the Board of Directors be presented with the FY 18 Third Quarter Financial Report at that meeting. Each Board member has received via courier the Financial Report. In addition, the link to the Financial Report is posted as back-up material to the March 22, 2018 Board meeting. The file is too large to post, and so to access the report on line, go to <http://www.columbiaassociation.org>; select About Us; Financials; Quarterly Financial Reports; Financial Reports to the Board; then select "FY18 Third Quarter" from the list of financial reports posted.

If you have any questions, please let me know.

Columbia Association, Inc.

Financial Statements

January 31, 2018 and 2017

Columbia Association, Inc.

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Columbia Association, Inc.
Statements of Financial Position
January 31, 2018 and 2017
(in Thousands)

Assets

	<u>2018</u>	<u>2017</u>
Cash and cash equivalents	\$ 3,860	\$ 10,264
Accounts receivable, net	4,685	8,938
Prepaid expenses and other assets	1,926	1,997
Risk management fund	6,476	6,476
Workers' compensation fund	3,256	2,992
Property, facilities and equipment, net	128,258	116,738
Intangible assets, net	<u>319</u>	<u>319</u>
Total assets	<u>\$ 148,780</u>	<u>\$ 147,724</u>

Liabilities and Net Assets

Liabilities		
Accounts payable and accrued expenses	\$ 13,257	\$ 11,791
Deferred revenue	<u>5,723</u>	<u>10,035</u>
	<u>18,980</u>	<u>21,826</u>
Term debt		
Term loan, net of deferred financing costs	24,318	25,978
Capital lease obligations	<u>359</u>	<u>514</u>
Total term debt	<u>24,677</u>	<u>26,492</u>
Total liabilities	43,657	48,318
Net assets		
Unrestricted	<u>105,123</u>	<u>99,406</u>
Total liabilities and net assets	<u>\$ 148,780</u>	<u>\$ 147,724</u>

See Notes to Financial Statements.

Columbia Association, Inc.

**Statements of Activities
Periods Ended January 31, 2018 and 2017
(in Thousands)**

	<u>2018</u>	<u>2017</u>
Revenue		
Annual charge	\$ 38,852	\$ 37,144
Sport and fitness	20,141	19,863
Community services	3,409	3,191
Communications and marketing	132	-
Open space and facility services	608	741
Village community associations	11	9
Interest income and other	162	94
Unrealized gain on marketable securities	<u>(2)</u>	<u>22</u>
Total revenue	<u>63,313</u>	<u>61,064</u>
Expenses		
Sport and fitness	21,033	20,872
Community services	4,974	4,447
Communications and marketing	2,039	1,977
Open space and facility services	10,248	9,791
Village community associations	3,541	3,407
Administrative	6,890	6,428
Interest	<u>577</u>	<u>746</u>
Total expenses	<u>49,302</u>	<u>47,668</u>
Increase in unrestricted net assets	14,011	13,396
Unrestricted net assets, beginning	<u>91,112</u>	<u>86,010</u>
Unrestricted net assets, end	<u>\$ 105,123</u>	<u>\$ 99,406</u>

See Notes to Financial Statements.

Columbia Association, Inc.
Statements of Cash Flows
Periods Ended January 31, 2018 and 2017
(in Thousands)

	<u>2018</u>	<u>2017</u>
Cash flows from operating activities		
Increase in unrestricted net assets	\$ 14,011	\$ 13,396
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities		
Depreciation expense and amortization	7,038	6,556
Bad debt expense	466	203
Amortization of deferred financing costs	10	11
Loss (gain) on disposal of fixed assets	175	167
Unrealized (gain) loss on marketable securities	2	(22)
Changes in operating assets and liabilities		
Accounts receivable	2,104	2,914
Prepaid expenses and other assets	(200)	(454)
Accounts payable and accrued expenses	410	(69)
Deferred revenue	<u>(2,821)</u>	<u>(3,317)</u>
Net cash provided by operating activities	<u>21,195</u>	<u>19,385</u>
Cash flows from investing activities		
Net purchases of investments held by trustees	(25)	(15)
Purchase of property, facilities and equipment	(17,825)	(8,564)
Proceeds from the sale of equipment	<u>44</u>	<u>109</u>
Net cash used in investing activities	<u>(17,806)</u>	<u>(8,470)</u>
Cash flows from financing activities		
Repayments of line of credit, net	-	(307)
Principal payments on capital lease obligations, net	(116)	167
Principal payments on term loan	<u>(1,258)</u>	<u>(1,213)</u>
Net cash used in financing activities	<u>(1,374)</u>	<u>(1,353)</u>
Net increase in cash and cash equivalents	2,015	9,562
Cash and cash equivalents, beginning	<u>1,845</u>	<u>702</u>
Cash and cash equivalents, end	<u>\$ 3,860</u>	<u>\$ 10,264</u>
Supplemental disclosure of cash flow information		
Cash paid during the year for interest	<u>\$ 711</u>	<u>\$ 756</u>

See Notes to Financial Statements.

Columbia Association, Inc.

**Notes to Financial Statements
January 31, 2018 and 2017
(in Thousands)**

Note 1 - Organization and summary of significant accounting policies

Organization

Columbia Association, Inc. (the "Association") is a nonprofit membership corporation, 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.

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 risk management and 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 years. Accounts receivable also include property assessments, which are collateralized by the property subject to the annual charge.

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.

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.

Columbia Association, Inc.

Notes to Financial Statements
January 31, 2018 and 2017
(in Thousands)

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 is periodically reviewed by the State of Maryland Workers' Compensation Commission and by independent actuaries.

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 and are reflected in the risk management fund and workers' compensation fund on the statements of financial position.

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. 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. 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

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. There were no impairment losses recognized during the periods ended January 31, 2018 and 2017, respectively.

Intangible assets

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

Columbia Association, Inc.

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Deferred financing costs

Expenses related to the term loan are being amortized using the effective interest method over the term of the respective debt. Accumulated amortization as of January 31, 2018 and 2017 was \$57 and \$43, respectively. Amortization expense for the periods ended January 31, 2018 and 2017 was \$10 and \$11, respectively. Estimated future amortization expense is as follows:

<u>Year ending April 30,</u>	<u>Amortization expense</u>
2018	\$ 3
2019	13
2020	12
2021	11
2022	10

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 costs of advertising are expensed as incurred. Advertising and promotion costs totaled \$473 and \$544 for the periods ended January 31, 2018 and 2017, 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 in *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 are subject to examination by the IRS and state taxing authorities, generally for three years after they were filed. Net unrelated business income was \$0 and \$1 for the periods ended January 31, 2018 and 2017, respectively.

Reclassifications

Certain prior year amounts have been reclassified to conform with the current year presentation.

Columbia Association, Inc.

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Note 2 - Accounts receivable

Accounts receivable are comprised of the following as of January 31, 2018 and 2017:

	2018	2017
Membership fees	\$ 5,285	\$ 10,179
Annual charges	1,124	1,069
Other	580	594
Total accounts receivable	6,989	11,842
Less reserves for abatements and allowance for doubtful accounts	2,304	2,904
	<u>\$ 4,685</u>	<u>\$ 8,938</u>

Note 3 - Investments and other assets

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, 2018 and 2017:

	2018		2017	
	Cost	Fair value	Cost	Fair value
Cash and cash equivalents	\$ 1,058	\$ 1,058	\$ 403	\$ 403
Government debt securities	5,414	5,405	6,065	6,067
Accrued interest	13	13	6	6
	<u>\$ 6,485</u>	<u>\$ 6,476</u>	<u>\$ 6,474</u>	<u>\$ 6,476</u>

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, 2018 and 2017:

	2018		2017	
	Cost	Fair value	Cost	Fair value
Cash and cash equivalents	\$ 130	\$ 130	\$ 107	\$ 107
Government debt securities	3,119	3,126	2,874	2,885
	<u>\$ 3,249</u>	<u>\$ 3,256</u>	<u>\$ 2,981</u>	<u>\$ 2,992</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.

Columbia Association, Inc.

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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.

The 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.

The following table presents assets and liabilities measured at fair value by classification within the fair value hierarchy as of January 31, 2018:

	<u>Fair value measurements using</u>		
	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Total
Government debt securities*	\$ -	\$ 8,531	\$ 8,531

The following table presents assets and liabilities measured at fair value by classification within the fair value hierarchy as of January 31, 2017:

	<u>Fair value measurements using</u>		
	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Total
Government debt securities*	\$ -	\$ 8,952	\$ 8,952

Columbia Association, Inc.

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*Government debt securities are included in the risk management fund and workers' compensation fund as discussed in Note 3.

Note 5 - Property, facilities and equipment, net

Property, facilities and equipment consist of the following as of January 31, 2018 and 2017:

	2018	2017
Land	\$ 6,533	\$ 6,533
Parks, lakes and related improvements	10,400	10,400
Land improvements	76,684	73,366
Buildings and recreation facilities	113,910	109,125
Furniture, equipment and other	31,219	29,411
Construction-in-progress	18,798	9,109
	<hr/>	<hr/>
Total property, facilities and equipment	257,544	237,944
	<hr/>	<hr/>
Less accumulated depreciation	129,286	121,206
	<hr/>	<hr/>
Property, facilities and equipment, net	<u>\$ 128,258</u>	<u>\$ 116,738</u>

Note 6 - Annual charge

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 2018 and 2017) 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% annual increase cap; however, the Board of Directors capped the increase at 3.5% for fiscal years 2018 and 2017.

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

2018	\$ 11,371,188
2017	10,970,394

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 \$30,000. The outstanding note bears interest at the lower of the bank's prime rate or LIBOR plus 55 basis points (2.11% and 1.32% as of January 31, 2018 and 2017, respectively) and is due on demand. Additionally, the note bears an unused commitment fee of 10 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 \$-0- outstanding under the line of credit as of January 31, 2018 and 2017.

Columbia Association, Inc.

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Note 8 - Term debt

Term loan

On June 26, 2014, the Association entered into a 15-year fixed rate bank loan with TD Bank in the amount of \$30,000. The loan's interest rate is 3.63% and matures in fiscal year 2030. The Association began making monthly principal and interest payments in August 2014 for the term of the loan. The funds were used to refinance certain interim indebtedness incurred to finance capital improvements. As of January 31, 2018, the future loan principal payments are as follows:

2018	\$	431
2019		1,753
2020		1,817
2021		1,887
2022 and thereafter		<u>18,517</u>
Total term loan		24,405
Less deferred financing costs, net		<u>(87)</u>
Term loan, net	\$	<u>24,318</u>

Interest expense capitalized was \$144 and \$21 during the periods ended January 31, 2018 and 2017, respectively.

Capital lease obligation

The cost and accumulated amortization of equipment under capital leases were \$581 and \$317, respectively, as of January 31, 2018, and \$307 and \$142, respectively, as of January 31, 2017. As of January 31, 2018, the future minimum annual payments under capital leases are as follows:

2018	\$	24
2019		143
2020		143
2021		<u>54</u>
Total minimum lease payments		364
Less amount representing interest		<u>(5)</u>
Present value of net minimum lease payments	\$	<u><u>359</u></u>

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. Employees

Columbia Association, Inc.

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become fully vested after six years of service. Expenses under this plan were \$895 and \$776 for the periods ended January 31, 2018 and 2017, respectively.

Note 10 - Commitments

The Association leases certain facilities and equipment under operating leases. Rental expense, exclusive of these costs, was \$1,490 and \$1,391 for the periods ended January 31, 2018 and 2017, respectively.

The Association records rent expense using the straight-line method over the life of the lease terms, which differs from the amount of rent due under the terms of the leases, resulting in a deferred rent payable, of \$387 and \$-0-, which was included in accounts payable and accrued expenses as of January 31, 2018 and 2017, respectively.

As of January 31, 2018, the Association's total commitment for minimum annual rentals, exclusive of maintenance and other occupancy costs, under noncancellable operating leases is:

2018	\$	381
2019		1,547
2020		1,578
2021		1,610
2022 and thereafter		<u>9,604</u>
Total	\$	<u>14,720</u>

The lease for the headquarters building located on Hillside Court includes a rent abatement for the period September 1, 2015 to April 30, 2016 valued at \$460. Accrued abatements of \$372 and \$431 were included in accounts payable and accrued expenses as of January 31, 2018 and 2017, respectively.

The lease for Haven on the Lake includes a rent abatement for the period September 1, 2014 to August 31, 2015 valued at \$386. Accrued abatements of \$266 and \$341 were included in accounts payable and accrued expenses as of January 31, 2018 and 2017, respectively. The lease also includes a tenant improvement allowance of \$1,378. Accrued allowances of \$995 and \$1,219 were included in accounts payable as of January 31, 2018 and 2017, respectively. The abatements and allowances are amortized over the life of the lease and are reflected as a reduction of rent expense as reported in the statements of activities.

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 60th birthday. This contribution will decrease to a maximum of \$1.5 when the retiree reaches age 65. This benefit terminates on the 10th anniversary of the benefit commencement date. The employee contributes the remainder of the health care cost.

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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:

	<u>2017</u>	<u>2016</u>
Reconciliation of benefit obligations		
Obligation at beginning of year	\$ 704	\$ 654
Service cost	28	27
Interest cost	27	29
Actuarial gain	(72)	
Benefit payments	<u>(9)</u>	<u>(6)</u>
Obligation at end of year	<u>\$ 678</u>	<u>\$ 704</u>
Amount not yet recognized in net periodic postretirement benefit costs		
Unrecognized prior service credit	\$ 15	\$ 30
Unrecognized gain	<u>111</u>	<u>48</u>
Total amount not yet recognized in net periodic postretirement benefit costs	<u>\$ 126</u>	<u>\$ 78</u>
Net periodic postretirement benefit costs include		
Service cost	\$ 28	\$ 27
Interest cost	27	29
Amortization of net gain from prior periods	(8)	
Amortization of unrecognized prior service cost	<u>(15)</u>	<u>1</u>
Net periodic postretirement benefit costs	<u>\$ 32</u>	<u>\$ 57</u>

The discount rate was 4.45% and 5.60% as of April 30, 2017 and 2016. The gross trend rate for health care coverage is 10.0% grading to 4.45% over five years.

Columbia Association, Inc.

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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:

	<u>1% increase</u>	<u>1% decrease</u>
Effect on total service and interest cost components of net periodic postretirement health care benefit cost	\$ 7	\$ (6)
Effect on the health care component of the accumulated postretirement benefit obligation	84	(73)

The following is a projection of expected future benefits under the plan:

2018	\$ 19
2019	21
2020	33
2021	39
2022	51
2023 - 2027	<u>326</u>
	<u><u>\$ 489</u></u>

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 \$1,338 and \$1,361 are included in accrued expenses as of January 31, 2018 and 2017. 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 \$2,214 and \$2,117 are included in accrued expenses as of January 31, 2018 and 2017, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

Columbia Association, Inc.

**Notes to Financial Statements
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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, 2018.

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.

DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: February 22, 2018

To be approved: March 22, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, February 22, 2018 at Columbia Association headquarters. Present were Chairman Andy Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Chao Wu (arrived at 7:38), and Shari Zaret. 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 7:35 p.m. by Chairman Andy 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 **Risk Management Committee** held a closed meeting on January 25, 2018. Members present were Susan Krabbe, Milton W. Matthews, and Dick Boulton. 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 or other legal matters. The meeting was closed from 7:05 p.m. until 7:28 p.m. to review general liability matters and claims.

The **Board of Directors** held a closed meeting on February 8, 2018. Members present were Chairman Andy Stack and members Dick Boulton, Lin Eagan, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Shari Zaret, and Chao Wu. The vote to close the meeting was 7-0-0 (voted during January 25 meeting by Ms. Eagan, Evans, and Thomas; and Messrs. Stack, Boulton, Klein and Wu).

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 meeting was closed from 10:30 p.m. until 11:25 p.m. to consult with counsel regarding liquor licenses and other legal matters.

The **Architectural Resource Committee** held a closed meeting on February 12, 2018 at Columbia Association headquarters. Members present were Sheri Fanaroff, Deb Bach, Evamarie Lambright, and Tom Mungo. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:04 p.m. until 1:55 p.m. to discuss new and ongoing covenant cases.

Mr. Wu arrived at 7:38 p.m.

52 **3. Approval of Agenda**

53 Mr. Boulton moved that Item 8(b)7. "Draft charter – Climate Change and Sustainability Advisory
54 Committee" be moved to ahead of 8(b)1 "Annual Charge Rate and Cap for FY19." Mr. Klein seconded the
55 motion. Mr. Stack suggested that, given the importance of allowing enough time to deliberate about proposed
56 rates and budgets, if Item 8(b)7 is moved to an earlier position on the agenda, discussion on the topic last no
57 more than 10 minutes. If more time is needed, discussion could resume at the point on the agenda originally
58 designated for this item. The motion to move up the agenda item passed unanimously.

59 Ms. Thomas moved that the agenda be approved as amended. Mr. Klein seconded the motion, which passed
60 unanimously.

61
62 **4. Disclosure of Conflict of Interest:** none

63
64 **5. Resident Speakout:**

- 65 a) Judi Neckritz, River Hill, spoke about the possibility of moving the Columbia Art Center.
66 b) Crissy Simpson, Dorsey Search, spoke about keeping the Columbia Art Center open or creating something
67 comparable.
68 c) Anne Metta, Long Reach, said she concurred with the previous two speakers.
69 d) Elisabeth Hoffman, River Hill, spoke about the value of the Columbia Art Center.
70 e) Tim Lattimer, Long Reach, spoke about the proposed charter for the Climate Change and Sustainability
71 Advisory Committee and the Board's planned vote on it tonight.
72 f) Joel Hurewitz, Harpers Choice, spoke about climate, and about CA sending a letter regarding State HB
73 1568, regarding Verizon. He also spoke about CA adding features to attract new members.
74 g) Nina Basu, chair of Long Reach Village Board, spoke about Columbia Art Center and the Village Board's
75 general support of Orchard's Plan for redeveloping the Village Center, preferably in a phased way.
76

77 **6. Chairman's Remarks:**

78 Mr. Stack submitted a written report. He also said two people attended an information session for potential
79 CA Board candidates. He also attended the county executive's State of the County address.
80

81 **7. Reports/Presentations**

82 (a) President's Report

83 Mr. Matthews submitted a written report. In response to questions from the Board, he said:
84 - New Tennis Center will open by the end of March.
85 - The first meeting of the Millennials Work Group is scheduled for February 27; a report with
86 recommendations is due by the end of the calendar year. There are 13 members of the work group,
87 ranging in age from 17 to 33.
88

89 Mr. Stack noted that the development tracker has been updated.
90

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

92 Ms. Eagan submitted a written report.
93

94 (c) Financial Reports – None
95

96 **8. Board Action**

97 (a) Consent Agenda

98 1. Approval of Minutes of January 25, 2018

99 The minutes were approved by consent.
100

101 (b) Board Votes

102 7. Draft Charter – Climate Change and Sustainability Advisory Committee (*moved up on agenda*)

103 Ms. McCord read a statement about the value of having one committee focused on watershed issues and

on climate change. Board members discussed the pros and cons of have a combined committee or two separate ones.

Action: Mr. Klein moved to accept the proposed charter for a new Climate Change and Sustainability Advisory Committee. Mr. Wu seconded the motion.

Action: Ms. Thomas moved to revise the end of the first sentence in Article 1, Section 1 of the committee's charter so as not to limit membership to Columbia residents. Mr. Klein seconded the motion. The Board discussed changing the end of the relevant sentence so that it says: "...stakeholders in the Columbia community and its environs." The motion passed. Vote: 8-2-0.

For: Messrs. Boulton, Klein, Schwind, and Wu; and Mses. Eagan, Evans, Thomas and Zaret

Against: Ms. McCord and Mr. Stack

Abstain: none

Mr. Stack noted that the 10 minutes allotted for this item at this time had expired. Discussion will continue at the point in the agenda originally designated for this topic.

1. Annual Charge Rate and Cap for FY 19

Action: Mr. Boulton moved to approve the annual charge and rate cap. Mr. Wu seconded the motion. Mr. Wu then moved to reduce the annual charge rate for FY 19 and FY 20 from \$0.68 to \$0.65 and approve a rate cap of 3.5%. Mr. Klein seconded the motion, which failed. Vote: 1- 9-0.

For: Mr. Wu

Against: Messrs. Boulton, Klein, Schwind, and Stack; and Mses. Eagan, Evans, McCord, Thomas, and Zaret

Abstain: none

The motion to approve a charge rate of \$0.68 and a rate cap of 3.5% was approved. Vote: 9-0-1.

For: Messrs. Boulton, Klein, Schwind, and Stack; and Mses. Eagan, Evans, McCord, Thomas and Zaret

Against: none

Abstain: Mr. Wu

2. Proposed FY 19 and FY 20 Rates for memberships, daily fees and admissions for Sport and Fitness facilities, School Age Services monthly rates and rates for Open Space Management facilities.

Action: Mr. Wu moved to approve the proposed rates. Ms. Evans seconded the motion.

Action: Mr. Schwind moved to reduce all Sport and fitness fees by 10% for assessment-payers for FY 19 and FY 20. Mr. Wu seconded the motion, which failed. Vote: 2-8-0.

For: Messrs. Schwind and Wu

Against: Messrs. Boulton, Klein, and Stack; and Mses. Eagan, Evans, McCord, Thomas, and Zaret

Abstain: none

Board members discussed whether lowering fees may prompt more people to become members. CFO Susan Krabbe and Fitness Director Dan Burns said participation actually increased at Haven on the Lake after one of the rates was increased. Mr. Burns said members are not quitting at a faster rate, but CA is not gaining as many new memberships, and CA is hiring a professional sales team to remedy this by selling memberships to businesses and other community members.

Board members also noted that next month's Board meetings will include discussion of strategic issues and work plan for the upcoming year.

Action: Mr. Schwind moved to keep FY 19 and FY 20 rates for Sports and Fitness at current FY 18 levels for rate-payers. Mr. Wu seconded the motion, which failed. Vote: 2-8-0.

For: Messrs. Schwind and Wu
Against: Messrs. Boulton, Klein, and Stack; and Mses. Eagan, Evans, McCord, Thomas, and Zaret
Abstain: none

Action: Mr. Schwind moved to make the 10% senior discount applicable to renewal memberships, as well as new ones; the 10% discount would be applied in addition to other discounts for which members are eligible. Mr. Klein seconded the motion, which failed. Vote: 2-7-1.

For: Messrs. Klein and Schwind
Against: Messrs. Boulton and Stack; and Mses. Eagan, Evans, McCord, Thomas and Zaret
Abstain: Mr. Wu

Action: Mr. Schwind moved to re-define “family memberships” to include single parents and their children, whether they are dependents or not. Mr. Wu seconded the motion.

Action: Mr. Stack moved to table Mr. Schwind’s motion re: redefining memberships. Ms. Thomas seconded the motion, which passed. Vote: 8-1-1.

For: Mses. Eagan, Evans, McCord, Thomas and Zaret; and Messrs. Boulton, Stack and Wu
Against: Mr. Schwind
Abstain: Mr. Klein

Action: Mr. Schwind moved to increase the age of dependent children eligible to be included in family memberships (living at their parents’ address) from age 22 to 25. The motion was not seconded.

Action: Mr. Stack moved to vote on motions 7 through 13, listed in an email Mr. Schwind sent to Board members. Ms. Evans seconded the motion. Mr. Stack then moved to table the motions. Mr. Boulton seconded the motion, which passed. Vote: 9-0-1.

For: Messrs. Boulton, Klein, Stack and Wu; and Mses. Eagan, Evans, McCord, Thomas, and Zaret.
Against: none
Abstain: Mr. Schwind

Action: Mr. Boulton moved to un-table the previous motion. Mr. Wu seconded the motion, which failed. Vote: 3-6-1

For: Messrs. Boulton, Klein, and Wu
Against: Mr. Stack and Mses. Eagan, Evans, McCord, Thomas and Zaret.
Abstain: Mr. Schwind

The original motion to approve proposed FY 19 rates for memberships and fees passed. Vote: 8-2-0.

For: Messrs. Boulton, Stack, and Wu; and Mses. Eagan, Evans, McCord, Thomas and Zaret
Against: Messrs. Klein and Schwind
Abstain: none

3. Proposed FY 19 Capital Budget

Action: Ms. McCord moved to approve the FY 19 and FY 20 Capital Budgets. Mr. Wu seconded the motion.

Action: Ms. Thomas moved that FY 19 capital funds (\$1 million) not be used for capital changes to Haven on the Lake until plans for renovations are finalized. However, funds could be used to develop studies, diagrams, etc., that could help CA make a decision. Mr. Schwind seconded the motion, which passed. Vote: 8-0-2

For: Messrs. Klein, Schwind, Stack and Wu; and Mses. Eagan, Evans, McCord, and Thomas.
Against: none
Abstain: Mr. Boulton and Ms. Zaret

Board members discussed whether it is wise to plan revisions for CA property at the Lakefront when there is so much uncertainty about what the county's Planning Board guidelines will be and what Howard Hughes Corp. plans to design on property it owns adjacent to CA's.

Action: Ms. McCord moved to remove \$100,000 from the FY 19 budget and \$250,000 from the FY 20 budget allocated for Lakefront Master Plan design and implementation. Ms. Zaret seconded the motion.

Action: Ms. Evans proposed a friendly amendment to move the \$100,000 for Master Plan design from the FY 19 budget to the FY 20 budget and to remove the \$250,000 from the FY 20 budget. Ms. McCord accepted the amendment to her motion, which passed unanimously.

Action: Ms. Thomas moved that \$100,000 be added to the amount budgeted for FY 19 for renovations at the Ice Rink. Mr. Boulton seconded the motion, which failed. Vote: 2-6-2.

For: Ms. Thomas and Mr. Wu

Against: Messrs. Boulton, Schwind, and Stack; and Mses. Eagan, McCord and Zaret

Abstain: Ms. Evans and Mr. Klein

Action: Ms. Thomas moved that FY 19 funding for tenant housing at Columbia Horse Center be deleted. Mr. Wu seconded the motion, which failed. Vote: 1-8-1.

For: Ms. Thomas

Against: Messrs. Boulton, Klein, Schwind, and Stack; and Mses. Eagan, Evans, McCord and Zaret

Abstain: Mr. Wu

Action: Mr. Schwind moved that all capital funding for the horse center be removed from the FY 19 and FY 20 budgets until the Board gets more information from staff re: facility usage, profitability, etc. compared to CA's other amenities. Ms. Thomas seconded the motion, which failed. Vote: 3-6-1.

For: Messrs. Schwind and Wu, and Ms. Thomas

Against: Messrs. Boulton, and Stack; and Mses. Eagan, Evans, McCord, and Zaret

Abstain: Mr. Klein

Action: Mr. Schwind moved that \$175,000 to repair Harpers Farm Road overpass be removed from the FY 19 capital budget. Ms. Thomas seconded the motion, which failed. Vote: 3-7-0.

For: Messrs. Schwind and Stack, and Ms. Thomas

Against: Messrs. Boulton, Klein, and Wu; and Mses. Eagan, Evans, McCord and Zaret

Abstain: none

Action: Mr. Wu moved that \$52,000 for village signage be removed from the FY 20 budget and added to the FY 19 budget for signage. Ms. Thomas seconded the motion. After discussion reflecting various villages' views about proposed signage, Mr. Wu withdrew his motion.

Action: Mr. Wu moved to remove all funding for village signage from the FY 19 and FY 20 budget. Ms. Thomas seconded the motion, which passed. Vote: 6-2-2.

For: Messrs. Boulton, Klein, Schwind, and Wu, and Mses. McCord and Zaret

Against: Messrs. Mr. Stack and Ms. Thomas

Abstain: Mses. Eagan and Evans

The motion to approve the FY19 Capital Budget and Proposed Conditional FY 20 Capital Budget, as amended, was approved unanimously.

4. Proposed FY 19 Operating Budget

Action: Mr. Schwind moved to add \$40,000 to create a Senior Resource Advisor Position to help seniors access CA programs, technology, transportation, etc. Ms. McCord seconded the motion, which failed.

Vote: 1-6-3.

For: Mr. Schwind

Against: Messrs. Boulton, Klein, and Stack, and Wu; and Mses. Eagan and McCord

Abstain: Mses. Evans, Thomas and Zaret

Action: Mr. Schwind moved to add \$40,000 to create a Pathway Safety Monitor position. The motion was not seconded.

Action: Mr. Stack moved that the Board accept a two-part amendment regarding funds designated to Inner Arbor Trust in FY 19 and FY20 for a permanent pathway from the pathway along Little Patuxent Parkway to the Chrysalis, with CA as the project manager for the pathway. Mr. Wu seconded the motion.

Action: Mr. Klein moved to add a new sentence to the end of Part One of Mr. Stack's amendment, to say: "The path shall be approved by the CA Board before it is built." Ms. Thomas seconded the motion, which passed. Vote: 6-4-0.

For: Messrs. Boulton, Klein, Schwind, and Wu; and Mses. Evans and Thomas

Against: Mses. Eagan, McCord, and Zaret; and Mr. Stack

Abstain: none

The motion to accept the two-part amendment, as amended, passed. Vote: 9-1-0

For: Messrs. Boulton, Klein, Schwind, Stack and Wu; and Mses. Eagan, Evans, McCord and

Thomas

Against: Ms. Zaret

Abstain: none

Mr. Stack moved that the Board approve the FY19 and FY 20 Operating Budgets, as amended. Mr. Boulton seconded the motion, which passed unanimously.

7. Draft Charter – Climate Change and Sustainability Advisory Committee (*continuation of earlier discussion*)

The Board voted to again approve the motion made earlier in the evening to revise the end of the first sentence in Article 1, Section 1 of the committee's charter so that it reads "... community stakeholders in the Columbia community and its environs." Vote: 9-1-0.

For: Messrs. Boulton, Klein, Schwind, Stack and Wu; and Mses. Eagan, Evans, Thomas, and Zaret

Against: Ms. McCord

Abstain: none

The Board voted to accept the proposed charter for a new Climate Change and Sustainability Advisory Committee, as amended. Vote: 9-0-1.

For: Messrs. Boulton, Klein, Stack and Wu; and Mses. Eagan, Evans, McCord, Thomas, and Zaret

Against: none

Abstain: Mr. Schwind

9. Tracking Forms

(a) Tracking Form for Board Requests

(b) Tracking Form for Resident Requests

10. Talking Points: Not read

11. Adjournment: The meeting was adjourned at 11:50 p.m.

311 Respectfully submitted,
312
313 Valerie Montague
314 Recording Secretary

RESOLUTION

The Columbia Association (“CA”) Board of Directors (the “Board”) has considered the feasibility of CA’s undertaking of responsibility for commercial covenant enforcement authority (the “Authority”) in Columbia. The Board makes the following findings with respect to this matter:

1. The Authority currently rests with different parties, and depending on the property, may lie with Howard Research & Development Corporation (“HRD”), one of six of the Village Community Associations, a property owners association or the individual owners of properties within a commercial development.
2. A transfer of the Authority to CA would require an assignment by the party currently holding that Authority. HRD is willing to transfer the Authority to CA for architectural and maintenance but not land use covenants and is unwilling to transfer any Authority for Downtown, Town Center and Gateway. As a result, assignments would not include all commercial properties or all types of covenants, would require the use of multiple agreements in a variety of forms, and would not result in consistent commercial covenant enforcement because CA would not be the only party with the Authority.
3. CA’s adoption of even some of the Authority will require the establishment of a commercial architectural resource committee with architectural and engineering expertise to permit skilled review of plans and expert compliance inspections.
4. Howard County (the “County”) is in the process of engaging a consultant to draft new zoning regulations for the County, including Columbia.
5. It may be possible for at least some covenant requirements to be incorporated into those new zoning regulations.
6. It may be possible for CA to “ride” the County’s consulting contract so as to retain the same consultant to make recommendations regarding a plan for enforcement of commercial covenants throughout Columbia.
7. A collaboration among CA, the County, HRD, and other interested parties to develop such a plan would promote the social welfare of the people of Columbia, further CA’s efforts to produce civic betterments, and provide benefits for the people of Columbia that are necessary incidents to the accomplishment of CA’s purposes.

Having made these findings, the Board hereby authorizes the President/CEO to enter into discussions with the County, HRD and other interested parties and to contract with a consultant to develop a plan for exercise of the Authority.

BE IT SO RESOLVED

_____, 2018



Date: March 16, 2018
To: Columbia Association Board of Directors (Board)
From: Jane L. Dembner, AICP
Director of Planning and Community Affairs
Subject: Board strategic issues for the next 12 months

At the March 8th work session, board members identified a number of potential issues for Board focus over the next 12 months. Discussion of the issues was kept to a minimum so as to generate a list of many issues for consideration. At the end of the session, Board members informally identified those issues that they thought rose to the top of the list.

CA planning staff has listed those top three issues below and fleshed them out for further discussion and a decision at the March 22nd Board meeting. Staff has also included the millennials issue from last year since it is still relevant and is being addressed this year with assistance from the Millennials Work Group. A full list of all the issues generated at the March 8th work session is attached to this memo for reference as the Board may wish to reconsider some of these items at the March 22nd Board meeting.

Top Three Based on March 8th Work Session (not binding)

1. CA's role in the continued re/development of Columbia
2. Examine declining resident memberships and how to address this
3. Participation in redrafting the land development regulations

Below we provide more information and context regarding these potential focus areas and the millennials issue from last year.

Preliminary Strategic Board Issue 1: There is significant change and redevelopment occurring in many areas of Columbia, including downtown, the village centers as well as in other commercial, industrial and residential areas. *(How should CA address/respond?)*

Guiding Strategic Plan Goal and Objective(s)

Goal: Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.

Related Objective(s):

- Facilitate inclusive processes that develop shared visions and plans for the future of Columbia.
- Strengthen relationships with governmental and nonprofit agencies that deliver programs and services in Columbia.
- Communicate the vision widely and use the vision to promote Columbia as a community of choice.

Other Guidance: Guiding Principles for the 21st Century Planned Community of Columbia, MD (approved by the Board on April 28, 2015)

Desired Outcomes: Further enhance CA's influence in the planning and development of Columbia including closely monitoring and representing Columbia Association's interests in Downtown Columbia, village center redevelopment and other land use and transportation projects.

Preliminary Strategic Board Issue 2: There have been changes (declines) in CA's resident membership market penetration percentage. *(What are these changes and why are they occurring? Are there ways to bolster membership while maintaining or increasing revenues?)*

Guiding Strategic Plan Goal and Objective(s)

Goal: Deliver programs and services that meet stakeholders' expectations and enhance the quality of life in Columbia.

Related Objective(s):

- Provide a wide array of programs and services that meet the needs of Columbia's diverse community.
- Continuously evaluate and adjust programs and services to meet changing needs of the entire Columbia community.

Desired Outcomes: A better understanding of what is driving the changes in the resident membership market penetration percentage as well as the factors that impact why people enroll in CA Sport & Fitness programs including competition, demographic trends, services provided and pricing.

Preliminary Strategic Board Issue 3: Howard County is updating its development regulations in a two-phased process. CA participated in the Phase I assessment of the current regulations and the county consulted with CA on a number of issues and occasions related to the New Town zoning district. CA also had a representative on the Phase I Steering Committee. The second phase is anticipated to begin in late 2018 and will include the update of the regulations and maps and is anticipated to take several years. *(How can CA be most impactful in its participation?)*

Guiding Strategic Plan Goal and Objective(s)

Goal: Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.

Related Objective(s):

- Facilitate inclusive processes that develop shared visions and plans for the future of Columbia.
- Strengthen relationships with governmental and nonprofit agencies that deliver programs and services in Columbia.

- Communicate the vision widely and use the vision to promote Columbia as a community of choice.

Other Guidance: Guiding Principles for the 21st Century Planned Community of Columbia, MD (approved by the Board on April 28, 2015)

Desired Outcomes: CA was well-integrated into the assessment phase of the update of the development regulations and desires a similar role in the second phase, the update of the regulations, given their importance to the future development and redevelopment of Columbia.

Monitor for 2018 and reevaluate in 2019. Given this second phase of the land development regulations will begin in late 2018 and will take several years to complete, there is relatively little the Board can do in the April 2018 to March 2019 period of this issue as far as specific input. During this time, the Board should focus on review of the report of the first phase assessment and its recommendations. The Board, with assistance from CA planning staff, may also define some analysis that could be undertaken by CA staff that would help the Board to better understand existing development patterns on the ground related to existing open space, residential, mixed use, and other employment areas.

Preliminary Strategic Board Issue 4: There is a need for CA to better understand how to serve and connect with young adults – particularly those in their late teens to age 35. (*What do millennials want and what can CA do to better connect with them?*)

Guiding Strategic Plan Goal and Objective(s)

Goal: Deliver programs and services that meet stakeholders' expectations and enhance the Quality of life in Columbia.

Related Objective(s):

- Provide a wide array of programs and services that meet the needs of Columbia's diverse community.
- Continuously evaluate and adjust programs and services to meet changing needs of the entire Columbia community.
- Promote recreation, health, wellness and social connectivity.

Desired Outcomes: Specific recommendations on ways to: change CA services and programs to better serve millennials; increase millennials interest in becoming more engaged in the Columbia community; and gain a better understanding of how to communicate and engage with millennials. The Millennials Work Group, formed in February 2018, will engage with the Board during their deliberations and as they identify their recommendations later this year.

Other Board Strategic Issue Ideas – some have been combined by staff where ideas were similar

- Annual charge revenues
- Communication to members and residents – updates and changes
- CA – Village relationships
- Stream erosion and impacts on private property: developing a policy for our path forward
- Value proposition how to re-instill it/CA becoming more important part of people's lives / CA's Core values/functions and generating enthusiasm for CA
- Strategic planning process /Assess trends, threats and opportunities
- Responding to changes / competition
- Is CA too risk adverse (related to what we do/do not offer in Sport & Fitness)?
- CA functions / Review of budget (operating and capital) to assess what services and programs should be offered by CA versus other entities



Date: March 16, 2018
To: Columbia Association Board of Directors (Board)
From: Jane L. Dembner, AICP
Director of Planning and Community Affairs
Subject: Overview of Final Report on the Development Regulations Assessment

Howard County's Department of Planning and Zoning and its consultant Clarion Associates published the final report on the Development Regulations Assessment and Annotated Outline earlier this year.

At the March 22 Board Meeting, CA planning staff will make a presentation and provide an overview of the final report with a focus on those findings and recommendations related to the New Town zoning district and other items that pertain to Columbia.

The report is detailed but easy to read and the Executive Summary provides a high level summary. Both documents are available on Howard County's project website:

<http://www.howardcountymd.gov/regulationassessment>

Board Request Tracking Log
FY 18
As of March 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 March 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 March 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	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
3	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
4	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
5	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 March 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	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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