December 7, 2018

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

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, December 13, 2018 at approximately 9:25 p.m. Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

1.	Call to Order	**5 min.**
	(a) Announcement of Directors/Senior Staff in Attendance	
	(b) Reminder that the meeting is being recorded/broadcast	
	(c) Reminder of the 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.	Reports/Presentations	**50 min.**
	(a) President's Report – "The Year in Review" – 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	*(5 min.)*
	1. FY 19 2nd Quarter Financial Report	
	2. FY 19 2nd Quarter Financial Statements	
	(d) Dashboard	*(30 min.)*
6.	Board Action	
	(a) Consent Agenda	**1 min.**
	1. Approval of Minutes – November 8, 2018 Board Meeting	
	2. Approval of Minutes – November 1, 2018 Closed Board Meeting	
	3. Approval of Minutes – October 11, 2018 Closed Board Meeting	
	4. Appointment to the Architectural Resource Committee	
	(b) Board Votes	**10 min.**
	1. Approval of the Independent Auditors for FY 2019	*(5 min.)*
	2. Four Easement Requests from Howard County	*(5 min.)*
7.	Tracking Forms	**5 min.**
	(a) Tracking Form for Board Requests	
	(b) Tracking Form for Resident Requests	
8.	Talking Points	**2 min.**
9.	Adjournment – Anticipated Ending Time: Approximately **10:35 p.m.**	

Next Board Work Session and Meeting

Thursday, January 10, 2019 – Board Work Session – 7:00 p.m.
Thursday, January 24, 2019 – Board Meeting – 7:00 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.

December 2018 – The Year in Review

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

Janet Loughran
Executive Assistant
to the President/CEO

Dennis Mattey
Director of Open Space
and Facility Services

Ron Meliker
Director of
Human Resources

Michelle Miller
Director of
Community Services

Laura Sitler
Chief Marketing
Officer

Chuck Thompson
Chief Information
Officer

Jackie Tuma
Director of
Internal Audit

Office of the President/CEO

The President/CEO continued his outreach and commitment to community engagement via service on numerous local boards of directors and committees in Columbia and Greater Howard County. These include:

- Boards of Directors
  - Downtown Columbia Arts and Culture Commission
  - Downtown Columbia Partnership
  - Howard County Chamber (formerly Chamber of Commerce)
  - Howard County Economic Development Authority
  - Inner Arbor Trust

- Board of Advisors
  - Choose Civility Board of Advisors (Howard County Library System)

- Committees
  - Spending Affordability Advisory Committee of Howard County, Office of the County Executive. The President/CEO has served on this committee since 2015.
  - Executive Committee of the Howard County Chamber. The President/CEO is in his second two-year term on this committee.

The President/CEO was asked by Howard County Executive-Elect Calvin Ball to represent him and his incoming administration at the Baltimore Metropolitan Council's *2018 Chesapeake Connect* visit to New Orleans, LA on 28-30 November. Mr. Matthews was one of three Howard County representatives participating in the visit. There were representatives from all of the jurisdictions comprising the Baltimore Metropolitan Council: Anne Arundel County; Baltimore City; Baltimore County; Carroll County; Harford County; Howard County; and Queen Anne's County. The purpose of the trip was to learn how New Orleans coped with the aftermath of Hurricane Katrina and how those decisions shaped the city as it is known today. In 2018, New Orleans is largely defined by the difficult choices made in the wake of Hurricane Katrina.

Columbia Association was chosen as a Top Supporter of the First Howard County National Society of Black Engineers ("NSBE") Jr., Howard County Chapter, New Generation Leadership Academy. The Howard County NSBE Jr. Chapter promotes STEM awareness and leadership development to students in grades K-12, regardless of race, religion or ethnicity. The President/CEO accepted the award on behalf of CA. Other award recipients were Dr. Calvin Ball, Howard County Executive; Mr. James Lemom, Director, Community, Parent and School Outreach, Howard County Public School System; and Ms. Cynthia Miller, Director of Human Resources, The National Security Administration.

MISSION Working every day in hundreds of ways to make Columbia an even a better place to live, work and play.
VISION Making Columbia the community of choice – today and for generations to come.

Department of Administrative Services

Accounting

The Accounting Division led the entire organization in developing the FY 2019 and Conditional FY 2020 budgets, for the first time using PowerPlan, CA's new budgeting application. This project was a significant learning and operational project involving team leaders at all levels throughout the organization. Among other benefits, the tool enables real-time roll-up of program and facility budgets into divisional, departmental and CA-wide totals for quicker review and analysis. The use of this tool was further expanded for financial reporting and variance analysis during the year.

In 2018, residential and commercial property owners were able to pay their annual charge online for the first time. The Annual Charge Division implemented Govolution, an online payment solution, enabling online e-check and credit card payments of the annual charge, in response to customer requests. By 31 October 2018, 747 customers had taken advantage of the online payment options. The team also implemented AutoAgent, a no-cost analytic tool that helped to reduce the number of duplicate payments (and thus, the number of refunds to be processed) by over 200. The Annual Charge team and their colleagues in the Department of Communications and Marketing redesigned the annual charge invoice this year, and received very positive feedback on the updated form.

Purchasing and Human Resources

The Purchasing team led the organization through a thorough, exhaustive, and interdepartmental request for proposal (RFP) process resulting in the selection and engagement of Ceridian for the implementation of its Dayforce product. Dayforce is a cloud-based comprehensive human resources information system that will impact every team member (employee) at CA. The project team will be led by Ron Meliker, Director of Human Resources. The project plan is under development, with a go-live date for most modules – projected for 1 April 2019.

Information Technology

Another multi-departmental RFP process resulted in the selection of a new cloud-based telephone system with integrated voice response, virtual call center technology, and expanded collaboration and conferencing tools. The selected solution, 8x8, will replace the existing end-of-life voice over internet protocol (VoIP) originally implemented in 2000.

Department of Sport and Fitness

New Team Members

Sport and Fitness welcomed three new team members to fill key management positions – Kevin Shaffer, general manager, Haven on the Lake; Laurie Mambert, general manager, Columbia Gym; and Michael Fecht, Jr., director of membership sales.

Tennis

The Long Reach Tennis Club opened for play on 16 March 2018. The public Grand Opening celebration held on 20 April 2018 saw more than 300 children and adults touring the new club and enjoying tennis activities, such as round-robins, cardio tennis, pickleball, and youth tennis. Murphy Jensen, head coach of the Washington Kastles World Team Tennis franchise and former grand slam doubles champion, attended the event, as did the Howard County Executive and members of the Howard County Council.

In July, the United States Tennis Association (USTA) named the Long Reach Tennis Club as one of 24 winners in the USTA Facility Awards program. This award recognizes excellence in construction and/or renovation of tennis facilities throughout the country. The Long Reach Tennis Club was one of only two in the region awarded this distinction, the other being the Public Southeast Tennis and Learning Center in Washington, D.C.

Following the opening of the Long Reach Tennis Club, the Owen Brown Tennis Bubble was removed after many years of service. The courts were converted to three new outdoor courts and six Pickleball courts.

The Mid-Atlantic Club Management Association (MACMA) awarded their 2018 "Award of Excellence for Outstanding Achievement in the Field of Kids Programming" to Columbia Association for our youth program, Tennis WHIZZ.

Aquatics

During the 2018 outdoor pool season, the MacGills Common pool began actively operating as an Autism Sensory Pool. This accommodation allows children with autism to remain in the pool during adult-only times. The program was well-received by families using this service and will continue in the 2019 outdoor pool season.

The third and final summer of renovations, including the replacement of the roof, were completed at the Swim Center.

Golf

Joan Lovelace, head golf professional and general manager of Hobbit's Glen Golf Club, was recognized in the Columbia Flier in an article on The Howard Tech Council's effort to help business and tech entrepreneurs build business connections through the game of golf. The article focused on the clinic "Techies and Tees" where Joan coached women entrepreneurs in the basic skills and etiquette of golf. The ten-week clinic was aimed toward women and golf's benefit as a networking tool.

The Hobbit's Glen Junior League team earned first place in the 2018 Mid-Atlantic PGA Junior League fall championship.

Fitness Clubs

The Columbia Athletic Club closed its doors on 30 April for major renovations. The renovations involved rebuilding and expanding the locker rooms to be ADA compliant; creating functional training and TRIBE team training space; upgrading the main group fitness studio; a new entrance and lobby; a living wall; and, most importantly, a larger lounge area. Columbia Gym and Supreme Sports Club hosted the Athletic Club members for the duration of the seven months of the renovations.

The Athletic Club reopened for members and guest on 30 November 2018. Responses from members and guests were overwhelmingly positive. A week-long "Reunion Week" celebration was held 30 November – 7 December, and a public grand opening is planned for 12 January 2019.

Office of Planning and Community Affairs

Planning and Development

During 2018, staff in the Office of Planning and Community Affairs spent many hours reviewing draft plans, commenting on development proposals, and many evenings attending planning-related public meetings. Each month, staff prepared and distributed the Planning and Development Tracker, which is used by the CA Board of Directors and others in the community to monitor development proposals and track associated public meetings.

Additionally, staff undertook a comprehensive analysis, which included the productions of numerous detailed maps, as CA prepared to participate in Phase 2 of the Howard County process to update the land development regulations, inclusive of New Town zoning. In this undertaking, specific focus was on the issues CA believes should be addressed in the updated land use regulatory framework for Columbia in the 21st century. Howard County Government has hired consultants, Clarion Associates, to assist with Phase 2, which has been renamed "HoCode Rewrite." Phase 2 is anticipated to begin early in calendar year 2019.

Millennials Work Group

Planning and Community Affairs is providing technical assistance and advisory services to the Millennials Work Group. The Work Group was tasked with producing a report, including recommendations, on ways to increase opportunities for the young adult population (17 to 35 age groups) to become more engaged in the Columbia community, with a focus on CA's Sports & Fitness programs and activities.

The Work Group, which has been meeting monthly since February 2018, has targeted the end of 2018 to finalize its report. During the monthly meetings, the Work Group has reviewed CA programming and facilities; demographic information about Columbia; CA's website; and membership levels and associated pricing. Also, the Work Group was provided an overview of CA's marketing and communication efforts. Outside resources were also called upon to assist the Work Group; one such outside resource was the marketing director from Howard Hughes Corporation (HHC), who spoke about how HHC was marketing Downtown Columbia.

Other resources used by the Work Group to gain additional insights have included an internet-based survey, which resulted in more than 800 responses during a period of two weeks, and focus groups.

In early fall, the Work Group organized a public meeting to gather additional information from the community.

Bike and Pedestrian Count Program

The Office of Planning and Community Affairs successfully concluded the fifth annual Bicycle and Pedestrian Count Program. In 2018, 39 volunteers performed 93 counts at 14 locations. Volunteers captured demographic and numerical snapshots of pedestrians and bicyclists at key intersections in the pathway system and on-street locations. The data gives CA and Howard County Government a better understanding of who travels in these key locations; the impact of past improvements; and identifies future investments to improve sidewalks, pathways, streets and intersections used by those who bike or walk through our community.

Office of General Counsel

The Office of General Counsel ("Office") drafted, reviewed, revised, negotiated and finalized approximately 185 contracts and other legal agreements.

The Office handled 56 covenant enforcement cases (18 in litigation and 38 in pre-litigation), opened 23 new cases, closed 34 cases, and held 7 Architectural Resource Committee (ARC) meetings to consider acceptance of new cases and review developments in existing cases.

The Office also:

- Implemented Docuware, a cloud based program for tracking and managing ARC cases and documents. This program allows the sharing of ARC case information and documents between CA and each village and the generation of reports.
- Continued to provide guidance to the village associations on the lack of obligation and authority to enforce individual HOA's covenants and continues to work with the village associations to delete wording in their exterior alteration applications that might imply that the village associations would enforce those individual HOA rules.
- Completed drafting of a new architectural guideline for ramps and other accessory structures, which CA will work with the village associations to implement in 2019.
- Began revising and updating the ARC manual, with a completion goal of 30 April 2019.
- Continued to provide training and mentoring to covenant advisors for the village associations.

The Office analyzed the impact of and determined appropriate CA positions on 31 pieces of state legislation. Among these, the Office worked extensively with the County Liquor Board/County Council, the County delegation to the General Assembly, and Inner Arbor Trust to reach agreement on revisions to HB 1325, which permits a liquor license holder for a particular property to sell liquor on that property for both on-premises consumption and off-premises consumption on an adjacent licensed property. The purpose of this bill was to address liquor sales during Merriweather Post Pavilion ("MPP") festivals in Merriweather Park at Symphony Woods taking place on both MPP and CA property, so that each entity (or its chosen vendor) could hold a separate liquor license. This in turn allowed CA and the Trust to select a separate liquor vendor for CA/Trust events in the Park.

The Office also worked extensively with the Department of Open Space and Facility Services and the village associations to develop a procedure for notifying property owners with encroachments onto CA open space.

General Counsel served in a leadership position with the Association of Corporate Counsel (ACC), the national association of in-house attorneys, and was recognized by the ACC as the Small Law Department Member of the Year.

Department of Communications and Marketing

Leadership

Columbia Association welcomed Laura Sitler as Chief Marketing Officer. Among many other duties and responsibilities, Ms. Sitler will be leading organization-wide efforts to more fully develop strategies and digital capabilities to meet CA's communication and marketing objectives.

Advertising

Targeted email blasts continue to receive open and click-through rates higher than national averages and are one of the top generators of traffic to the membership web page when they are distributed. Referral traffic on Facebook grew by 21% in 2018 compared to 2017.

A new strategy — “Flash Sales” — was implemented over the summer. Working with the Sales Division in the Department of Sport and Fitness, these campaigns were promoted with one/two weeks left in the month and featured a limited-time special offer on memberships.

The department implemented geo-fencing, which allows us to send messages to mobile users in a defined geographic area. Geo-fencing ads were run for golf, summer camps and CA memberships. The golf campaign resulted in significantly higher web traffic to the golf web page during the campaign in August.

CA Website

Website pageviews in 2018 (4,408,903), as compared to 2017 (2,224,996), nearly doubled. While pageviews grew exponentially, nevertheless, we recognize that there remain untapped opportunities once we redevelop and improve the website with better functionality and navigation to provide an enhanced user experience. This redevelopment project began in fall of 2018 and will continue well into 2019.

Haven on the Lake also saw increased traffic to the homepage by 20%, as well as to the membership page by 31% year over year. New users are up by 9% in overall visits to the havenonthelake.org website.

Email

Our email lists have grown by more than 20,000 email addresses this year. Email segmentation and targeted messaging have been priorities for our member-related emails. Additionally, we have improved our delivery rates by 5% points and expect further improvement. Generating the most interest has been Columbia Athletic Club updates, followed by the Lakefront Festival. Earlier this year, we implemented a new process to automate lead distribution for the sales team to improve efficiency.

PR and Media Interactions

Columbia Association programs, events, initiatives, and other news were covered in nearly 20 local, regional, specialty, and trade publications in 2018.

CA sent more than 30 press releases in 2018, including releases about the opening of Long Reach Tennis Club; the reopening of Columbia Athletic Club; CA’s efforts to protect open space from encroachments; the City of Liyang, China, being named as Columbia’s newest sister city; and awards CA received from the U. S. Department of Energy, U. S. Environmental Protection Agency, and the United States Tennis Association.

Other News in 2018

In spring 2018, digital signs were installed at Fairway Hills Golf Club, Hobbit’s Glen Golf Club, and the Long Reach Tennis Club. By the end of 2018, digital signage with custom content will be installed and completed for the Columbia Ice Rink, SportsPark/SkatePark, and Fairway Hill’s First Tee area.

The department provided ongoing support for Columbia Athletic Club renovations via bi-monthly web updates, monthly email updates to members, social media, and video. In fall 2018, creative approaches (i.e. the “Think Amazing” concept) to welcoming back members to Columbia Athletic Club were thoughtfully outlined for the re-opening event.

Several facilities utilized our graphic and interior design services, including Columbia Art Center, Columbia Athletic Club, Columbia Ice Rink and Long Reach Tennis Club. New graphics, signage, colors, and copy were added to cultivate the CA brand and improve guest experience.

Department of Open Space and Facility Services

Construction Services

Completion of the Long Reach Tennis Club construction project and the major renovations to the Columbia Athletic Club were at the forefront of Construction Services projects in 2018. However, many other projects, large and small ones, were completed at CA facilities and sites, including:

Supreme Sports Club: Renovations to the lower level men’s and women’s locker rooms, improvements to the main fitness floor, and construction of a new stretching area.

Columbia Gym**:** New roof work, drainage improvements, gutters and downspouts, and mechanical HVAC replacements.

Fairway Hills Golf: Renovations to the interior of the clubhouse, construction of the patio retaining wall, construction of a warming kitchen, and grading work associated with the event space immediately adjacent to the clubhouse.

Owen Brown Tennis Club (the “Bubble”): Removal of the bubble and construction of six outdoor Pickleball courts.

Lake Elkhorn: Re-decking of the dock near the parking lot and improvements to the pavilion on the southwest side of the lake (ADA upgrades and refurbishing).

Aquatics**:** Renovated bathhouses and new shade structures at Phelps Luck; upgrades to the mechanical systems at the Hawthorn pool; deck replacement at the Faulkner Ridge pool; and roof replacement on the Phelps Luck bathhouse.

Swim Center Phase III: Replacement of the main pool roof and erection of a new entrance canopy.

Horse Center**:** Roof replacement.

Open Space

Major activities included cleanup after the storm and high-wind events in early March; a detailed inventory of trees in Merriweather Park at Symphony Woods; and the “Exploring Columbia on Foot” series.

Energy and Sustainability

CA's energy management program had several notable accomplishments in 2018 that embody our commitment to environmental sustainability and corporate social responsibility. Significant facility energy management improvements included:

- Installation of solar photovoltaic systems at Dickinson Pool, Dorsey's Search Pool, Hobbit's Glen Golf Clubhouse, and the Long Reach Tennis Club;
- Completion of LED lighting retrofits at Hawthorn Center, Owen Brown Community Center, and the Teen Center; and
- Installation of more than a dozen new HVAC units that meet or exceed ENERGY STAR® standards.

CA's efforts also have received national recognition, among which was being awarded a certificate of recognition from the U.S. Environmental Protection Agency's ENERGY STAR program and a goal achiever award from the U.S. Department of Energy's Better Buildings Challenge program. As a partner in these important programs CA has reduced its energy use by more than 20 percent and its carbon footprint by 55 percent since Fiscal Year 2012.

CA also continued its outreach to the community on these critical issues through its quarterly community energy meetings to promote residential energy efficiency and solar energy. Nearly 100 residents participated in community energy meetings to learn about clean energy strategies.

Watershed

Bioretention facilities were built at the employee parking lot at the maintenance facility, Bryant Woods Park, and the Meeting Room in River Hill. Also, there were two reforestation plantings – the community reforestation project in Oakland Mills (200 trees planted) and the volunteer tree planting behind the Greenleaf community in Owen Brown (250 trees planted).

The forebay dredging project at Wilde Lake was completed, as were bank stabilization projects behind Whetstone Drive in Wilde Lake; off Eagle Beak in Long Reach; and behind Honey Laden Drive in Owen Brown.

Rain gardens continued to be popular. Sixty gardens were built in 2018, bringing the total number of rain gardens to 415.

Resident engagement projects included eight "Bugs that Bite" meetings; five Weed Warrior pull and plant events; one volunteer appreciation event; and three outreach meetings regarding the stream restoration project in Town Center, Wilde Lake and Harper's Choice.

Columbia Association was a recipient of the 2018 North American Lake Management Society (NALMS) award for Lake Management Success Stories.

Department of Community Services

International Exchange and Multicultural Programs

Columbia and the City of Liyang, China established a sister cities relationship in 2018. The City of Liyang joins CA's other sister cities - Cergy, Pontoise, France; Tres Cantos, Spain; Tema, Ghana and Cap-Haitien, Haiti. The program will foster global engagement and peer-to-peer exchanges at every level — cultural, educational, and municipal (community).

Columbia Archives
Columbia Association welcomed Lela Sewell-Williams as the Archives manager, following the retirement of Barbara Kellner. Columbia Archives featured a new program highlighting the achievements of women in Columbia, who worked in the fields of art, religion, theatre, and sports; and continued its popular “Bike-About” program in fall 2018. In October 2018, as part of National Archives Month, Columbia Archives honored Ron Fedorczak as a volunteer and major donor to the Archives.

School Age Services
The School Age Services program served approximately 2,000 students every day at 22 different sites during the before and after school programs in 2018. Instructors from the Department of Sport and Fitness and the Columbia Art Center enhanced the programming by teaching the youth yoga, karate, and art activities.

Summer Camps
Summer Camps served more than 900 campers in 2018. Examples of popular activities included outdoor nature programs, sports, adventure trips, community services activities, swimming, art activities, science programs, as well as cooking camps.

Youth and Teen Center
Youth and Teen Center (YTC) formed a partnership with the Maryland Food Bank and hosted a summer Community Food Pantry that served more than 1,000 people by providing food on a weekly basis. A partnership with the Howard County Police Department continued with the weekly Chess Club and discussions with the teens.

Volunteer Center Serving Howard County
Volunteer Center Serving Howard County (”Center”) supported spontaneous volunteer registration following the Ellicott City floods. Over 1,200 new volunteers registered. The Center also referred calls to Howard County Government’s website and call center.

Happy and Healthy Holidays from CA

Report from The Inner Arbor Trust, Dec 2018

The Trust's collaboration with Howard County General Hospital and The Symphony of Lights marks the end of a very successful second season.
Our goal this year was to expand our programming to reach parts of the community that had not been traditional users of Merriweather Park at Symphony Woods. Our Chrysalis Kids series proved very popular, with events that ran from opera for children to the Jedi Academy. As the season progressed we were able to partner with many local sponsors so that most of the events were free and open to the community. Many memories were made as more than 45,000 people attended, not counting the many visits to Santa during our winter celebration.

Aside from the traditional Wine in the Woods and Capital Jazz Fest, festival use of the Park was limited to one IMP music festival and Opus11. The County, after assessing the damage from Wine in the Woods, plans to advance funding to build the festival pathway, the largest part of our planned pathway system. This, combined with the CA funded path, will finally allow easy access to the Park from LPP as well as from the western parking lot by the end of next season.

The Trust is working closely with the Downtown Partnership and the Festival of the Arts to expand programing for next season. We hope to build on shoulder season events, such as Celebration in the Woods, to increase income as well as expand our programatic offerings to areas such as opera, casual cabarets, and much more.

Fundraising is on-going and we are continuing to build partnerships with local and regional businesses. We hope to construct solar -covered parking in conjunction with BGE that will both enhance our parking and power the Chrysalis and the Butterfly.

We are proud to contribute to the community's enhanced enjoyment of The Woods and hope to expand our reach next season. A grateful thank you is due to both CA and the County for being so supportive of our mission.

December 7, 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: Second Quarter FY 2019 Financial Report

The Audit Committee will review the FY 19 Second Quarter Financial Report at their December 10, 2018 meeting. We anticipate that the committee members will vote to recommend that the Board of Directors be presented with the FY 19 Second 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 December 13, 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 "FY19 Second Quarter" from the list of financial reports posted.

If you have any questions, please let me know.

Columbia Association, Inc.

Financial Statements

October 31, 2018 and 2017

Columbia Association, Inc.

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Columbia Association, Inc.

Statements of Financial Position
October 31, 2018 and 2017
(in Thousands)

Assets

	2018	2017
Cash and cash equivalents	$ 7,363	$ 10,940
Accounts receivable, net	4,336	6,515
Prepaid expenses and other assets	2,325	2,153
Risk management fund	6,510	6,471
Workers' compensation fund	3,528	3,249
Property, facilities and equipment, net	133,909	126,186
Intangible assets, net	319	319
Total assets	$ 158,290	$ 155,833

Liabilities and Net Assets

Liabilities		
Accounts payable and accrued expenses	$ 12,288	$ 11,728
Deferred revenue	5,233	7,138
	17,521	18,866
Term debt		
Term loan, net of deferred financing costs	23,028	24,736
Capital lease obligations	255	398
Total term debt	23,283	25,134
Total liabilities	40,804	44,000
Net assets		
Unrestricted	117,486	111,833
Total liabilities and net assets	$ 158,290	$ 155,833

See Notes to Financial Statements.

Columbia Association, Inc.

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

	2018	2017
Revenue		
Annual charge	$ 40,968	$ 38,810
Sport and fitness	13,674	13,593
Community services	2,253	2,203
Communications and marketing	95	94
Open space and facility services	310	238
Village community associations	7	10
Interest income and other	156	89
Unrealized (loss) gain on marketable securities	11	(2)
Total revenue	57,474	55,035
Expenses		
Program services:		
Sport and fitness	15,756	14,970
Community services	3,878	3,746
Communications and marketing	1,165	1,309
Open space and facility services	7,226	7,067
Village community associations	2,574	2,446
Total program services	30,599	29,538
Supporting services:		
Administrative	4,759	4,776
Total expenses	35,358	34,314
Increase in unrestricted net assets	22,116	20,721
Unrestricted net assets, beginning	95,370	91,112
Unrestricted net assets, ending	$ 117,486	$ 111,833

See Notes to Financial Statements.

Columbia Association, Inc.

Statements of Cash Flows
Periods Ended October 31, 2018 and 2017
(in Thousands)

	2018	2017
Cash flows from operating activities		
Increase in unrestricted net assets	$ 22,116	$ 20,721
Adjustments to reconcile increase in unrestricted net assets to net cash provided by operating activities		
Depreciation expense and amortization	5,194	4,707
Bad debt expense	220	326
Amortization of deferred financing costs	6	7
Loss on disposal of fixed assets	249	207
Unrealized loss (gain) on marketable securities	(11)	2
Changes in operating assets and liabilities		
Accounts receivable	(1,368)	414
Prepaid expenses and other assets	(662)	(427)
Accounts payable and accrued expenses	(3,184)	(1,119)
Deferred revenue	709	(1,406)
Net cash provided by operating activities	23,269	23,432
Cash flows from investing activities		
Net purchases of investments held by trustees	(62)	(13)
Purchase of property, facilities and equipment	(9,185)	(13,422)
Proceeds from the sale of equipment	126	12
Net cash used in investing activities	(9,121)	(13,423)
Cash flows from financing activities		
Net borrowings (repayments) under line of credit	(5,905)	-
Net principal payments on capital lease obligations	(80)	(77)
Principal payments on term loan	(868)	(837)
Net cash provided by (used in) financing activities	(6,853)	(914)
Net (decrease) increase in cash and cash equivalents	7,295	9,095
Cash and cash equivalents, beginning	68	1,845
Cash and cash equivalents, ending	$ 7,363	$ 10,940
Supplemental disclosure of cash flow information		
Cash paid during the year for interest	$ 501	$ 487

See Notes to Financial Statements.

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 annual charge balances, which are collateralized by the related property.

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 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.

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 and estimated losses from unreported 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 3,600 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.

Assets	Estimated useful lives
Building and recreational facilities	10 to 40 years
Land improvements	20 to 25 years
Furniture, equipment and other	3 to 10 years

Expenditures are capitalized if the expenditure results in a new asset with a useful life of at least two years and meets the monetary threshold or represents an addition to an existing asset that materially improves or extends the asset beyond its original intended function or increases the useful life by at least two years. The monetary threshold is defined as $2,500 for a single item except for certain equipment or livestock, which should be capitalized if a single item costs at least $1,500. This includes an expenditure that is for a group of identical or coordinating items with a total cost of at least $2,500 that are purchased together and replaced at the same time.

Accounting for the Impairment or Disposal of Long-Lived Assets, 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 October 31, 2018 and 2017, respectively.

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

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 October 31, 2018 and 2017 was $67 and $53, respectively. Amortization expense for the periods ended October 31, 2018 and 2017 was $6 and $7, respectively. Estimated future amortization expense is as follows:

Year ending April 30,	Amortization expense
2019	$ 6
2020	12
2021	11
2022	10
2023	9
2024 and thereafter	29
	$ 77

Revenue recognition
Annual charge revenue consists 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 $174 and $312 for the periods ended October 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* 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 for the periods ended October 31, 2018 and 2017.

Functional Allocation of Expenses
The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities. Accordingly, costs have been allocated among the programs and supporting services that benefit from those costs.

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

Subsequent events
The Association evaluated subsequent events through November 30, 2018, the date the financial statements were available to be issued.

Note 2 - Accounts receivable

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

	2018	2017
Membership fees	$ 2,924	$ 6,222
Annual charges	1,841	1,966
Other	519	493
Total accounts receivable	5,284	8,681
Less reserves for abatements and allowance for doubtful accounts	948	2,166
	$ 4,336	$ 6,515

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 October 31, 2018 and 2017:

	2018		2017	
	Cost	Fair value	Cost	Fair value
Cash and cash equivalents	$ 17	$ 17	$ 1,058	$ 1,058
Government debt securities	6,448	6,444	5,414	5,400
Accrued interest	49	49	13	13
	$ 6,514	$ 6,510	$ 6,485	$ 6,471

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 October 31, 2018 and 2017:

	2018		2017	
	Cost	Fair value	Cost	Fair value
Cash and cash equivalents	$ 156	$ 156	$ 123	$ 123
Government debt securities	3,349	3,372	3,117	3,126
	$ 3,505	$ 3,528	$ 3,240	$ 3,249

Note 4 - Fair value measurements

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

Professional guidance 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. The 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 October 31, 2018:

	Fair value measurements using		
	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Total
Government debt securities*	$ -	$ 9,816	$ 9,816

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

	Fair value measurements using		
	Quoted prices in active markets for identical assets (Level 1)	Significant other observable inputs (Level 2)	Total
Government debt securities*	$ -	$ 8,526	$ 8,526

*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 October 31, 2018 and 2017:

	2018	2017
Land	$ 6,533	$ 6,533
Parks, lakes and related improvements	10,391	10,400
Land improvements	78,695	76,216
Buildings and recreation facilities	128,119	113,025
Furniture, equipment and other	30,679	31,098
Construction-in-progress	12,523	16,101
Total property, facilities and equipment	266,940	253,373
Less accumulated depreciation	133,031	127,187
Property, facilities and equipment, net	$ 133,909	$ 126,186

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 2019 and 2018) 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 2019 and 2018.

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

2019	$	11,898,862
2018		11,371,188

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 $33,000. The outstanding note bears interest at the lower of the bank's prime rate or LIBOR plus 55 basis points (2.84% and 1.78% as of October 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 October 31, 2018 and 2017.

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 October 31, 2018, the future loan principal payments are as follows:

2019	$	884
2020		1,817
2021		1,887
2022		1,957
2023		2,031
2024 and thereafter		14,529
Total term loan		23,105
Less deferred financing costs, net		(77)
Term loan, net	$	23,028

Capital lease obligation

The cost and accumulated amortization of equipment under capital leases were $581 and $392, respectively, as of October 31, 2018, and $581 and $276, respectively, as of October 31, 2017. As of October 31, 2018, the future minimum annual payments under capital leases are as follows:

2019	$	61
2020		143
2021		54
Total minimum lease payments		258
Less amount representing interest		(3)
Present value of net minimum lease payments	$	255

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 become fully vested after six years of service. Expenses under this plan were $607 and $600 for the periods ended October 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 $1,040 and $1,004 for the periods ended October 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 $450 and $362, which was included in accounts payable and accrued expenses as of October 31, 2018 and 2017, respectively.

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

2020	1,578
2021	1,610
2022	1,642
2023	1,675
2024 and thereafter	6,287
Total	$ 13,568

The lease for the headquarters building located on Hillside Court includes a rent abatement for the period September 1, 2015 to July 31, 2016 valued at $460. Accrued abatements of $345 and $381 were included in accounts payable and accrued expenses as of October 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 $240 and $275 were included in accounts payable and accrued expenses as of October 31, 2018 and 2017, respectively. The lease also includes a tenant improvement allowance of $1,378. Accrued allowances of $945 and $1,011 were included in accounts payable as of October 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.

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:

	2018	2017
Reconciliation of benefit obligations		
Obligation at beginning of year	$ 678	$ 704
Service cost	31	28
Interest cost	27	27
Actuarial gain	-	(72)
Amortization of net loss	(5)	-
Amortization of unrecognized past service cost	(15)	-
Benefit payments	(11)	(9)
Obligation at end of year	$ 705	$ 678
Amount not yet recognized in net periodic postretirement benefit costs		
Unrecognized prior service credit	$ -	$ 15
Unrecognized gain	112	111
Total amount not yet recognized in net periodic postretirement benefit costs	$ 112	$ 126
Net periodic postretirement benefit costs include		
Service cost	$ 31	$ 28
Interest cost	27	27
Amortization of net gain from prior periods	-	(8)
Amortization of unrecognized prior service cost	(15)	(15)
Net periodic postretirement benefit costs	$ 43	$ 32

The discount rate was 4.45% and 5.60% as of April 30, 2018 and 2017. The gross trend rate for health care coverage is 10.0% grading to 4.45% over five years.

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

	1% increase	1% decrease
Effect on total service and interest cost components of net periodic postretirement health care benefit cost	$ 8	$ (7)
Effect on the health care component of the accumulated postretirement benefit obligation	87	(76)

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

2019	$ 21
2020	33
2021	39
2022	51
2023	54
2024 - 2027	272

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 $1,308 and $1,345 are included in accrued expenses as of October 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 $2,228 and $2,254 are included in accrued expenses as of October 31, 2018 and 2017, respectively. Claim payments based on actual claims ultimately filed could differ materially from these estimates.

Note 13 - Concentration of credit risk

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

December 5, 2018

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

From: Susan Krabbe, Vice President and Chief Financial Officer

Cc: Dan Burns, Director; Department of Sport and Fitness
Laura Sitler, Chief Marketing Officer
Lynn Schwartz, Director of Finance/Treasurer

Re: Dashboard Metrics

The dashboard for the second quarter of FY 2019 is attached for your information. The table below describes the metrics, and notes the data source and date of the measurement.

	Metric	Description/Purpose	Data Source	Date of Measurement
1	Past Due Membership Accounts	To monitor collections by tracking the trend in the dollars/number of membership accounts over 90 days past due	Spectrum NG reports	As of October 31, 2018
2	Net Membership Changes	To monitor member retention/growth by major membership category over time	Spectrum NG reports and sales data collected by the Customer and Member Service Center	Data as of October 31, 2018 This was provided with the FY 19 Q2 financial reports.
3	CA People Productivity = personnel costs divided by non-annual charge revenue	To monitor the revenue production from CA's investment in the work force	Infor (Lawson) reports	Actual data through the second quarter of FY 19
4	Free Cash Flow	To monitor liquidity by tracking cash flow from operations less debt principal payments less paid capital expenditures	Infor (Lawson) reports	Actual data through the second quarter of FY 19
5	Net Assets to Debt Service (should be greater than 1.25:1.00)	To monitor CA's financial condition, in accordance with the terms of existing financing	Infor (Lawson) reports	Actual audited data through April 30, 2018
6	Total Liabilities to Total Net Assets (should be less than 1.30:1.00)	To monitor CA's financial condition, in accordance with the terms of existing financing	Infor (Lawson) reports	Actual audited data through April 30, 2018

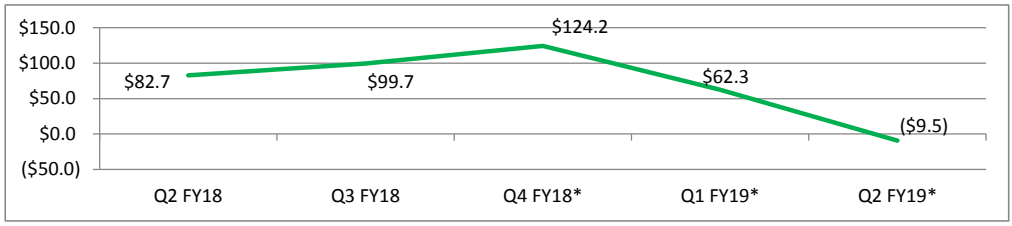
	Metric	Description/Purpose	Data Source	Date of Measurement
7	Return on Investment – Buildings, Major Amenities	To measure and monitor the cost of maintaining CA's major facilities by comparing annual repairs and maintenance costs to revenue and square footage	Infor (Lawson) reports	Actual data through the second quarter of FY 19
8	Market share for memberships and Columbia Cards	Per Board request – to track memberships per housing unit	Spectrum NG reports and Howard County data	Actual membership data through October 31, 2018. Housing data updated annually by Howard County.
9	Marketing Cost per Membership	To monitor marketing effectiveness	Spectrum NG reports and marketing expenditure data tracked by staff	Actual data as of October 31, 2018
10	Top 50 Associated Words by Volume	Indicates general satisfaction/dissatisfaction of program and facility users	Clarabridge surveys	Responses as of November 9, 2018
11	Survey results for various topics such as cleanliness, satisfaction with staff, facilities, classes, etc.	Provides more specific feedback from program and facility users to drive improvements	Clarabridge surveys	Responses as of November 9, 2018
12	Summarized Survey Results by Survey Source	Very high-level survey results by the source of the survey, such as the CA website, Facebook, etc.	Clarabridge surveys	Responses as of November 9, 2018
13	NEW - Effort	Numerical value that indicates survey responses as to "how hard is it to do business with CA"	Clarabridge surveys	Responses as of November 9, 2018
14	Net Promoter Score ("NPS") – Overall CA (Sport & Fitness)	Numerical value that indicates survey responses as to the likelihood a customer will refer the program to someone else – overall CA. To be tracked over time.	Clarabridge surveys	Responses as of November 9, 2018
15	NPS – Pools	See above – pools	Clarabridge surveys	Responses as of November 9, 2018
16	NPS – Fitness Clubs	See above – fitness clubs	Clarabridge surveys	Responses as of November 9, 2018
17	NPS – Golf	See above – golf courses	Clarabridge surveys	Responses as of November 9, 2018
18	NPS – Haven on the Lake	See above – Haven on the Lake	Clarabridge surveys	Responses as of November 9, 2018
19	NPS - Tennis	See above – indoor and outdoor tennis	Clarabridge surveys	Responses as of November 9, 2018
20	Volume of Survey Results by Program or Facility	Provides more context for other metrics by showing how many surveys were received per program	Clarabridge surveys	Responses as of November 9, 2018

Dashboard - Metrics 1, 3-7

As of October 31, 2018 ($'000)

METRIC 1

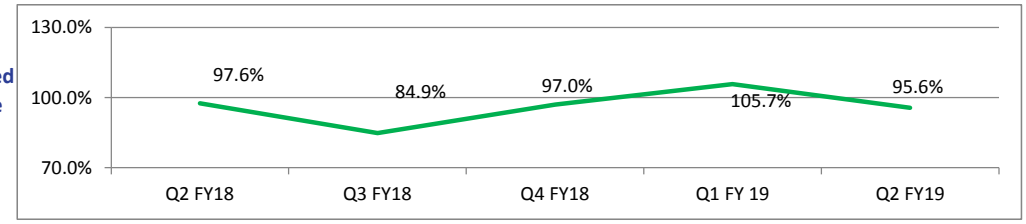
Net Change in Past Due Membership Accounts over 90 Days



*Excludes write-off of balances >120 days in Q4 FY18 and Q1 & Q2 FY19

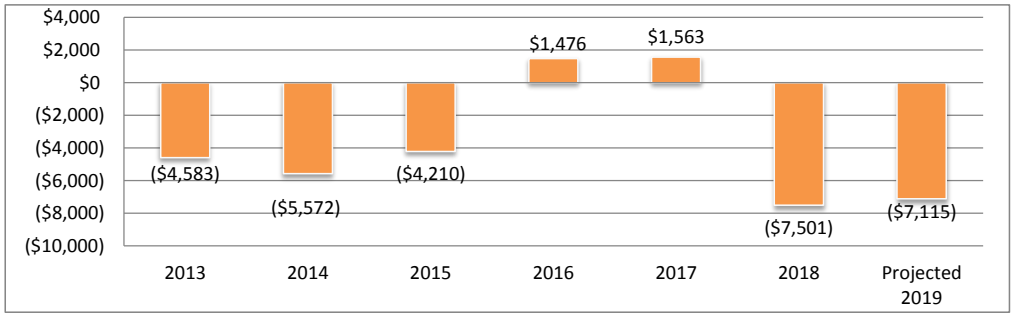
METRIC 3

People Productivity (personnel costs divided by non-annual charge revenue)



METRIC 4

Free Cash Flow (cash flow from operations less debt repayments and capital expenditures)



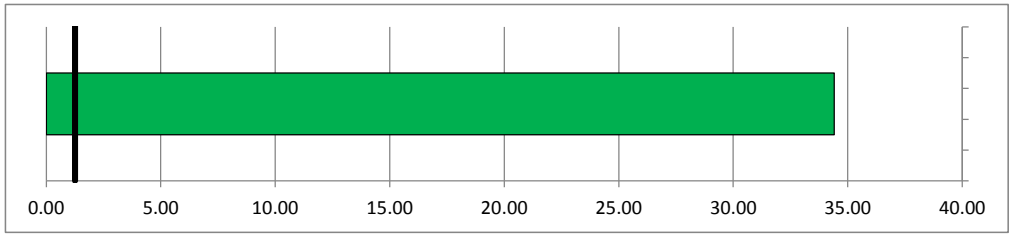
METRIC 5

Audited - As of April 30, 2018

Net Assets to Debt Service (debt service equals principal payments on long-term debt plus interest expense)

$95,370/$2,772

Actual 34.40



Should be greater than 1.25 to 1.00 on an annual basis

Dashboard - Metrics 1, 3-7

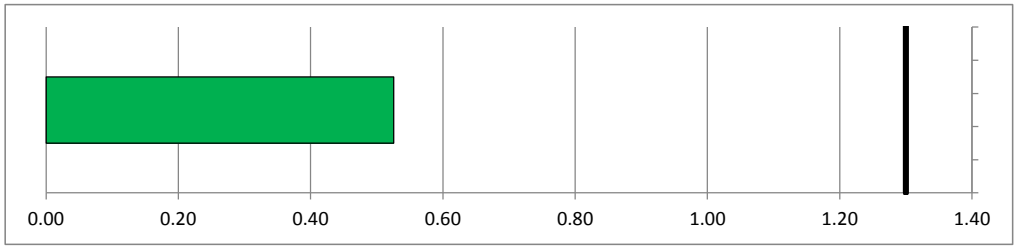
As of October 31, 2018 ($'000)

METRIC 6

Audited - As of April 30, 2018

Total Liabilities to Total Net Assets

$50,126/$95,370

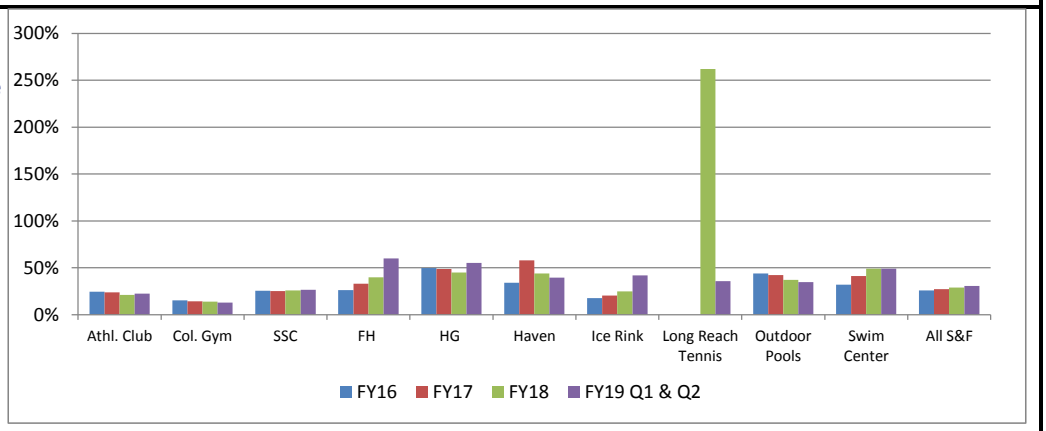


Actual .53

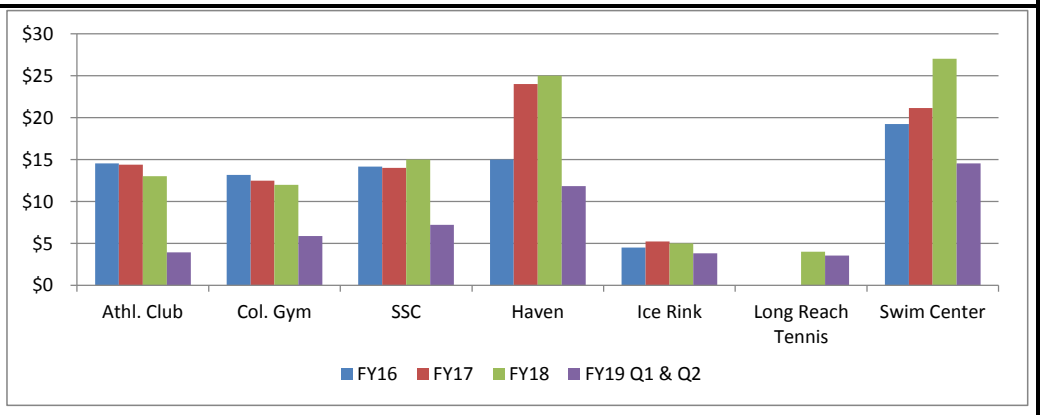
Should be less than 1.30 to 1.00 on an annual basis

METRIC 7

Depreciation and Repairs & Maintenance Expense as a % of Revenue



Depreciation and Repairs & Maintenance Expense per Square Foot



Columbia Association

Advertising Effectiveness Report *FY17, FY18 & FY19*

"New Membership" Acquisition

Goal: $150-$250 marketing cost per new membership

	FY17 Q3	FY17 Q4	FY18 Q1	FY18 Q2	FY18 Q3	FY18 Q4	FY19 Q1	FY19 Q2
Investment[1]	$151,246	$156,589	$162,295	$148,223	$148,042	$136,054	$74,424	$55,653
Total Page Views: "Buy-a-Membership"	16,080	13,427	22,143	16,158	16,080	18,168	23,432	28,136
Total Form Submissions	122	120	342	70	122	285	229	207
New Memberships[2]								
PP and PPP Memberships for FY17 CA Fit&Play Memberships beginning FY18	384	292	448	213	173	251	416	234
Other Memberships	253	499	1,523	482	504	587	1,262	494
Total New Memberships	637	791	1,971	695	677	838	1,678	728
Cost of New Membership Acquisition[3]								
100%	$237	$198	$82	$213	$219	$162	$44	$76
90%	$264	$220	$91	$237	$243	$180	$49	$85
80%	$297	$247	$103	$267	$273	$203	$55	$96
70%	$339	$283	$118	$305	$312	$232	$63	$109
60%	$396	$330	$137	$355	$364	$271	$74	$127
Average Cost of New Membership Acquisition[3]		FY17[4]				FY18[4]		
100%		$170				$142		
90%		$189				$158		
80%		$212				$178		
70%		$243				$203		
60%		$283				$237		

[1] *Includes print, digital, broadcast and social media.*
[2] *New memberships include those who have purchased 1Fit, CA Fit&Play, Play, 5Day Golf&Play, 7Day Golf, Golf Fit&Play. Excludes Haven memberships.*
[3] *The cost of new membership acquisition is presented at various percentage rates to analyze effectiveness assuming 100% of new memberships were driven by advertising tactics or 90% of new memberships were driven by advertising tactics or 80%…70%…60%.*
[4] *Average cost for full year calculated from quarterly costs.*

Membership Market Share (CA residents only)

FY14-FY19 Q2

Fiscal Year	Columbia Cards A	Columbia Resident Membership B	CA Residential Units C	Market Share (Including Columbia Cards) D=(A+B)/C	Market Share (Excluding Columbia Cards) E=B/C
2014	1,218	13,311	35,439	41.0%	37.8%
2015	1,903	13,169	35,439	42.5%	38.4%
2016	2,590	13,021	36,171	43.2%	37.4%
2017	3,336	12,743	36,401	44.2%	36.8%
2018	3,745	12,253	36,401	43.9%	33.7%
2019 Q1	4,074	12,239	36,401	44.8%	33.6%
2019 Q2	4,179	11,775	36,401	43.8%	32.3%

1. "Columbia Resident Membership" (column B) assumes only one membership per household.
2. Market share percentages use Columbia housing units as the unit of measure, including housing units of employees. This information is updated by the Howard County Department of Planning and Zoning.
3. "Columbia Resident Membership" (column B) does not include employee memberships.

Advertising Tactics

Print/DM

- Special insert sections in the Columbia Flier, Howard County Times, Laurel Leader, Arbutus Times, Catonsville Times (if ad is membership-related)
- Membership direct mail pieces
- Howard Magazine ads (that are membership-related and not part of the CA Today insert)
- Activities Guide insertion in Columbia Flier
- Howard County Chamber's Business Directory and Buyer's Guide ad for corporate memberships

TV/Radio

- Comcast television commercial for CAmemberships *(running on sports channels only)*

Email Broadcasts

- Purchased lists to specifically targeted audiences

Social Media

- Paid advertising is on Facebook, Twitter and Instagram

Online/Digital

- Baltimore Sun/Explore Howard digital ads
- Baltimore Sun ad network digital ads
- CountySportsZone website ads
- Xfinity.com streaming video and digital ads (part of Comcast package)
- Comcast Spotlight ad network streaming video and digital ads (part of Comcast package)
- Online Activities Guide
- Entercom geo-targeted mobile campaigns
- Baltimore Sun pre-roll streaming video
- Pay-per-click ads

CLARABRIDGE

CA Operational Dashboard - Board v1

EXPORTED BY: Dan Burns EXPORTED ON: 12/03/2018 11:47 AM UTC-05:00

SOURCE ID: ALL DATE RANGE: 04/30/2018 11:00 PM - 11/09/2018 11:59 PM (UTC-05:00)

Columbia Association

Top 50 Associated Words by Volume

12/03/2018 11:47 AM

Survey Metrics

12/03/2018 11:47 AM

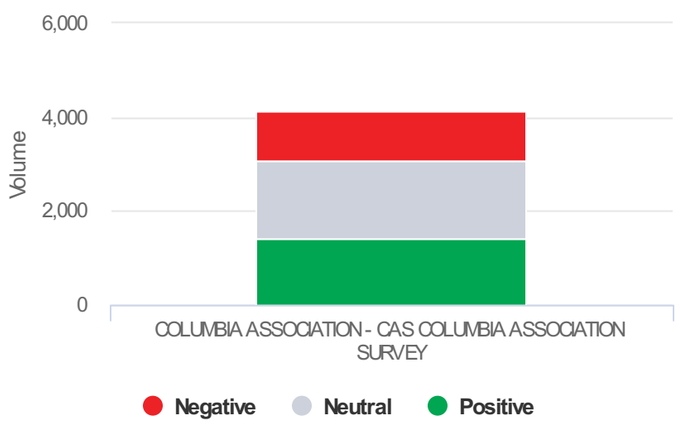
Attribute Name	Average ...	Volume	Volume %	Sentiment	Sentiment Breakdown
CAR: Staff Satisfaction(15721)	91.95	2879	97.99	0.33	
CAR: Facilities Cleanliness(15252)	88.68	2816	95.85	0.33	
CAR: Programs/Classes Satisfacti...	88.27	1644	55.96	0.39	
CAR: Columbia Association Satisf...	87.93	2818	95.92	0.33	
CAR: Facilities Quality(11511)	87.59	2852	97.07	0.32	
CAR: Likely to Recommend	7.87	2897	98.6	0.32	

Overall Columbia NPS

Q4 2018:
31.0
▼-0.4
Q3 2018:
31.4

Total Volume by Sentiment

12/03/2018 11:47 AM



EFFORT

Metric : Effort

Custom:
-1.16
▲0.16
Previous quarter:
-1.32
n= 2,938

FITNESS CENTER NPS

NPS Score: Fitness Centers

Q4 2018:
14.1
▼-7.0
Q3 2018:
21.1

GOLF NPS

NPS Score: Golf

Q4 2018:
13.0
▲10.8
Q3 2018:
2.2

TENNIS NPS

NPS Score: Tennis

Q4 2018:
2.2
▼-44.9
Q3 2018:
47.1

POOL NPS

NPS Score: Pool

Q4 2018:
45.3
▲5.9
Q3 2018:
39.4

Haven on the Lake NPS

NPS Score: Haven on the Lake

Q4 2018:
40.0
▼-6.1
Q3 2018:
46.1

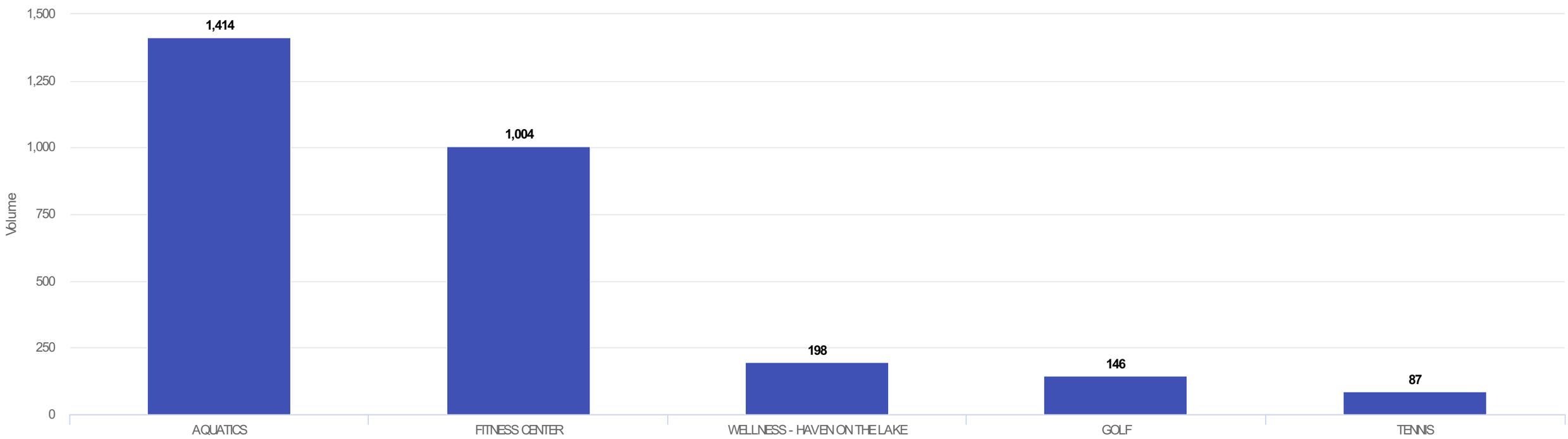
CA Operational Dashboard - Board v1

EXPORTED BY: Dan Burns EXPORTED ON: 12/03/2018 11:47 AM UTC-05:00

SOURCE ID: ALL DATE RANGE: 04/30/2018 11:00 PM - 11/09/2018 11:59 PM (UTC-05:00)

Volume by Region

12/03/2018 11:47 AM

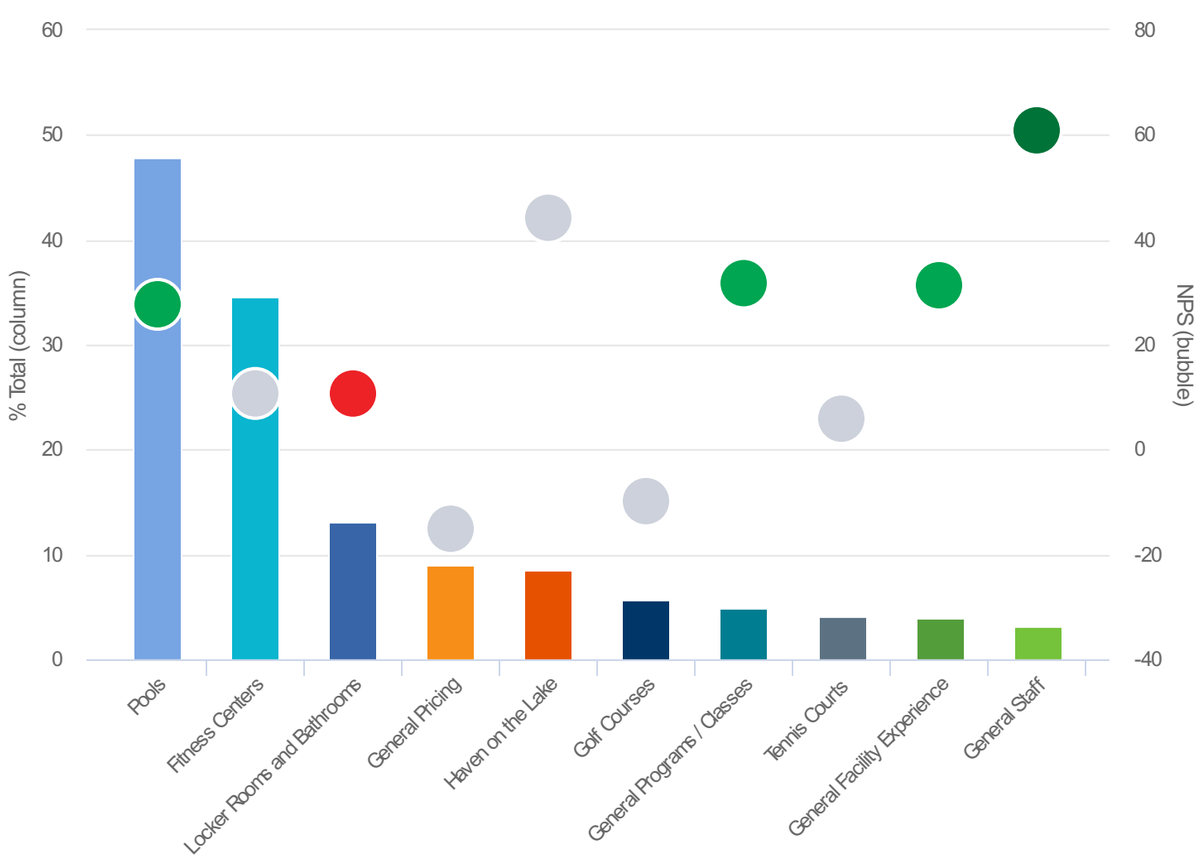


Quarter over Quarter Takeaways:

Effort: Introducing "EFFORT" or "how hard is it do to business with CA," score this quarter. Effort scale is -5 (hard) to 5 (easy). Effort reduced overall from last quarter
Effort: Effort generally decreased across all measures with the exception of Locker Room/Bathrooms. Mostly overcrowding and cleanliness.
NPS: NPS decreased slightly vs last quarter. Primarily due to the continued Athletic Club renovations and dissatisfaction with temporary Athletic Club tennis accommodations.
NPS: Resident NPS had a higher NPS vs last quarter (37 vs 32) while non-resident NPS decreased vs last quarter. (27 vs 13)
NPS: Age 25-34 had the lowest response rate and the lowest NPS (6) and age 65+ had the highest response rate and NPS (32)
Age 25-34: Low response volume (48). NPS driven by predominately pool feedback re: locker room, parking and crowding
Sentiment: Sentiment decreased slightly from .36 to .34 primarily due to to the continued Athletic Club renovations and dissatisfaction with temporary Athletic Club tennis accommodations.
Hobbit's Glen/Fairway Hills: NPS increased slightly based on recovery from Winterkill and flooding conditions.
Supreme: NPS both decreased slightly based on continued overcrowding and equipment changes made at the faculty.
Columbia Gym: Crowding discussion drove a decrease in NPS quarter over quarter.
Tennis: NPS rose from 5.8 to 45.5 with the opening of the Long Reach Tennis Club

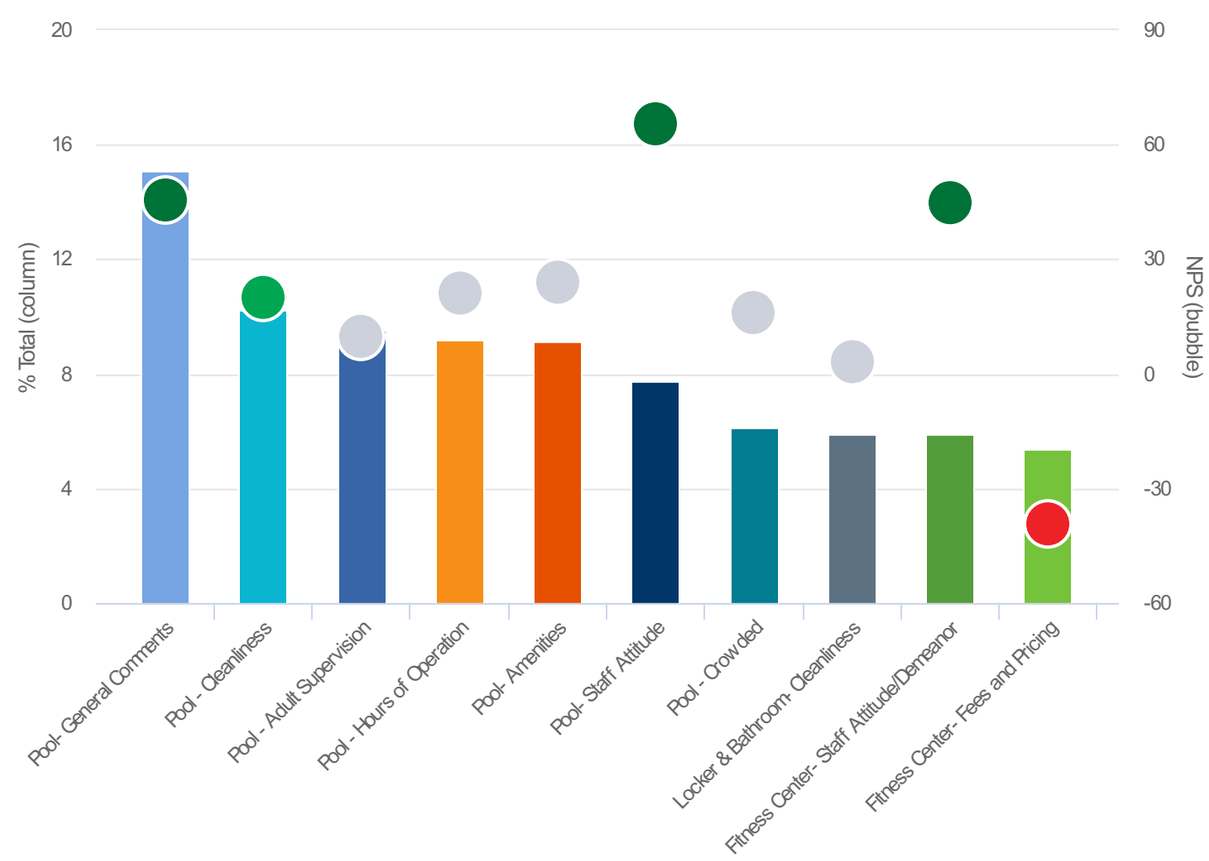
Main Areas of Conversation (High Level View)

12/03/2018 11:47 AM



Main Areas of Conversation (More Detail)

12/03/2018 11:47 AM



DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: November 8, 2018

To be approved: December 13, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, November 8, 2018, at Columbia Association headquarters. Present were Chairman Andy Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton Matthews, Nancy McCord, Gregg Schwind, Virginia Thomas, and Chao Wu. Also present was CA Vice President/CFO Susan Krabbe.

1. Call to Order: The Board of Directors Meeting was called to order at 9:55 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 **Board of Directors** held a closed work session on November 1, 2018. Members present were Dick Boulton, Lin Eagan, Alan Klein, Milton Matthews, Andy Stack, Virginia Thomas, and Chao Wu. The vote to close the meeting was 5-1-0.

For: Messers. Boulton, Stack and Wu, and Mses. Eagan and Thomas
Against: Mr. Klein

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. The meeting was closed from 7:45 p.m. until 9:00 p.m. to discuss a legal issue regarding legislation.

3. Approval of Agenda
Action: Mr. Wu moved to approve the agenda. Ms. Thomas seconded the motion, which passed unanimously.

4. Disclosure of Conflict of Interest: none

5. Reports/Presentations
(a) Report from the CA Representatives to the Inner Arbor Trust Board of Directors
Ms. Eagan submitted a written report.
(b) Financial Reports -- none

6. Board Action
(a) Consent Agenda
1. Approval of Minutes of September 27, 2018 BOD meeting
2. Approval of Minutes of October 25, 2018 BOD meeting

The minutes were approved by consent, although Mr. Schwind questioned Line 50-51 in the minutes of September 27: "The Board Chair called a closed meeting of the Board of Directors under his authority as Chair to discuss a personnel issue." Mr. Klein asked staff to provide a rationale for the determination that the Chair can call a closed meeting without a vote.

(b) Board Votes

1. Chrysalis/LPP Pathway Location

Dennis Mattey, Director of Open Space and Facility Services, described the proposed Phase 1 pathway location and invited the Board to see the site on Saturday, November 10.

Action: Mr. Schwind moved to approve the Symphony Woods pathway recommended by CA staff, which includes the dotted green line shown on the map provided as backup material for Agenda Item #6(b)1. Ms. McCord seconded the motion, which passed. Vote: 8-1-0.

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

7. Tracking Forms

(a) Tracking Form for Board Requests

Ms. Evans asked for an update on her request for two years data re: harassment complaints.

(b) Tracking Form for Resident Requests

8. Talking Points: Recording Secretary Valerie Montague read the Talking Point.

9. Adjournment: The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Valerie Montague
Recording Secretary

November 14, 2018

To: Columbia Association Board of Directors

From: Sheri Fanaroff, General Counsel

Subject: Appointment to the Architectural Resource Committee

In accordance with the Architectural Resource Committee Charter, I request the following person be appointed to the Columbia Association's Architectural Resource Committee from December 1, 2018 to April 30, 2019 to fill a vacant seat.

Evamarie Lambright, River Hill Covenant Advisor (replacing Tom Mungo, Town Center)

COMMITTEE RECOMMENDATIONS TO BOARD

Date: December 11, 2018

To: Columbia Association Board of Directors

From: James Young, Audit Committee Chair

Subject: Appointment of External Auditors for Fiscal Year 2019

Issue:

In accordance with CA's purchasing policies, the independent auditing services for CA's financial statements and its 401(k) plan were competitively bid, and CliftonLarsonAllen LLP was selected to perform the audits for fiscal years 2018 – 2022. Annual engagement of the firm is contingent upon recommendation by the Audit Committee and appointment by the Board of Directors each year.

Discussion:

At its meeting on December 10, 2018, the Audit Committee voted to recommend to CA's Board of Directors the appointment of CliftonLarsonAllen LLP to perform CA's FY19 independent audits.

Recommendation of Committee:

By a vote of __5__ For __0__ Opposed __0__ Abstain

[ ] Has no recommendation.

[x] Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

CliftonLarsonAllen LLP performed well for CA as its independent auditor in FY18, the firm was rated highest after a competitive bidding process, and the firm confirmed in a letter dated November 30, 2018, that they have maintained their independence relative to CA.

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

The Audit Committee moves to recommend that the Board of Directors appoint CliftonLarsonAllen LLP as CA's external auditing firm for FY19.

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

Easement Requests

NOVEMBER 08, 2018

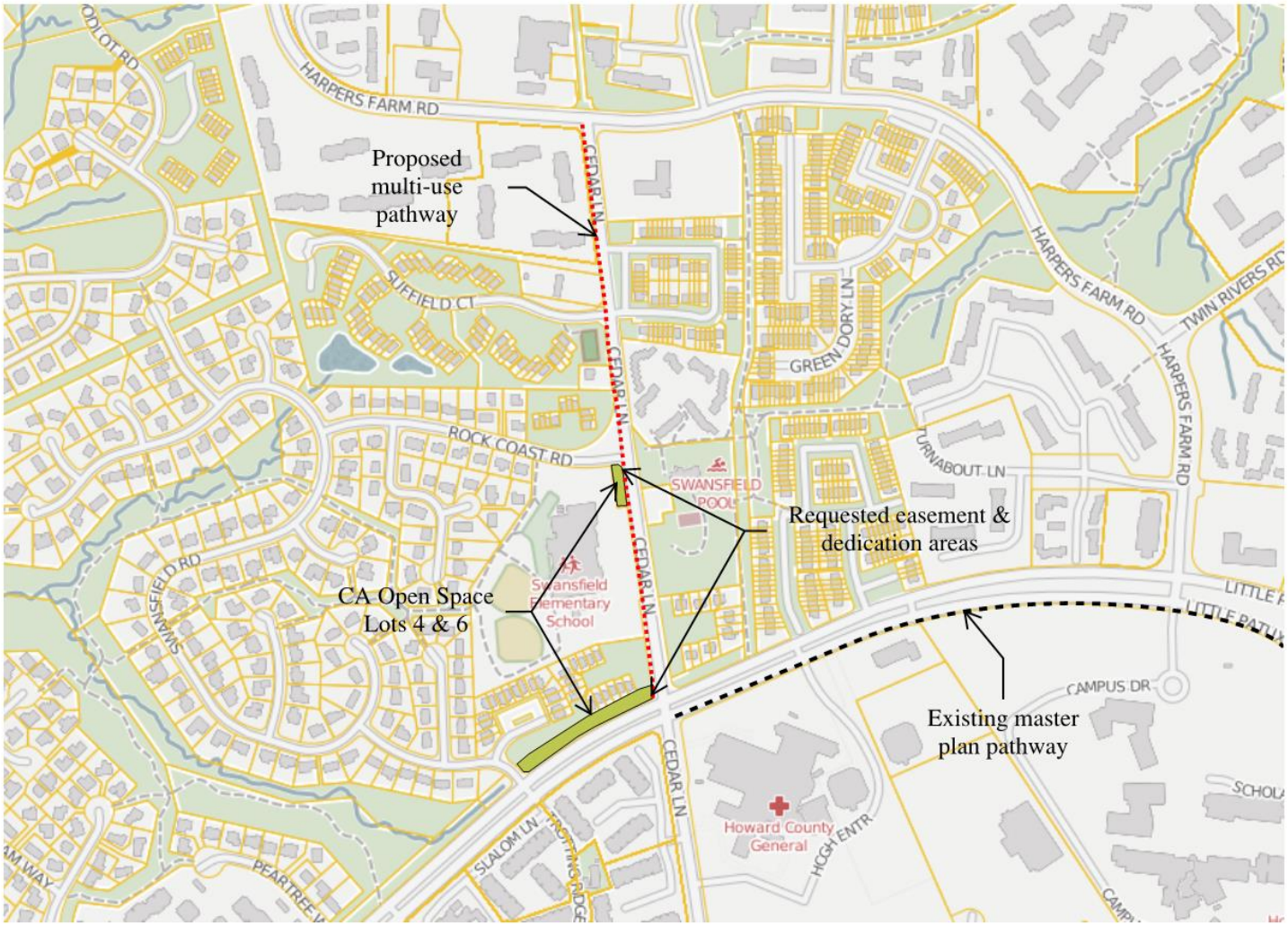
Columbia Association

Howard County Easement Requests

Requested Easements

1. Cedar Lane– Harper's Choice for bicycle and pedestrian improvements
2. Patriot Pond – Oakland Mills for pond dedication
3. Many Mile Mews Pond – King's Contrivance for pond maintenance
4. Shaw Property – River Hill for water, sewer, & utility easement

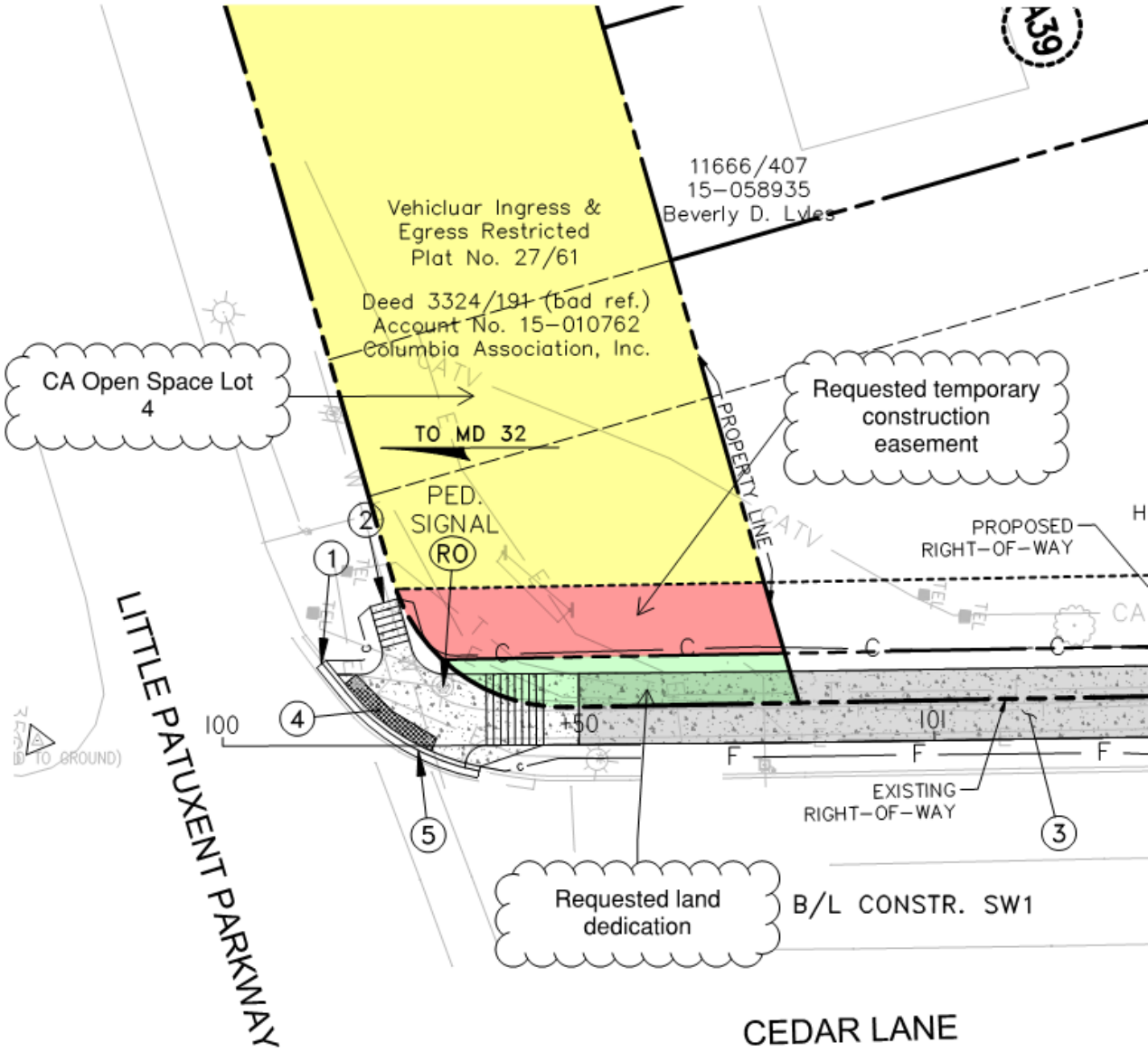
Cedar Lane – Village of Harper's Choice



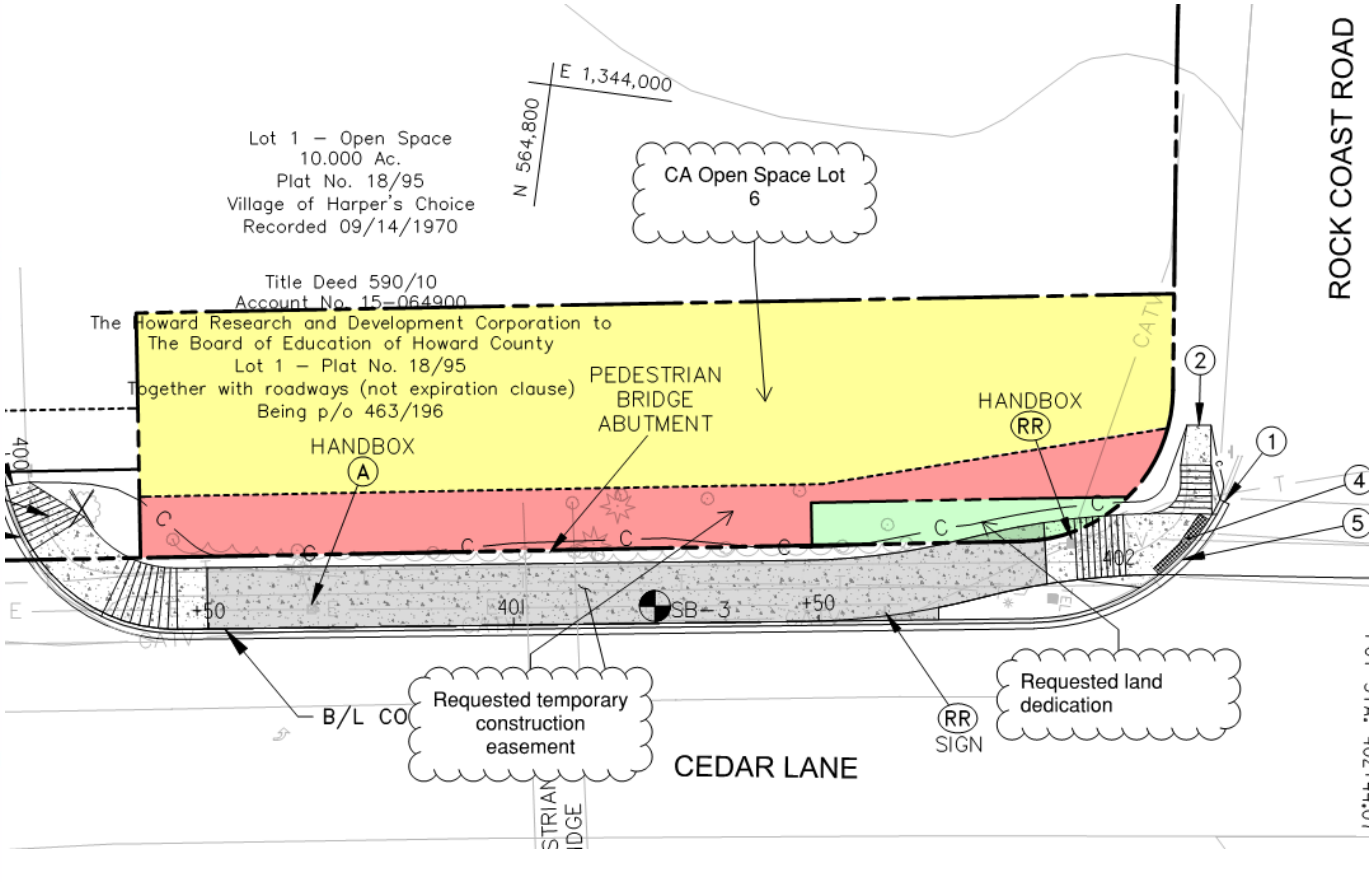
Cedar Ln Multi-use Pathway
Easement & Dedication Request
Vicinity Map

Columbia Association

Cedar Lane


Vehicluar Ingress & Egress Restricted Plat No. 27/61
Deed 3324/191 (bad ref.)
Account No. 15-010762
Columbia Association, Inc.
11666/407
15-058935
Beverly D. Lyles
CA Open Space Lot 4
Requested temporary construction easement
TO MD 32
PED. SIGNAL
RO
PROPERTY LINE
PROPOSED RIGHT-OF-WAY
EXISTING RIGHT-OF-WAY
LITTLE PATUXENT PARKWAY
Requested land dedication
B/L CONSTR. SW1
CEDAR LANE
100
101
+50
TO GROUND)

Cedar Lane

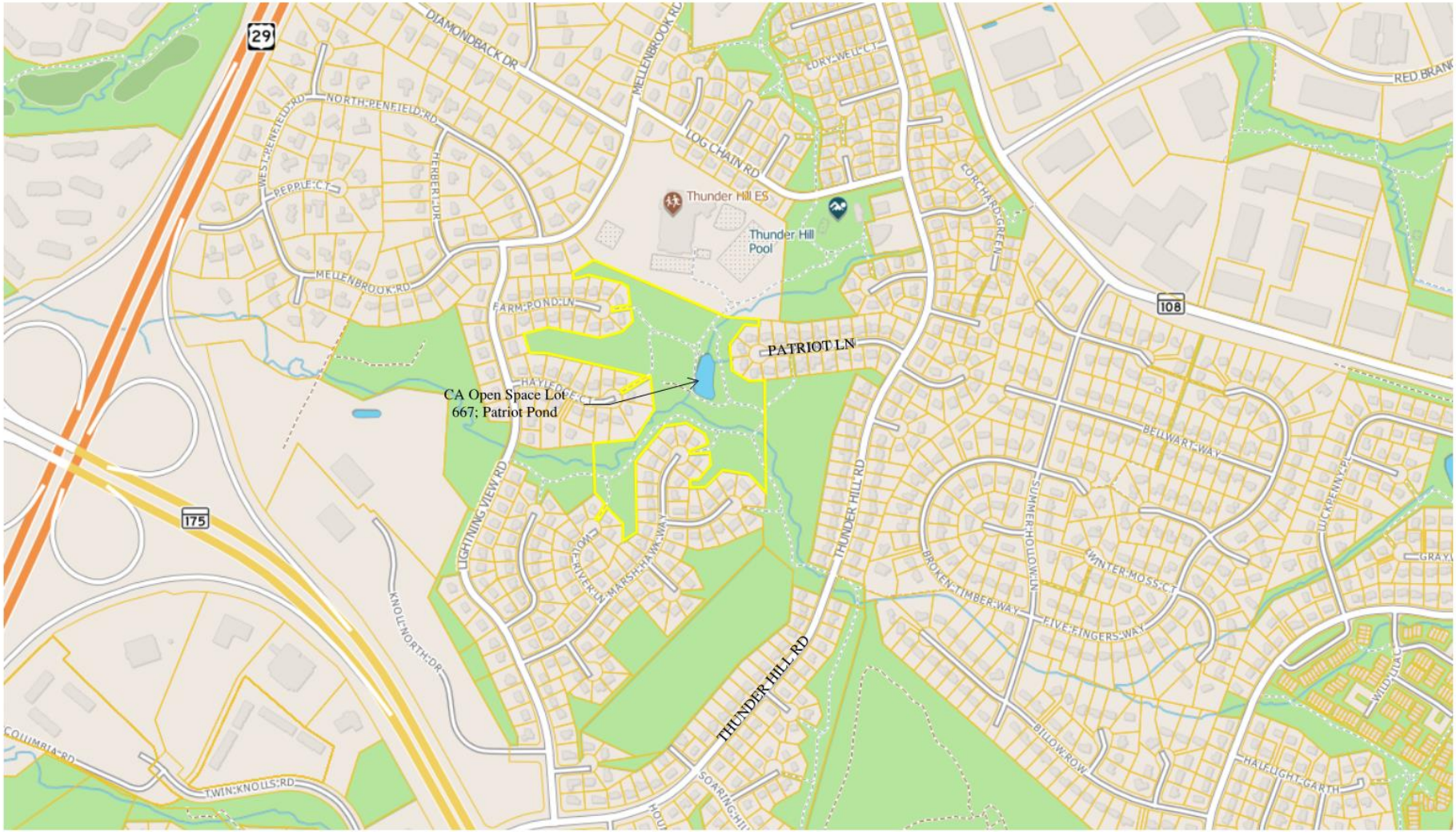

E 1,344,000
N 564,800
Lot 1 – Open Space
10.000 Ac.
Plat No. 18/95
Village of Harper's Choice
Recorded 09/14/1970
CA Open Space Lot
6
Title Deed 590/10
Account No. 15-064900
The Howard Research and Development Corporation to
The Board of Education of Howard County
Lot 1 – Plat No. 18/95
Together with roadways (not expiration clause)
Being p/o 463/196
PEDESTRIAN
BRIDGE
ABUTMENT
HANDBOX
A
HANDBOX
RR
ROCK COAST ROAD
2
1
4
5
400
401
402
+50
+50
SB-3
B/L CO
Requested temporary
construction
easement
RR
SIGN
Requested land
dedication
CEDAR LANE

Cedar Lane

Request from Howard County

- Request for two dedications to the right-of-way and temporary construction easements
- Staff Review Comments
- Staff Recommendation
  - Approval subject to addressing review comments and staff review of final plans and documents

Patriot Pond– Village of Oakland Mills

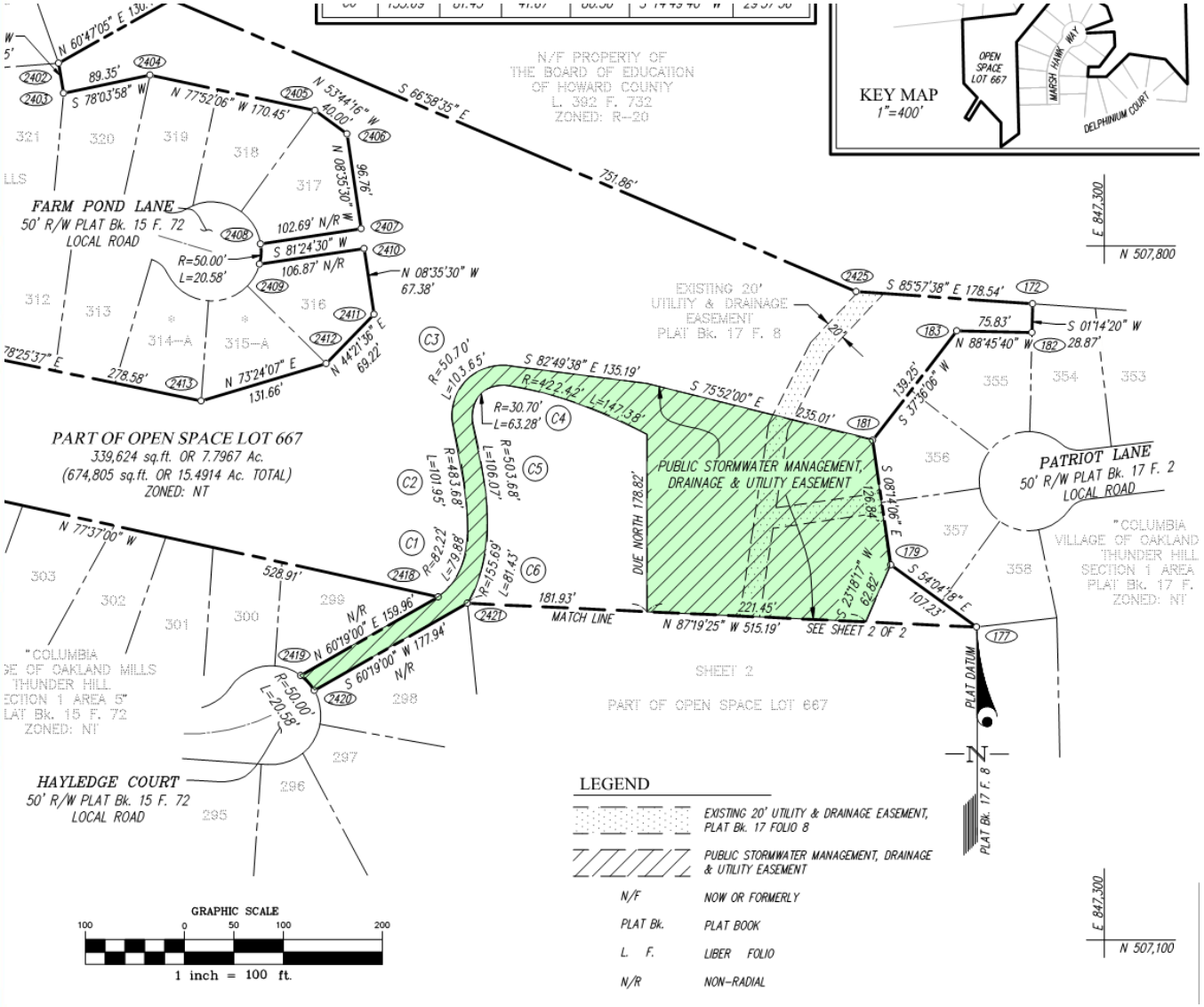


Patriot Pond Easement Request
Vicinity Map

Columbia Association

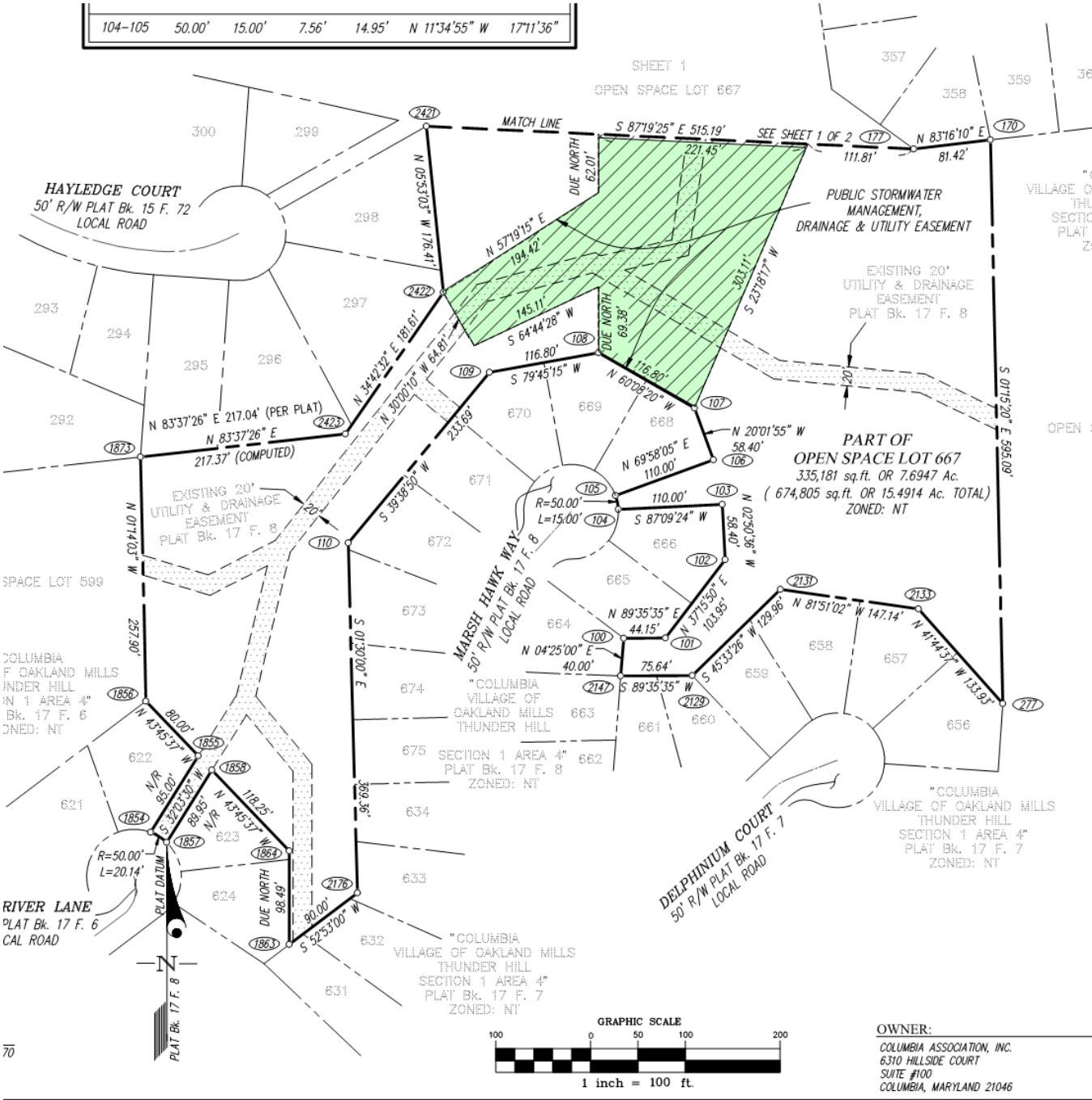
Patriot Pond

Requested Easement



Patriot Pond

Requested Easement



Patriot Pond

Request from Howard County

- Request for access easement through Lot 667 to access Patriot Pond as part of Pond Dedication to County

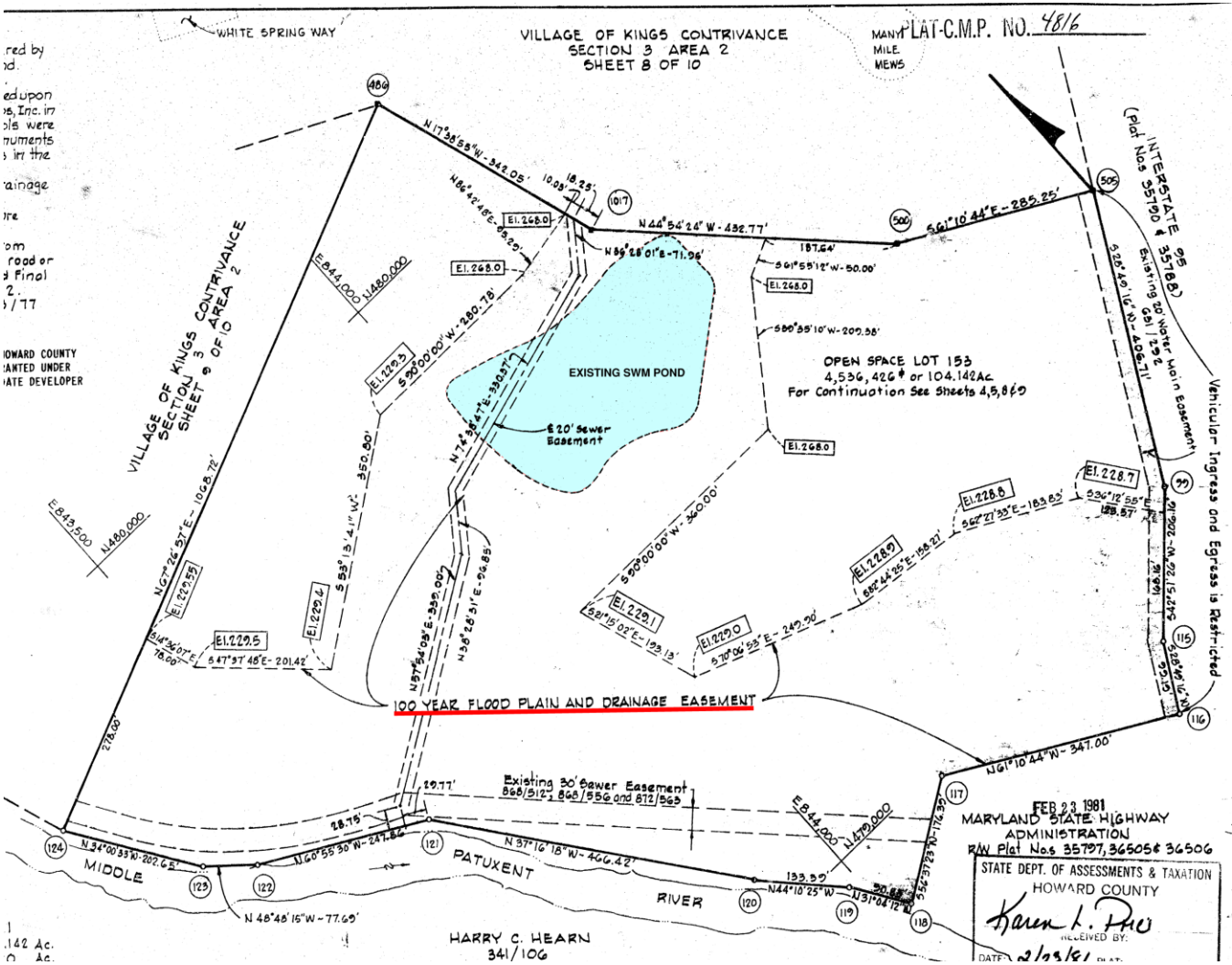
- Staff Review Comments
- Staff Recommendation
  - Approval subject to addressing review comments and staff review of final plans

Many Mile Mews Pond – Village of King's Contrivance

Many Mile Mews
Easement Request
Vicinity Map

Columbia Association

Many Mile Mews Pond



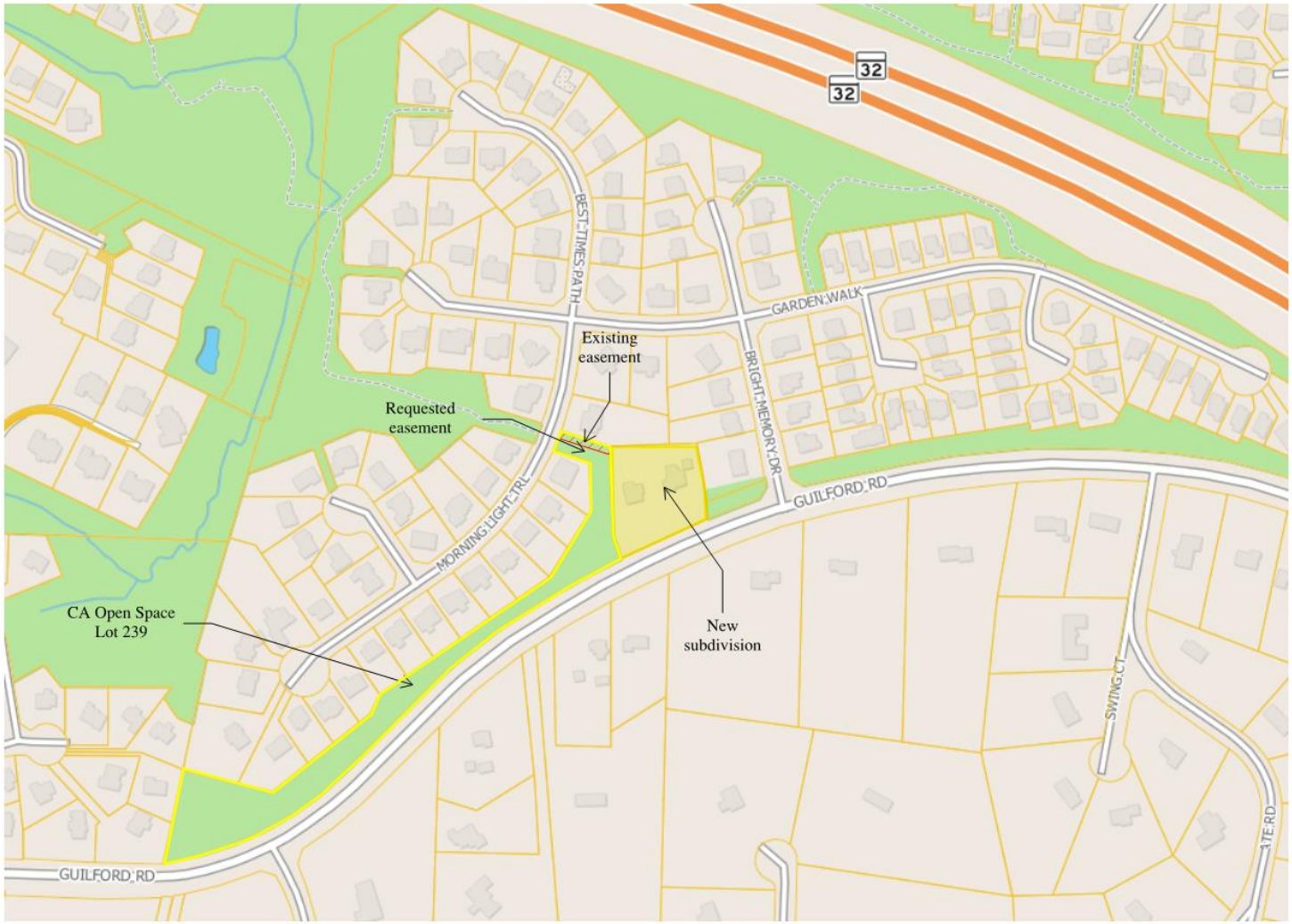
Many Mile Mews Pond

Request from Howard County

- Request for deed of easement for public maintenance of stormwater management

- Staff Review Comments
  - Legal agreements will mimic Patriot & Homespun Ponds but have not yet been received from Howard County
- Staff Recommendation
  - Approval subject to addressing review comments and staff review of final plans

Shaw Property – Village of River Hill

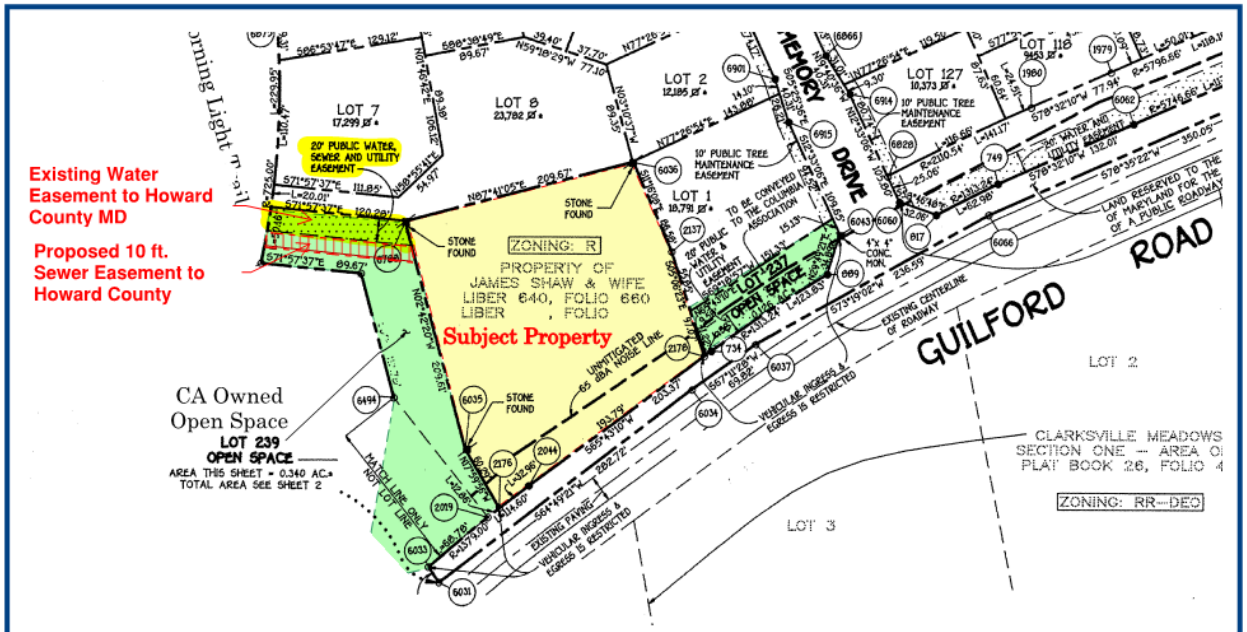


Shaw Property Easement Request
Vicinity Map

Columbia Association

Shaw Property

Proposed Easement



Columbia Association

Shaw Property

Proposed Easement

Request from Howard County

- Request for deed of easement for public water, sewer, and utility

- Staff Review Comments

- Staff Recommendation
  - Approval subject to addressing review comments and staff review of final plans

Columbia Association

Easement & Right-of-way Transfer Request Form

Date: 10/29/2018

Easement Grantee: Howard County

Project Name: Cedar Lane Bicycle and Pedestrian Improvements

Proposed Easement Location:

Village of Harper's Choice - Cedar Ln; Parcel 277, Lots 4 & 6

Purpose of Proposed Easement:

Temporary construction easements and property dedication to the public right-of-way for the construction of a portion of a 2,300 linear foot and 10 foot-wide multi-use pathway on the West side of Cedar Ln from Little Patuxent Parkway to Harper's Farm Rd.

Alternatives to Proposed Easement:

CA staff investigated alternative pathway alignments, all of which would require dedication of additional right-of-way

Briefly describe who will be impacted and how they will be impacted:

No residents would be impacted along the portion of the pathway through CA Lot 4 or Lot 6 except during construction when access to the pedestrian bridge may temporarily be interrupted.

Additional Notes:

The request is for a minor dedication to the right-of-way and a temporary construction strip so the entire multi-use path falls within the County right-of-way. The County is proposing compenstation of $5,000 for the temporary easements and dedication.

Contact Information

Name: Al Edwards

E-mail: albert.edwards@columbiaassociation.org

Phone #: 410.381.3551

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association ("CA") Board of Directors (the "Board') has considered whether to grant a temporary construction easement and dedication to the public road right of way, subject to staff final review, to Howard County, Maryland relating to bicycle and pedestrian improvements on CA Open Space Lots 4 & 6, Village of Harper's Choice, a copy of which is attached to this Resolution. The Board makes the following findings with respect to the Easement:

1. The execution and performance of the request is taken exclusively for the promotion of the social welfare of the people of Columbia;

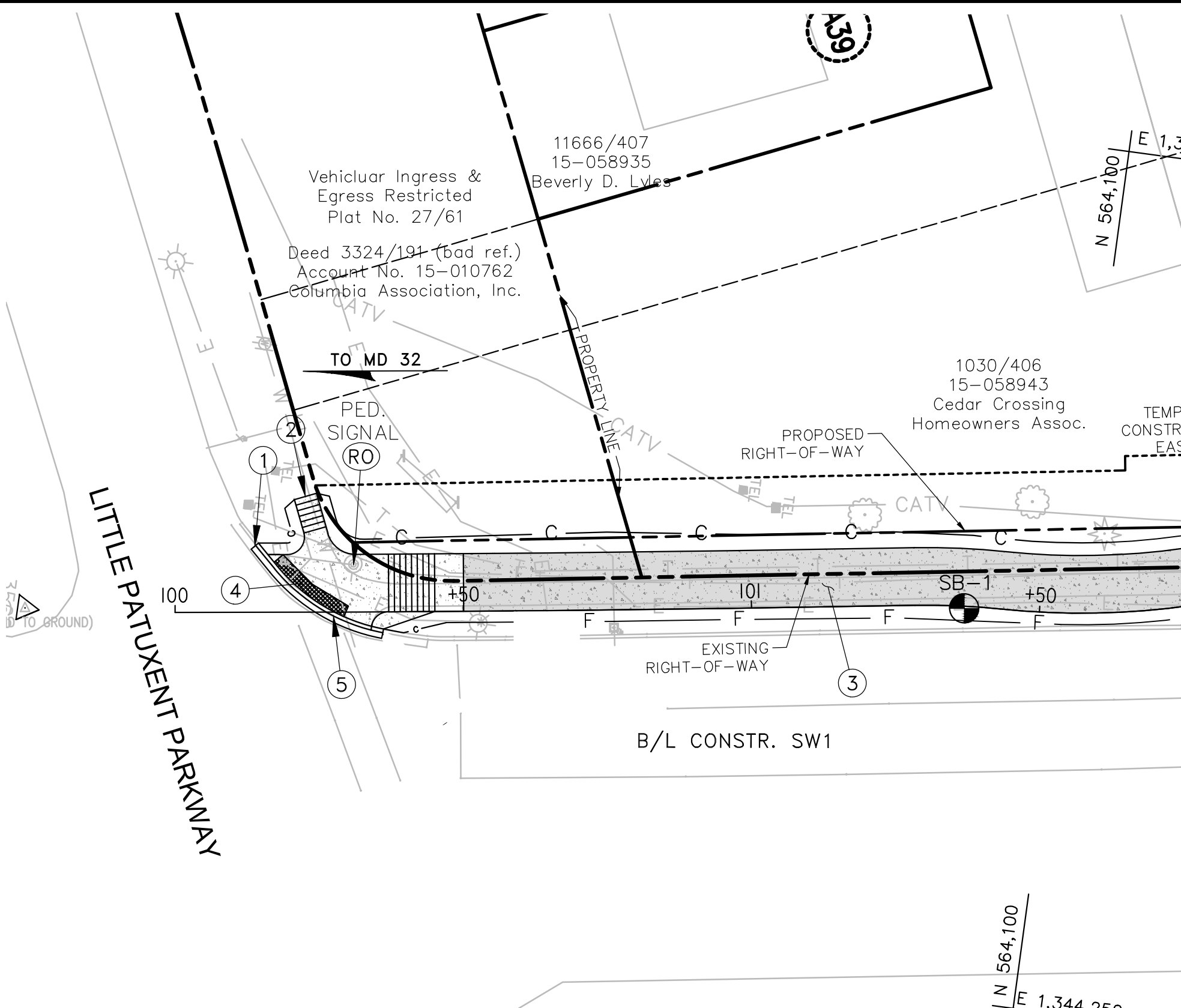
2. The request is expected to produce civic betterments or social improvements consisting of Connectivity and Safety Improvements; and

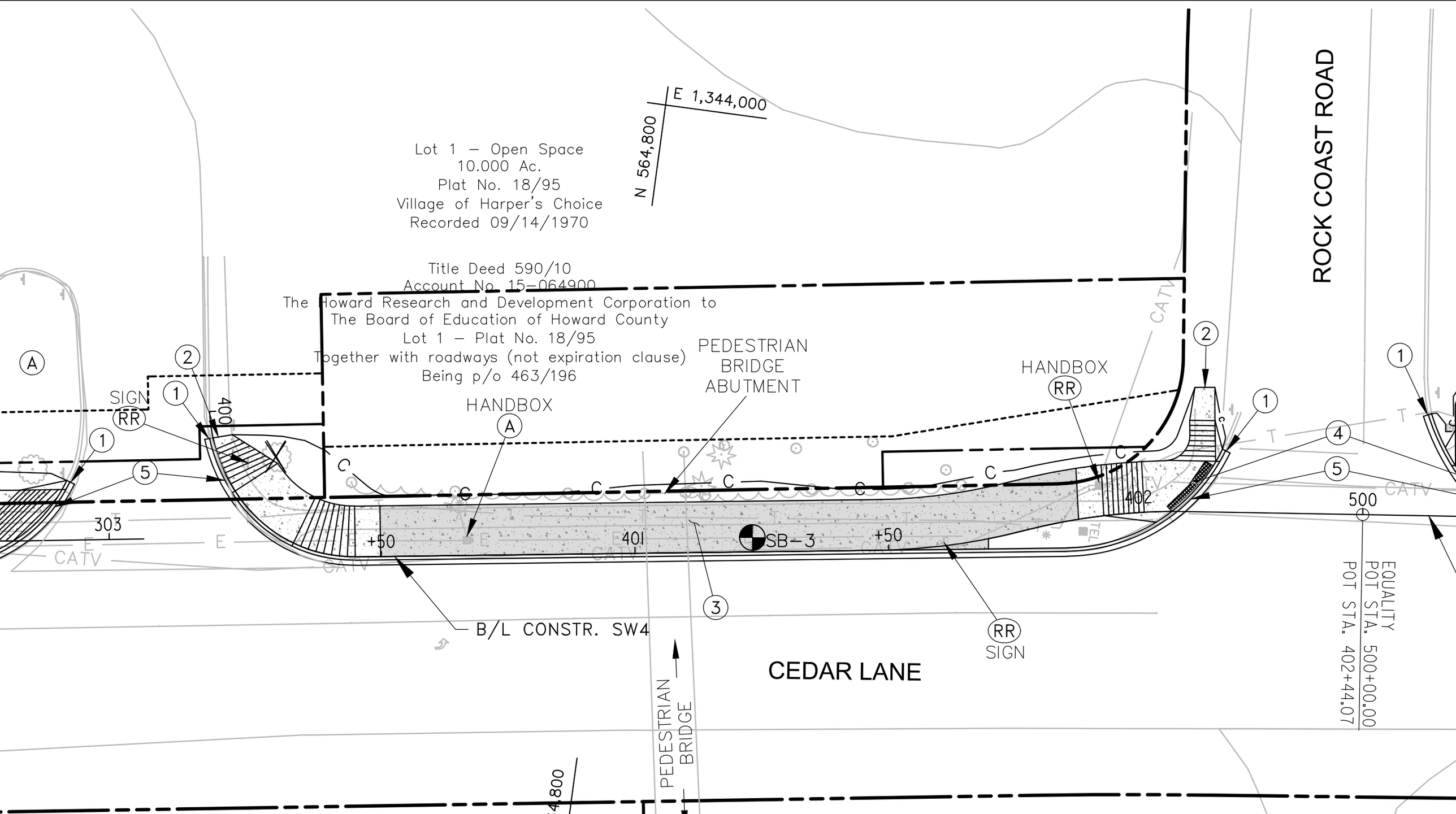
3. The request produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

_____, 2018


A39
11666/407
15-058935
Beverly D. Lyles
Vehicluar Ingress &
Egress Restricted
Plat No. 27/61
Deed 3324/191 (bad ref.)
Account No. 15-010762
Columbia Association, Inc.
N 564,100
E 1,3
TO MD 32
PED.
SIGNAL
RO
PROPERTY LINE
1030/406
15-058943
Cedar Crossing
Homeowners Assoc.
PROPOSED
RIGHT-OF-WAY
TEMP
CONSTR
EAS
CATV
TEL
LITTLE PATUXENT PARKWAY
100
+50
101
SB-1
+50
EXISTING
RIGHT-OF-WAY
B/L CONSTR. SW1
N 564,100
E 1,344,250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Lot 1 – Open Space
10.000 Ac.
Plat No. 18/95
Village of Harper's Choice
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Account No. 15-064900
The Howard Research and Development Corporation to
The Board of Education of Howard County
Lot 1 – Plat No. 18/95
Together with roadways (not expiration clause)
Being p/o 463/196
PEDESTRIAN
BRIDGE
ABUTMENT
HANDBOX
A
HANDBOX
RR
SIGN
RR
ROCK COAST ROAD
CEDAR LANE
B/L CONSTR. SW4
RR
SIGN
PEDESTRIAN
BRIDGE
EQUALITY
POT STA. 500+00.00
POT STA. 402+44.07
SB-3
+50
+50
303
400
401
402
500
CATV
E
T
C

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

Tax I.D. No. 15-010762

Project No. K-5066

CONSTRUCTION STRIP EASEMENT AGREEMENT

THIS CONSTRUCTION STRIP EASEMENT AGREEMENT is made this _____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC.**, formerly known as The Columbia Park and Recreation Association, Inc. (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantee requires a temporary easement (the “Easement”), more particularly described below, running over a portion of the real property owned by the Grantor (the “Property”), for the construction of bicycle and pedestrian improvements and other public utilities (collectively the “Public Improvements”) pursuant to Capital Project Number K-5066.

WHEREAS, the Grantor is willing to grant the Easement to the Grantee for the construction of the Public Improvements.

NOW, THEREFORE, in consideration of the sum of Three Hundred Fifty Dollars ($350.00), the receipt and sufficiency of which are hereby acknowledged, and the above recitals, which are deemed to be a material part hereof, the Grantor hereby grants and conveys exclusively unto the Grantee, its successors and assigns, the Easement running in, on, over, across and through the Property to utilize the Easement Area (as defined below) and construct the Public Improvements, said Easement being more particularly described as follows:

ALL OF THAT EASEMENT IN THE AREA SITUATE on the Property in the Fifth Election District of Howard County, Maryland and further described as Temporary Construction Easement Area on Exhibit “A”, attached hereto and incorporated herein, and shown as Public Variable Width Temporary Construction Easement comprising 0.012 acres, plus or minus, on Plat No. K-5066-3 attached hereto as Exhibit “B” and incorporated herein (“Easement Area”).

THE EASEMENT AREA BEING A PART of the Property acquired by the Grantor by deed from The Howard Research and Development Corporation, said deed dated October 13, 1971 and recorded among the Land Records of Howard County, Maryland in Liber 575, folio 528, said Property located in the Fifth Election District of Howard County, Maryland, and identified on Tax Map No. 35 as Parcel 277, Lot 4, consisting of 0.707 acres.

GRANTEE shall have the right to utilize the Easement Area during construction of the Public Improvements until the completion of Capital Project Number K-5066.

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

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the Grantor has caused this Construction Strip Easement Agreement to be executed and delivered, under seal, by its duly authorized officer or official, on the date first above written.

WITNESS/ATTEST:

_____

_____
Corporate Secretary

GRANTOR:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

By: _____ (SEAL)
Milton W. Matthews
President/CEO

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President/CEO of Columbia Association, Inc.(the "Corporation"), a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Construction Strip Easement Agreement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2018.

ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

By: _____ (SEAL)
Allan H. Kittleman
County Executive
Date: _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

STATE OF MARYLAND, HOWARD COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Construction Strip Easement Agreement, who acknowledged the same to be the act of the County and that he executed the foregoing Construction Strip Easement Agreement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, the Grantee named in the within Construction Strip Easement Agreement.

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

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

Tax I.D. No. 15-010746

Project No. K-5066

CONSTRUCTION STRIP EASEMENT AGREEMENT

THIS CONSTRUCTION STRIP EASEMENT AGREEMENT is made this _____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC.**, formerly known as The Columbia Park and Recreation Association, Inc. (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantee requires a temporary easement (the "Easement"), more particularly described below, running over a portion of the real property owned by the Grantor (the "Property"), for the construction of bicycle and pedestrian improvements and other public utilities (collectively the "Public Improvements") pursuant to Capital Project Number K-5066.

WHEREAS, the Grantor is willing to grant the Easement to the Grantee for the construction of the Public Improvements.

NOW, THEREFORE, in consideration of the sum of Eight Hundred Fifty Dollars ($850.00), the receipt and sufficiency of which are hereby acknowledged, and the above recitals, which are deemed to be a material part hereof, the Grantor hereby grants and conveys exclusively unto the Grantee, its successors and assigns, the Easement running in, on, over, across and through the Property to utilize the Easement Area (as defined below) and construct the Public Improvements, said Easement being more particularly described as follows:

ALL OF THAT EASEMENT IN THE AREA SITUATE on the Property in the Fifth Election District of Howard County, Maryland and further described as Temporary Construction Easement Area on Exhibit "A", attached hereto and incorporated herein, and shown as Public Variable Width Temporary Construction Easement comprising 0.034 acres, plus or minus, on Plat No. K-5066-6 attached hereto as Exhibit "B" and incorporated herein ("Easement Area").

THE EASEMENT AREA BEING A PART of the Property acquired by the Grantor by deed from The Howard Research and Development Corporation, said deed dated October 13, 1971 and recorded among the Land Records of Howard County, Maryland in Liber 575, folio 528, said Property located in the Fifth Election District of Howard County, Maryland, and identified on Tax Map No. 35 as Parcel 277, Lot 6, consisting of 0.153 acres.

GRANTEE shall have the right to utilize the Easement Area during the construction of the Public Improvements until the completion of Capital Project Number K-5066.

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

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the Grantor has caused this Construction Strip Easement Agreement to be executed and delivered, under seal, by its duly authorized officer or official, on the date first above written.

WITNESS/ATTEST:

_____

_____
Corporate Secretary

GRANTOR:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

By: _____ (SEAL)
Milton W. Matthews
President/CEO

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President/CEO of Columbia Association, Inc.(the "Corporation"), a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Construction Strip Easement Agreement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2018.

ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

By: _____ (SEAL)
Allan H. Kittleman
County Executive
Date: _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

STATE OF MARYLAND, HOWARD COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Construction Strip Easement Agreement, who acknowledged the same to be the act of the County and that he executed the foregoing Construction Strip Easement Agreement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, the Grantee named in the within Construction Strip Easement Agreement.

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

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

Tax I.D. No. 15-010762

Project No. K-5066

DEED

THIS DEED ("Deed") is made this _____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC**., formerly known as The Columbia Park and Recreation Association, Inc. (the "Grantor" or "Grantors"), a Maryland corporation and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantor owns, in fee simple, that certain real property comprising 0.707 acres, more or less, commonly shown as Parcel 277, Lot 4 on Tax Map 35 located within the Fifth Election District of Howard County, Maryland (the "Grantor's Parcel").

WHEREAS, the Grantor by this deed is conveying to Grantee a portion of the Grantor's Parcel, said portion comprising 0.007 acres, more or less (the "Property").

NOW, **THEREFORE WITNESSETH**, in consideration of One Thousand Nine Hundred Dollars ($1,900.00), the Grantor hereby grants and conveys unto the Grantee, its successors and assigns, in fee simple, the Property, being more particularly described and shown as Fee Simple Acquisition Area in Exhibit "A" attached hereto and made a part hereof.

THE PROPERTY BEING part of the Grantor's Parcel conveyed by The Howard Research and Development Corporation to the Grantor by deed dated October 13, 1971 and recorded among the Land Records of Howard County, Maryland in Liber 575, folio 528 on November 1, 1971.

TOGETHER with all buildings and improvements thereon and all rights, alleys, ways, easements, waters, privileges, appurtenances and advantages belonging or in anywise appertaining thereto.

TO HAVE AND TO HOLD the Property unto the Grantee, its successors and assigns, in fee simple forever.

THE GRANTOR hereby covenants that it is the sole owner of the Property, that Grantor has not done or suffered to be done any act, matter or thing whatsoever to encumber the Property, that Grantor warrants specially the Property subject to matters of public record, that Grantor will execute such further assurances of the same as may be requisite, and that Grantor and its signatory, are duly authorized and have the power and right to convey the Property.

THE GRANTOR hereby certifies under the penalties of perjury that the Grantor is a resident or resident entity of the State of Maryland, and the Grantor claims exemption from the tax withholding requirements of Section 10-912 of the Tax-General Article of the Annotated Code of Maryland.

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be.

[Signatures follow on the next page.]

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

WITNESS/ATTEST:

_____

_____
Corporate Secretary

GRANTOR:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

By: _____ (SEAL)
Milton W. Matthews
President/CEO

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President/CEO of Columbia Association, Inc.(the "Corporation"), a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Deed for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2018.

ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

By: _____ (SEAL)
Allan H. Kittleman
County Executive
Date: _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

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

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed, who acknowledged the same to be the act of the County and that he executed the foregoing Deed for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

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

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

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

Tax I.D. No. 15-010746

Project No. K-5066

DEED

THIS DEED ("Deed") is made this _____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC.**, formerly known as The Columbia Park and Recreation Association, Inc. (the "Grantor" or "Grantors"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantor owns, in fee simple, that certain real property comprising 0.153 acres, more or less, commonly shown as Parcel 277, Lot 6 on Tax Map 35 located within the Fifth Election District of Howard County, Maryland (the "Grantor's Parcel").

WHEREAS, the Grantor by this deed is conveying to Grantee a portion of the Grantor's Parcel, said portion comprising 0.007 acres, more or less (the "Property").

NOW, **THEREFORE WITNESSETH**, in consideration of One Thousand Nine Hundred Dollars ($1,900.00), the Grantor hereby grants and conveys unto the Grantee, its successors and assigns, in fee simple, the Property, being more particularly described and shown as Fee Simple Acquisition Area in Exhibit "A" attached hereto and made a part hereof.

THE PROPERTY BEING part of the Grantor's Parcel conveyed by The Howard Research and Development Corporation to the Grantor by deed dated October 13, 1971 and recorded among the Land Records of Howard County, Maryland in Liber 575, folio 528 on November 1, 1971.

TOGETHER with all buildings and improvements thereon and all rights, alleys, ways, easements, waters, privileges, appurtenances and advantages belonging or in anywise appertaining thereto.

TO HAVE AND TO HOLD the Property unto the Grantee, its successors and assigns, in fee simple forever.

THE GRANTOR hereby covenants that it is the sole owner of the Property, that Grantor has not done or suffered to be done any act, matter or thing whatsoever to encumber the Property, that Grantor warrants specially the Property subject to matters of public record, that Grantor will execute such further assurances of the same as may be requisite, and that Grantor and its signatory, are duly authorized and have the power and right to convey the Property.

THE GRANTOR hereby certifies under the penalties of perjury that the Grantor is a resident or resident entity of the State of Maryland, and the Grantor claims exemption from the tax withholding requirements of Section 10-912 of the Tax-General Article of the Annotated Code of Maryland.

All references herein to Grantor shall be deemed plural if more than one person has an interest in the Property. Any pronoun reference herein shall be deemed to apply to the appropriate gender or person, as the case may be.

[Signatures follow on the next page.]

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

WITNESS/ATTEST:

_____

_____
Corporate Secretary

GRANTOR:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

By: _____ (SEAL)
Milton W. Matthews
President/CEO

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President/CEO of Columbia Association, Inc.(the "Corporation"), a Maryland corporation, and that he, as such officer being authorized so to do, executed the within Deed for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2018.

ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

By: _____ (SEAL)
Allan H. Kittleman
County Executive
Date: _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Morenike Euba Oyenusi, Sr. Assistant County Solicitor

[Notary follows on the next page.]

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

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed, who acknowledged the same to be the act of the County and that he executed the foregoing Deed for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

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

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

Easement Request Form

Date: 11/8/2018

Easement Grantee: Howard County

Project Name: Patriot Pond Dedication

Proposed Easement Location:

Village of Oakland Mills, Open Space Lot 667.

Purpose of Proposed Easement:

Perpetual access easement to maintain Patriot Pond after dedication to County

Alternatives to Proposed Easement:

No atlernatives available

Briefly describe who will be impacted and how they will be impacted:

No residents will be impacted as this is not related to a pending construction project. Residents adjacent to the pond may see Howard County accessing pond through Open Space during future routine pond maintenance

Additional Notes:

As a Board directive, CA is finalizing the dedication of this pond to Howard County. Without an easement through CA Open Space, the County would have no access to a pond that they are responsible for maintaining

Contact Information

Name: Al Edwards

E-mail: albert.edwards@columbiaassociation.org

Phone #: 410.381.3551

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association ("CA") Board of Directors (the "Board') has considered whether to grant an easement, subject to staff final review, to Howard County, Maryland relating to a pond dedication on CA Open Space Lot 667, Village of Oakland Mills, a copy of which is attached to this Resolution (the "Easement'). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;

2. The Easement is expected to produce civic betterments or social improvements consisting of Water Quality, Environmental Protection and Safety Improvements; and

3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

_____, 2018

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

F-18-___
Patriot Lane Pond

DEED OF EASEMENT

THIS DEED OF EASEMENT is made this ____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC.**, formerly known as The Columbia Park and Recreation Association, Inc. (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantor is the fee simple owner of certain real property located within the Sixth Election District of Howard County, Maryland commonly shown as Parcel 273, Lot 667 on Tax Map 30 (the "Open Space Lot 667"), also shown on the subdivision plat titled "Plat of Revision, Columbia, Village of Oakland Mills, Thunder Hill, Section 1 Area 4, Open Space Lot 667 (A Revision to Open Space Lot 667, Columbia, Village of Oakland Mills, Thunder Hill, Section 1 Area 4, Plat Book 17 Folio 8)" (the "Plat").

WHEREAS, as shown on the Plat, Open Space Lot 667 is encumbered with a "Public Stormwater Management, Drainage & Utility Easement" and contains a stormwater management facility which has been named Patriot Lane Pond and is currently being operated by the Grantor (the "SWM Facility").

WHEREAS, the Grantor has completed the improvements to the SWM Facility necessary to comply with the current stormwater management laws and regulations and now desires to grant an easement to the Grantee to inspect and maintain the stormwater structure, filter diaphragm, outlet weir, pipes and riprap outlet portions of the SWM Facility, constituting the manmade structural improvements of the SWM Facility (the "Public Improvements").

NOW, THEREFORE, in consideration of the terms of the Deed of Easement and the mutual premises herein, the receipt and sufficiency of which are hereby acknowledged, the Grantor hereby grants and conveys unto the Grantee, its successors and assigns, an easement in, on, over, across and through the SWM Facility and access as needed through Open Space Lot 667 (collectively the "Easement") to maintain the manmade Public Improvements into, within and exiting the SWM facility on Open Space Lot 667 and to remove sediment from the SWM Facility at such time or times as needed or determined by the Grantee.

THE EASEMENT BEING in, on, over, across, and through a part of Open Space Lot 667 acquired by the Grantor from The Howard Research and Development Corporation, by Deed dated September 20, 1971 and recorded among the aforesaid Land Records in Liber 575, folio 340, on October 29, 1971.

THE GRANTOR hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to inspect, maintain, expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

IT IS FURTHER AGREED that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement by the Grantor or its successors or assigns, unless approved by the Grantee. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

GRANTOR represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in Open Space Lot 667 and the Easement, Grantor and its signatory, are duly authorized and have the power and right to grant the Easement in, on, over, across and through Open Space Lot 667, and that there exist no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Easement, then all lien holders, if so required, will subordinate their lien interest to the Easement by executing either a subordination agreement or a joinder attached hereto and made a part hereof.

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

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

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

WITNESS/ATTEST:

_____

GRANTOR:
COLUMBIA ASSOCIATION, INC.,
a Maryland corporation

By: _____ (SEAL)
Milton W. Matthews
President

GRANTOR:
STATE OF MARYLAND, _____ **COUNTY/CITY, TO WIT**:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation, (the "Corporation"), and that he, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2018.

ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

HOWARD COUNTY, MARYLAND

By: _____ (SEAL)
Allan H. Kittleman
County Executive
Date: _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Lisa S. O'Brien, Sr. Assistant County Solicitor

[Notary follows on the next page.]

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

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

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

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

MAINTENANCE AGREEMENT
PUBLIC STORMWATER MANAGEMENT FACILITIES

THIS MAINTENANCE AGREEMENT (the "Agreement") is made this _____ day of _____, 2018, by and between **COLUMBIA ASSOCIATION, INC.** ("Owner"), a Maryland corporation; and **HOWARD COUNTY, MARYLAND** ("County"); a body corporate and politic.

WHEREAS, by Deed dated September 20, 1971 and recorded in the Howard County Land Records at Liber 575, folio 340 conveyed Open Space Lot 667 from The Howard Research and Development Corporation to The Columbia Park and Recreation Association, Inc. (now known as the Columbia Association, Inc.), the Owner is the fee simple owner of Open Space Lot 667 as shown on the subdivision plat entitled "Plat of Revision, Columbia, Village of Oakland Mills, Thunder Hill, Section 1 Area 4, Open Space Lot 667 (A Revision to Open Space Lot 667, Columbia, Village of Oakland Mills, Thunder Hill, Section 1 Area 4, Plat Book 17 Folio 8)" recorded among the Land Records in Plat Number _____ on _____ (the "Plat").

WHEREAS, as shown on the Plat, Open Space Lot 667 is encumbered with a "Public Stormwater Management, Drainage & Utility Easement" and contains a stormwater management facility which has been named Patriot Lane Pond and is currently being operated by the Owner (the "SWM Facility").

WHEREAS, the Owner has completed pond improvements including construction of the outfall weir, riprap outlet channel, and the dam repairs constituting the manmade structural parts in order to retrofit the SWM Facility according to approved plans by Howard County, plan number _____ signed _____ ("Public Improvements") and the construction having been completed and inspected by Howard County in accordance with the stormwater management laws and regulations, the Owner has agreed to maintain Open Space Lot 667 and the County will maintain the Public Improvements pursuant to a Deed of Easement of even date herewith. (The "Deed of Easement").

NOW, THEREFORE, in consideration of the terms of the Agreement and the mutual premises herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and its successors and assigns and the County agree as follows:

1. **Maintenance of Open Space Lot 667**: The parties hereby stipulate full awareness, understanding and acceptance of their respective responsibilities under this Agreement, in accordance with which the Owner shall own and maintain Open Space Lot 667 and the body of water located thereon which comprises the SWM Facility. The Owner shall perform routine maintenance including mowing, trash removal and clearing of the dam and the emergency spillways at least once per year. The Owner shall ensure that all of its activities, including any discharges to the pond, are in compliance with local, state and federal law. This includes obtaining any necessary permits. The Owner shall not add landscaping or structures, nor shall it modify the Public Improvements in the SWM Facility

without prior written approval of the Howard County Department of Public Works.

2. **Dam Safety Requirements**: The County and the Owner acknowledge that if the Maryland Department of the Environment identifies the SWM Facility as a significant hazard pond the Owner shall prepare and maintain at all times the requisite Emergency Action Plan. The Owner shall perform inspections of and remove debris from the SWM Facility prior to and subsequent to storms, as required under the Emergency Action Plan. If during such inspection, the Owner notes an issue with the Public Improvements, the Owner shall promptly notify the County.

3. **Maintenance of Public Improvements:** The County shall maintain the Public Improvements and shall be responsible for the removal of sediment from the SWM Facility at such time or times as needed and determined by the County or another governmental body or agency with authority to make such determinations.

4. **Recordation/Covenants to Run with Land**: The rights, obligations and waivers set forth in this Agreement shall run with the land in perpetuity and shall bind all personal representatives, heirs, successors and assigns of the Owner or any other person or entity now or hereafter owning fee simple title to the Open Space Lot 667. The County shall record this Agreement. The Owner and each successor owner shall notify the County of each conveyance of the Open Space Lot 667.

5. **Insurance**: The Owner shall carry adequate hazard and comprehensive general liability insurance for Open Space Lot 667 and shall provide the County with certificates of insurance evidencing such coverage upon request by the County. The County acknowledges that the Owner has a program of general liability self-insurance, as described in Exhibit “A” hereto, satisfies the liability insurance requirement of this section.

6. **Indemnification**: The Owner shall indemnify, defend and save the County harmless from and against all claims, actions, damages, liability and expense, including reasonable attorney's fees, and the County's costs of defense, in connection with loss of life, bodily or personal injury and/or damage to property (a) arising from the condition or use of the Open Space Lot 667 and/or the Owner’s performance of or failure to perform routine maintenance of the SWM Facility located thereon, or (b) occasioned all or in part by any act or omission of the Owner in the performance of its responsibilities under this Agreement, except to the extent that such loss of life, bodily or personal injury and/or damage to property is a result of gross negligence or willful misconduct by the County, its agents and employees. The foregoing indemnification obligation shall not be deemed a waiver of any governmental immunity or any provisions of the Local Government Tort Claims Act (Section 5-301) of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland as to any third party.

7. **Notices**: All notices, demands, consents, approvals, requests or other communications or documents to be provided hereunder to a party hereto shall be (a) in

writing, and (b) deemed to have been provided (i) upon delivery or refusal to accept delivery if sent by certified or registered mail in the United States mails, postage prepaid, return receipt requested, to the address of such party set forth herein below or to such designee from time to time appointed by written notice to the other party hereto, or (ii) if such party's receipt thereof is acknowledged in writing, upon being given by hand or other actual delivery to the Owner, located at Director Open Space and Facility Services, 9450 Gerwig Lane, Columbia, Maryland 21046; and to the County addressed to the Director of Public Works, George Howard Building, 3430 Court House Drive, Ellicott City, Maryland 21043. Either party to this Agreement may change its address by written notice to the other party.

8. **Final Agreement:** This Agreement and the Deed of Easement contain the final and entire agreement between the Owner and the County, and neither they nor their agents shall be bound by any terms, conditions or representations not contained within these documents. In the event of any inconsistency between the documents, this Agreement shall control.

9. **Binding Effect:** This Agreement shall be binding upon the respective successors and assigns of the Owner and the County. Any amendment to this Agreement must be in writing and signed by the Owner and the County. Each writing or plat referred to in this Agreement is hereby made a part of this Agreement.

10. **Law of Maryland**: This Agreement shall be governed by the laws of the State of Maryland.

11. **Limitation of Owner's Liability**: Anything in this Agreement to the contrary notwithstanding, neither the Owner nor any other person or entity which hereinafter holds the legal title to the Open Space Lot 667 shall have any liability or obligation under this Agreement, including the obligation to indemnify as provided in Paragraph 6 of this Agreement, except if and to the extent that the condition, incident, event or occurrence from which such liability or obligation arises existed or occurred while the Owner or such person or entity was the owner of the Open Space Lot 667.

12. **Recitals**: The recitals above are hereby incorporated into and made a part of this Agreement.

[Signatures follow on the next page.]

IN WITNESS WHEREOF, the parties have executed this Agreement, under seal, on the date first above written.

WITNESS/ATTEST:

OWNER:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

_____

BY: _____(SEAL)
Milton W. Matthews
President

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared Milton W. Matthews, who acknowledged himself to be the President of Columbia Association, Inc., a Maryland corporation (the "Corporation"), and that he, as such officer being authorized so to do, executed the within Maintenance Agreement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires:_____

[Signatures continue on the following page.]

WITNESS/ATTEST:

_____
Lonnie R. Robbins
Chief Administrative Officer

AGREED and APPROVED:
HOWARD COUNTY, MARYLAND

BY: _____(SEAL)
Allan H. Kittleman
County Executive
Date _____

APPROVED:

_____
James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

_____
Janet R. Irvin, Director
Department of Finance

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
this _____ day of _____2018.

_____
Gary W. Kuc
County Solicitor

Reviewing Attorney:

_____
Lisa S. O'Brien, Sr. Assistant County Solicitor

[Notary follows on the next page]

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2018, before me, the subscriber, a Notary Public of the State of Maryland, in and for the County/City aforesaid, personally appeared Allan H. Kittleman, the County Executive for Howard County, Maryland, a party to the within Maintenance Agreement, who acknowledged the same to be the act of the County and that he executed the foregoing Maintenance Agreement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

_____
Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, a party to the within Agreement.

_____
Melanie A. Bishop, Chief
Real Estate Services Division

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

Columbia Association

December 22, 2014

Howard County Government
Real Estate Services Division
3430 Courthouse Drive
Ellicott City, Md 20143
Att: Carl Katenkamp

Dear Carl,

Regarding our general liability coverage, the Columbia Association, Inc. has established a self-insurance fund for comprehensive general liability coverage.

Comprehensive general liability coverage under the fund includes a limit of $1,000,000 per occurrence for both bodily injury and property damage combined, exclusive of defense costs. The coverage provided by the fund includes the following extensions:

A. Contractual Liability
B. Watercraft Liability
C. Host Liquor Liability
D. Broad Form Property Damage Liability
E. Fire Legal Liability - $100,000 each occurrence
F. Incidental Medical Malpractice Liability
G. Employees, Volunteers, and Elected or Appointed Officials as Additional Insureds, and
H. Personal Injury Liability

In addition, the Columbia Association carries excess general liability insurance in the amount of $15,000,000 over and above the $1,000,000 self-insurance risk retention.

If you have any questions, please don't hesitate to call me at 410-715-5519.

Very truly yours,

Susan M. Krabbe

Susan Krabbe
Vice President and Chief Financial Officer

EXHIBIT A

Easement Request Form

Date: 10.31.18

Easement Grantee: Howard County

Project Name: Many Mile Mews Pond

Proposed Easement Location:

Village of King's Contrivance; Open Space Lots 153 & 158

Purpose of Proposed Easement:

Deed of easement for maintenance of public stormwater management facilities

Alternatives to Proposed Easement:

CA to work with Howard County to determine best access to site with least disruption to residents

Briefly describe who will be impacted and how they will be impacted:

Residents adjacent to Open Space Lot 153 & 158 off of Many Mile Mews and White Spring Way will see construction activity in the Open Space for several months

Additional Notes:

The County will use a combination of the sewer easement already granted and a temporary right of construction to access the pond for repairs. A permanent deed of easement for the future pond maintenance will be granted to the County.

Contact Information

Name: Al Edwards

E-mail: albert.edwards@columbiaassociation.org

Phone #: 410.381.3551

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association ("CA") Board of Directors (the "Board') has considered whether to grant an easement, subject to staff final review, to Howard County, Maryland relating to a maintenance of public stormwater facilities on CA Open Space Lots 153 & 158, Village of King's Contrivance, a copy of which is attached to this Resolution (the "Easement'). The Board makes the following findings with respect to the Easement:

1. The execution and performance of the Easement is taken exclusively for the promotion of the social welfare of the people of Columbia;

2. The Easement is expected to produce civic betterments or social improvements consisting of Water Quality, Environmental Protection and Safety Improvements; and

3. The Easement produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

_____, 2018

PLAT-C.M.P. NO. 4816

NOTES:

1- This plat is based on boundary survey data prepared by Purdum & Jeschke, Engineers. Ellicott City, Maryland.
2- 4"x 4"x 36" conc. monuments indicated thus ■ .
3- This plat and coordinates shown hereon are based upon traverse controls for Columbia established by Maps, Inc. in 1965 and Purdum & Jeschke in 1968, which controls were tied to the Maryland Bureau of Control Survey monuments and to U.S. Coast and Geodetic Survey monuments in the Columbia Area.
4- The "drainage" easements shown hereon are "drainage and utility" easements.
5- Open space may, but is not required to, contain future pathway.
6- Minimum building setback restrictions from property lines and right-of-way of any public road or street to be in accordance with the recorded Final Development Plan Criteria, Phase 169 Part 2.
7- Subject property zoned New Town per 10/3/77 Comprehensive zoning plan.

NOTE:

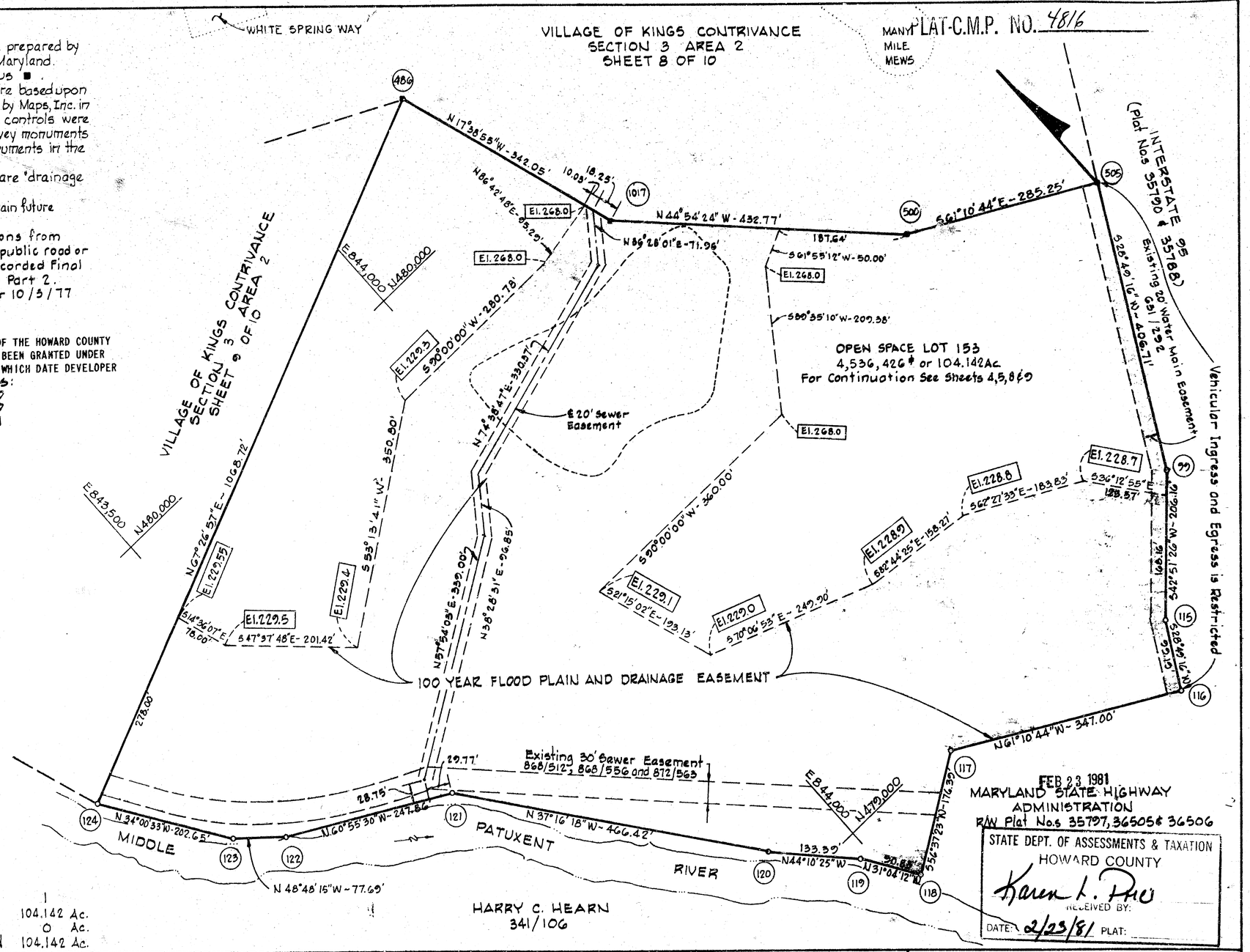
THIS SUBDIVISION IS SUBJECT TO SECTION 18.122B OF THE HOWARD COUNTY CODE. PUBLIC WATER AND PUBLIC SEWER SERVICE HAS BEEN GRANTED UNDER THE TERMS AND PROVISIONS, THEREOF, EFFECTIVE ON WHICH DATE DEVELOPER AGREEMENT WAS FILED AND ACCEPTED. AS FOLLOWS:
CONTRACT NO. 34-0895-D ON 9/24/80
CONTRACT NO. 34-2897-D ON 9/24/80
CONTRACT NO. 34-0908-D ON 1/23/81

LEGEND

El.229.5 100 Year Flood Plain Elevation

The lots or parcels shown on this plat are subject to the supplemental sewer in-aid-of-construction charge created by section 20-311A of the Howard County Code, and to Executive Order No. 72-9

THE LOTS OR PARCELS SHOWN ON THIS PLAT ARE SUBJECT TO THE MIDDLE PATUXENT DRAINAGE SUPPLEMENTAL IN-AID-OF-CONSTRUCTION CHARGES CREATED BY SECTION 20.311B OF THE HOWARD COUNTY CODE AND COUNTY COUNCIL BILL NO. 45.



FEB 23 1981
MARYLAND STATE HIGHWAY ADMINISTRATION
R/W Plat Nos 35797, 36505 & 36506

STATE DEPT. OF ASSESSMENTS & TAXATION
HOWARD COUNTY
RECEIVED BY: Karen L. Pino
DATE: 2/23/81 PLAT:

TABULATION

Total number of lots to be recorded	1
Total area of lots to be recorded	104.142 Ac.
Total area of roadway to be recorded	0 Ac.
Total area of subdivision to be recorded	104.142 Ac.

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWERAGE SYSTEMS, HOWARD COUNTY HEALTH DEPARTMENT

COUNTY HEALTH OFFICER — DATE

APPROVED: HOWARD COUNTY OFFICE OF PLANNING AND ZONING

Thomas G. Harris 2-18-81
DIRECTOR — DATE

APPROVED: FOR PUBLIC WATER AND PUBLIC SEWERAGE STORMS DRAINAGE SYSTEMS AND PUBLIC ROADS HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

DIRECTOR — DATE

OWNER'S CERTIFICATE

WE, THE 95-32 CORPORATION AND THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION, EACH A MARYLAND CORPORATION BY WALTER E. WOODFORD, JR., AUTHORIZED AGENT, AND FRANCIS R. HUNTER, JR., ASSISTANT SECRETARY, OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON, HEREBY ADOPT THIS PLAN OF SUBDIVISION AND IN THE CONSIDERATION OF THE APPROVAL OF THIS FINAL PLAT BY THE OFFICE OF PLANNING AND ZONING, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES AND GRANT UNTO HOWARD COUNTY, MARYLAND, ITS SUCCESSORS AND ASSIGNS (1) THE RIGHT TO LAY, CONSTRUCT AND MAINTAIN SEWERS, DRAINS, WATER PIPES AND OTHER MUNICIPAL UTILITIES AND SERVICES, IN AND UNDER ALL ROADS AND STREET RIGHT-OF-WAYS AND THE SPECIFIC EASEMENT SHOWN HEREON; (2) THE RIGHT TO REQUIRE DEDICATION FOR PUBLIC USE THE BEDS OF THE STREETS AND/OR ROADS, AND FLOODPLAINS AND OPEN SPACE WHERE APPLICABLE AND FOR GOOD AND OTHER VALUABLE CONSIDERATION, HEREBY GRANT THE RIGHT AND OPTION TO HOWARD COUNTY TO ACQUIRE THE FEE SIMPLE TITLE TO THE BEDS OF THE STREET AND/OR ROADS AND FLOODPLAINS, STORM DRAINAGE FACILITIES AND OPEN SPACE WHERE APPLICABLE; AND (3) THE RIGHT TO REQUIRE DEDICATION OF WATERWAYS AND DRAINAGE EASEMENTS FOR THE SPECIFIC PURPOSE OF THEIR CONSTRUCTION, REPAIR AND MAINTENANCE: AND (4) THAT NO BUILDING OR SIMILAR STRUCTURE OF ANY KIND SHALL BE ERECTED ON OR OVER THE SAID EASEMENTS AND RIGHTS-OF-WAYS.

WITNESS OUR HANDS THIS 12th DAY OF December, 1979.

BY: [signature] ATTEST: [signature]

THE 95-32 CORPORATION AND THE HOWARD RESEARCH AND DEVELOPMENT CORPORATION 10275 LITTLE PATUXENT PARKWAY COLUMBIA, MARYLAND 20144

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE FINAL PLAT SHOWN HEREON IS CORRECT; THAT IT IS A SUBDIVISION OF THE LANDS CONVEYED TO THE 95-32 CORPORATION BY DEED LIBER 500/538 AND ALSO A SUBDIVISION OF THE LANDS CONVEYED TO HOWARD RESEARCH AND DEVELOPMENT CORPORATION BY THE FOLLOWING DEEDS; LIBER 406/506, LIBER 463/81 AND LIBER 406/510 AND THAT ALL MONUMENTS ARE IN PLACE AS SHOWN, IN ACCORDANCE WITH THE ANNOTATED CODE OF MARYLAND, AS AMENDED.

Nov. 1, 1979 — DATE — REGISTERED LAND SURVEYOR

RECORDED AS PLAT _____
ON _____ AMONG THE
LAND RECORDS OF HOWARD COUNTY, MARYLAND

COLUMBIA
VILLAGE OF KINGS CONTRIVANCE

SECTION 3
AREA 2
SHEET 10 OF 10
6TH. ELECTION DISTRICT OF HOWARD COUNTY, MD.
Scale: 1"=100' Date: Jan. 23, 1981

F-80-87 MSA SSU 1242-1245-10

Maryland State Archives
Scanned by CIRCUIT COURT (Plat Book, Aperture Cards) Plat:4807-4816, MSA_CE48_4839. Date available 1/28/2010. Printed 09/26/2018.

Easement & Right-of-way Transfer Request Form

Date: 11/1/2018

Easement Grantee:

Project Name: Shaw Property Sewer and Utility Easement

Proposed Easement Location:

Village of River Hill - Open Space Lot 239

Purpose of Proposed Easement:

Public water, sewer, and utility easement for new subdivision adjacent to CA Open Space

Alternatives to Proposed Easement:

This is the olny access the property has to public water and sewer in order to subdivide his property

Briefly describe who will be impacted and how they will be impacted:

Residents adjacent to Open Space Lot 239 will see construction activity during development of subdivision. Some tree clearing will be required.

Additional Notes:

The developer has agreed to add the subdivision to the CA lein and therefore no easement charge is proposed. CA Staff recommends approval subject to staff review of the final documents and the CA lien recorded on the property

Contact Information

Name: Al Edwards

E-mail: albert.edwards@columbiaassociation.org

Phone #: 410.381.3551

RESOLUTION AUTHORIZING EASEMENT

The Columbia Association ("CA") Board of Directors (the "Board') has considered whether to grant a public water, sewer, and utility easement, subject to staff final review, to Howard County, Maryland for the benefit of the Shaw Property on CA Open Space Lots 239, Village of River Hill, a copy of which is attached to this Resolution. The Board makes the following findings with respect to the Easement:

1. The execution and performance of the request is taken exclusively for the promotion of the social welfare of the people of Columbia;

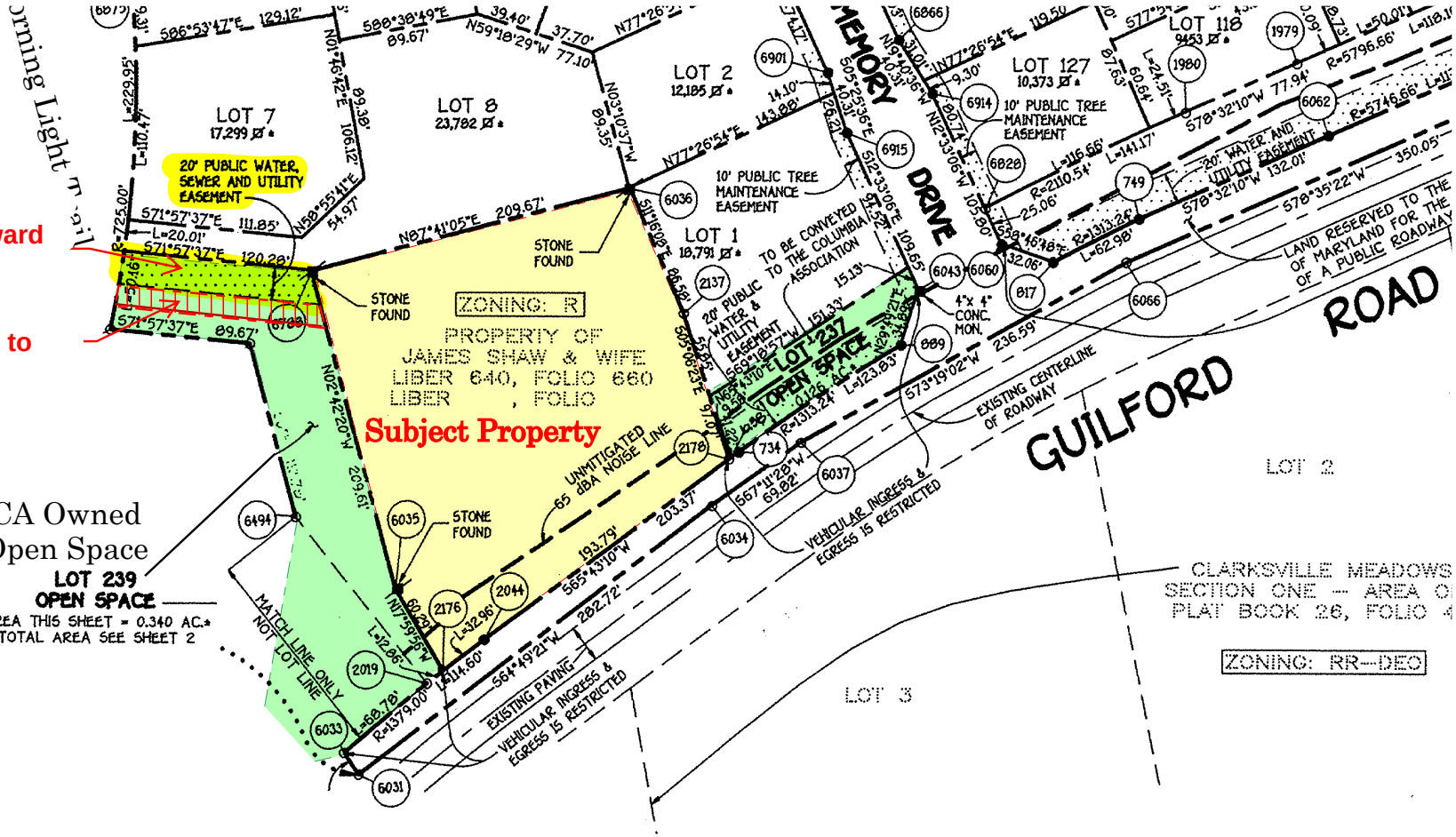
2. The request is expected to produce civic betterments or social improvements consisting of environmental enhancements and public utility consistency; and

3. The request produces benefits for the people of Columbia that are necessary incidents to the accomplishment of CA's purpose to promote the social welfare of the people of Columbia.

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

BE IT SO RESOLVED

_____, 2018



Columbia Association

Board Request Tracking Log
FY 19
As of December 7, 2018

	A	B	C	D	E	F
1	Originator	Issue/Task Description	Origination Date	Assigned To (Department)	Due Date	Resolution
2	Gregg Schwind	CA's process for investigating and resolving sexual harassment complaints	5/31/2018	Office of the General Counsel	7/26/2018	7/26/2018
3	Ginny Thomas	One-page summary of the process used to study the neighborhood centers	6/9/2018	Open Space and Facility Services	7/13/2018	E-mail sent to the BOD on 7/13/2018
4	Chao Wu	CA Board Expenses - 2017-2018	7/9/2018	CFO's Office	8/9/2018	E-mail sent to the BOD on 8/2/2018
5		How many FY/PT employees and their costs				
6		How much spent on the meeting				
7		How much spent on stakeholders dinners				
8		How much spent on BOD members gift cards/benefits				
9		How much spent on outside consulting hired by the BOD				
10		Include any other expenses associated with the BOD				
11	Janet Evans	Request for data related to harassment complaints	9/19/2018	Office of the General Counsel	10/31/2018	E-mail sent to the BOD on 11/1/2018
12	Ginny Thomas	Equipment and Programming changes in the upstairs fitness space at the Supreme Sports Club	10/1/2018	Sport and Fitness	11/1/2018	E-mail sent to the BOD on 10/22/2018
13	Ginny Thomas	Use of plastic containers/bags at CA facilities	10/10/2018	Sport and Fitness	11/10/2018	Memo sent to the BOD on 11/6/18

Board Request Tracking Log
FY 19
As of December 7, 2018

	A	B	C	D	E	F
1	Originator	Issue/Task Description	Origination Date	Assigned To (Department)	Due Date	Resolution
14	Ginny Thomas	Resolution for Columbia's "Bike Guy" - What has been done in the past and what does CA staff recommend?	10/17/2018	President's Office	12/21/2018	
15	Ginny Thomas	Jordan parcel near Dalton	10/17/2018	Planning and Community Affairs	11/17/2018 (information will be provided at the 11/8/18 BOD work session)	Updated provided at the 11/8/18 BOD work session. Staff will continue tracking this item.
16	Gregg Schwind	Steps regarding Longfellow Neighborhood Center mold remediation	11/5/2018	Open Space and Facility Services	12/5/2018	E-mail sent to the BOD on 11/29/2018
17	Alan Klein	Provisions in the governing documents and the Maryland Homeowners Association Act regarding who can call a closed meeting of a Board of Directors	11/8/2018	Office of the General Counsel	12/21/2018	
18	Janet Evans	Additional data requested regarding harassment complaints	11/8/2018	Office of the General Counsel	12/8/2018	E-mail sent to the BOD on 11/27/2018
19						
20						
21						
22						
23						
24						

Resident Request Tracking Log
FY 19
As of December 7, 2018

	A	B	C	D	E	F
1	Originator	Issue/Task Description	Origination Date	Assigned To (Department)	Due Date	Resolution
2	Robert Slattery	Questions re: three bids/RFP's on CA's website	5/5/2018	Administrative Services	6/1/2018	Letter sent 5/22/2018
3						
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