



January 17, 2014

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

From: Andrew Stack, Board Chair

**The Columbia Association Board of Directors Meeting will be held on Thursday, January 23, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.**

#### **AGENDA**

- |   |                |
|---|----------------|
| 1. Call to Order (Announce Directors/Staff in Attendance)                           | 1 min.         |
| 2. Announcement of Closed/Special Meetings Held/To Be Held                          | 1 min.         |
| 3. Approval of Agenda   | 1 min.         |
| 4. Disclosure of Conflicts of Interest  | 1 min.         |
| 5. Approval of Minutes <b>January 9, 2014</b>                                       | 2 min.         |
| 6. Resident Speakout  | 15 min.        |
| 7. Chairman's Remarks   | 3 min.         |
| 8. President's Report – See written report – Follow-Up Questions from the BOD       | 10 min.        |
| 9. Chairs' Reports  | <b>16 min.</b> |
| (a) Board Operations Committee  | (4 min.)       |
| (b) External Relations Committee  | (4 min.)       |
| (c) Planning and Strategy Committee   | (4 min.)       |
| (d) Strategic Implementation Committee  | (4 min.)       |
| 10. Recommendations for Board Action  | <b>20 min.</b> |
| (a) Consent Agenda  |                |
| 1. Approval of Purchasing Exception   | (5 min.)       |
| (b) Recommendations for Action  |                |
| 1. Purchasing Exception Request – Haven on the Lake                                 | (10 min.)      |
| 2. Approval of the Proposed FY 15 Orientation, Organizational and Training Calendar | (5 min.)       |
| 11. Special Topics and Presentations - None   |                |
| 12. Committee Agendas   |                |
| (a) Strategic Implementation Committee  | <b>20 min.</b> |
| 1. Discussion   |                |
| (a) SHA Easement Request – Route 29 Project   | (15 min.)      |
| (b) Committee Tracking Form   | (5 min.)       |

- (b) External Relations Committee **75 min.**
  - 1. Discussion
    - (a) Town Hall Meeting Format *(40 min.)*
    - (b) New Webpage Briefing *(30 min.)*
    - (c) Committee Tracking Form *(5 min.)*
- 13. Tracking Forms 5 min.
  - (a) Tracking Form for Board Requests
  - (b) Tracking Form for Resident Requests
- 14. Talking Points 2 min.
- 15. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately 10:25 p.m.)

**Next Board Meeting: Thursday, February 13, 2014**

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

**CA Mission Statement**

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

**CA Vision Statement**

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

Resident Request Tracking Log  
FY 14  
As of January 17, 2014

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

## Resident Request Tracking Log

FY 14

As of January 17, 2014

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1	<u>Number</u>	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
8	7	Tom and Ginger Scott	Would like to receive copies of any agreements, commitments, grants, or contracts between the Columbia Association and the Inner Arbor Trust	11/6/2013	President's Office	12/6/2013	12/5/2013
9	8	Tom Scott	Would like to obtain a copy of the Pro Forma or any other financial analysis projecting the performance of the proposed Wellness facility.	11/8/2013	CFO's Office	12/8/2013	11/20/2013
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Board Request Tracking Log  
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As of January 17, 2014

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

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

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

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

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

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

**Tracking Form**  
**External Relations Committee - FY 14**  
**As of 1-14-14**

Submitted to Committee by Marc Kolp:	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action	Comments
	1-May-13	Arts in Columbia			On Hold				See Staff Report 1st Q. FY14
	1-May-13	Planning for Columbia's 50th birthday		TBD					See Staff Report 1st Q. FY14
	1-May-13	Engagement with Columbia/Howard Co. Business Community		TBD					See Staff Report 1st Q. FY14
	1-May-13	Relationship Building with Villages		24-Oct-13			Approved by the ERC on 10-24-13.		
	1-May-13	Engagement with HC Chamber		TBD					See Staff Report 1st Q. FY14
	16-May-13	Stakeholder Dinner Scheudle	23-May-13						See Staff Report 1st Q. FY14
	1-Jul-13	Staff Update Report		25-Jul-13		25-Jul-13			CSL provided a 1st Quarter Update on open items and lingering ERC Log which included staff recommendations. This report can serve as a guide as future ERC agenda items are considered during 2nd Q.
	25-Jul-13	Community-wide Surveys		26-Sep-13					Management discussed with the ERC in September a plan and suggested path forward to review and update CA's bi-annual Community-wide Survey.
	26-Sep-13	Approach to FY16 Budget Planning Process		24-Oct-13	11/14/2013 12/12/2013	1/9/2014	ERC recommends sending staff recommendation to the BOD for approval (12-12-13)	Approved	Staff recommendation approved by the CA BOD on 1-9-14.
	23-Jan-14	Town Hall Meeting Format							
	23-Jan-14	New Webpage Briefing							



**DATE:** January 16, 2014  
**TO:** Columbia Association Board of Directors  
**FROM:** Phil Nelson  
**SUBJECT: New Webpage Briefing**

A representative from Vision Internet will be in attendance at the January 23, 2014 Board meeting to present an overview of the new Columbia Association webpage.





To: External Relations Committee  
From: Phil Nelson  
Subject: Parameters for Proposed Town Hall Meeting  
Date: January 15, 2014

Background:

- In an effort to get more public input concerning Columbia Association facilities, program offerings and interaction with the community, the External Relations Committee is proposing a process to hold one or more Town Hall Meetings.
- Management has worked with the ERC to develop a preliminary set of parameters to start this interactive approach to issues that are of interest to the community.

Legal Considerations

- The meeting should be fully advertised to stay in conformance with Open Meetings laws.

Budget Implications/Considerations:

- The only budget considerations will be the cost of room rental and any visual aids that fall outside of the normal presentations materials used by CA.
- Management considers the costs of holding Town Hall Meetings as nominal, especially in relation to the potential "good-will" impacts of conducting meetings.

Policy Correlation: (How does the item meet the Boards Goals and Objectives?)

- Conducting a Town Meeting follows the Mission Statement of the CA Board, i.e., "Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.
- The proposed Town Hall Meeting meets the Value Statement that We're Connected by providing opportunities to connect with others. "We create opportunities for people to come together—to share their experiences, to enhance Columbia and to celebrate our community."
- The proposal for Town Hall Meetings meets all of the goals of the CA Board, with special emphasis on Goals 3 "Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships and alignment of CA programs and services; and 4 "Strengthen communication and community engagement in CA."

Options:

- The ERC can review and make recommendations that can be incorporated in future versions of the parameters.
- The ERC can reject the initial Management Report and give instructions for amendments.
- The ERC can do-nothing

Recommendations:

- Management recommends the first option and for the ERC to schedule an additional review of the materials for the February ERC meeting.

(Proposed parameters on next page)



To: External Relations Committee  
From: Phil Nelson  
Subject: Parameters for Proposed Town Hall Meeting  
Date: January 15, 2014

Parameters for Town Hall Meeting(s):

Purpose: To interactively work with residents and users of CA facilities and venues and to provide an opportunity for residents and users to share their ideas/comments regarding programs and/or any other Columbia Association related issues.

Introductions: Board Members, Management

Proposed Agenda Topic:

- I. Present the Board's Strategic Plan
- II. Present operational and capital project plans for how Strategic Plan will be followed/implemented.

Interactive Session:

Community input/ideas on proposed operating and capital work plans

Agenda Topic:

- I. Where the money comes from
- II. Where the money goes

Interactive Session:

Community input/ideas on financial matters

Open Forum: Help us to Improve the Columbia Association

While we feel that CA is a quality organization, we realize that there may be areas in which CA could improve. Please give your ideas/suggestions to help CA identify those areas and how CA might improve services, programs and venues.

### Suggested Location and Time:

It is recommended that the initial Town Hall meeting be scheduled for the first part of June on a Saturday morning. While the meeting could be scheduled for two hours, additional time could be reserved to ensure that community input is heard.

### Notification Process:

CA plans to use the following forums to advertise the community meeting:

- Newspaper (Flier) ad(s)
- CA Website
- Request to all Villages to place a notice in their newsletters
- Inspire Columbia Page
- Ads placed at CA's highest traffic venues
- CA Monthly

**Tracking Form**  
**Strategic Implementation Committee FY14**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		Monitor Inner Arbor Plan and Organization			ongoing		to be included in the monthly President's Report	
SIC		Monitor Key Performance Indicators Dashboard			ongoing		to be included in the monthly President's Report	
SIC		Monitor Friends of Columbia 501(c)(3) Progress			ongoing		to be included in the monthly President's Report	
SIC		Monitor the Progress of the Major Lake Dredging Projects and other significant projects			ongoing		to be included in the monthly President's Report	
SIC		Monitor Watershed Program			ongoing-quarterly			
SIC		Monitor Hobbit's Glen Clubhouse Project			ongoing		to be included in the monthly President's Report	
SIC	6/27/2013	Objectives for FY 14 - Linked to President's Goals and Objectives	6/27/2013		ongoing			
SIC	6/27/2013	Heating the Dorsey's Search Pool for Year-Round Use	6/27/2013		7/25/2013		to be included in the FY15/16 budget process	
SIC	6/27/2013	Transfer of Funding for Village Organizers to Village Association Budgets	6/27/2013		9/26/2013		to be resolved during the upcoming budget process	
SIC	6/27/2013	Purchasing Exception - Former Rouse Building	6/27/2013				withdrawn by staff	
SIC	6/27/2013	Request for Additional Watershed Project Funding	6/27/2013			6/27/2013	failed in committee, Board voted to waive 3-reading rule	approved

**Tracking Form  
Strategic Implementation Committee FY14**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC	6/27/2013	HAFAC Request to Name the Athletic Club Lounge	6/27/2013			6/27/2013	approve	approved
SIC		Develop strategy to implement elements of the long range strategic planning effort						
SIC		Oversight of a commitment to providing great facilities and great service						
SIC		Develop strategy to address new town zoning changes						
SIC		Continue oversight of major CA efforts such as new fitness facility, path around Lake Kittamaquundi, etc.						
SIC	7/25/2013	Spectrum NG Update	7/25/2013					No action needed
SIC	7/25/2013	Additional Funding for the Dog Park Project	7/25/2013		8/8/2013 - with additional information requested of staff	8/8/2013	recommended	approved
SIC	8/8/2013	Wellness Center	5/30/2013		8/8/2013	9/12/2013	recommended	approved
SIC	8/8/2013	Purchasing Exception - ClubIntel	8/8/2013			9/12/2013	recommended	approved
SIC		SIC Objectives for FY 2014: 1 - Work with staff to develop strategies to implement elements of the Long Range Strategic Planning effort.						

**Tracking Form**  
**Strategic Implementation Committee FY14**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		SIC Objectives for FY 2014: 2 - Work with staff to develop strategies to address ADA as it relates to CA.	10/24/2013 Status of the ADA Plan					
SIC		SIC Objectives for FY 2014: 3 - Work with Staff to develop strategies to address New Town zoning changes.						
SIC		SIC Objectives for FY 2014: 4 - Continue review of major CA efforts such as the new fitness facility in the former Rouse building, the new Hobbit's Glen Clubhouse, and the Lakefront.						
SIC	11/14/2013	Long-Term Lake Management Plan	11/14/2013		12/12/2013 1/9/2014	12/12/2013	recommended	
SIC	1/9/2014	Easement Request from Howard County for a Water and Sewer Extension to Blandair Park and the Spring House Creek Stream Restoration	1/9/2014					
SIC	1/9/2014	Easement Request from Howard Hughes Corporation to Erect Signage Columns for Whole Foods and Haven on the Lake	1/9/2014				withdrawn by requester	
SIC		A Representative from the State Highway Administration to attend a future meeting						
SIC	1/23/2014	SHA Easement Request - Rt. 29 Project	1/23/2014					
PSC								



TO: Brian Dunn, SIC Committee Chair

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

THROUGH: Phil Nelson

CC: Susan Krabbe; Sheri Fanaroff; Jane Dembner

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

DATE: January 16, 2014

Background:

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

The SHA project that is the subject of this SHA easement and acquisition request is the extension of Old Columbia Road to Twin Knolls Roads. The CA Board reached the conclusion that a particular option (modified Option 6) was the best choice, when considering impacted residents and environmental factors.

Please refer to the letters from the CA Board to the SHA that provide further details on the considerations of the CA Board. These letters are dated 8/23/10, 10/26/10 and 11/1/11 and are included with the back-up material for this agenda item. The relevant SHA plats are also included in the back-up materials.

The design of this project calls for temporary, revertible and perpetual easements on CA property along with the acquisition of a small portion of CA property that is designed as the new roadway cul-de-sac located at the end of the roadway extension.

Legal Considerations:

The SHA "option contracts" related to the easements and land acquisition are under review by CA's General Counsel.



#### Budget Impacts/Considerations:

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

#### Environmental Impact or Considerations:

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

#### Policy Correlation:

The act of engaging effectively with the community (and in partnership with the SHA) to fully explore, discuss and suitably impact the planning of this project is in alignment with the newly adopted Strategic Plan, Goals #2 and #3.

- Goal #2: *Maintain and enhance Columbia's facilities, open space, connectivity and environmental stewardship.*
- Goal #3: *Develop and communicate a shared community vision for Columbia, and advance the vision through advocacy, partnerships, and alignment of CA programs and services.*

#### Recommendations:

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

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

List of Back-up Materials:

1. 8/23/10 Letter from CA Board to the SHA and attached map; paragraph four describing the option endorsed by the CA Board, as related to this specific SHA project.
2. 10/7/10 External Relations Committee document clarifying the Board's recommendation in regards to this SHA project.
3. 10/26/10 Letter from CA Board to the SHA further detailing considerations that led to the endorsement of revised Option 6.
4. 11/01/11 Letter from CA Board to the SHA expressing appreciation for the changes made to the plans for Route 29 project.
5. Three (3) roadway plans from the SHA that provide an overview of Project #H0317B31.
6. Four (4) plats that show further detail of the impacts on CA properties for the SHA Project #H0317B31; Plat numbers 59136, 59138, 59139 and 59140.

Columbia Association  
**Board of Directors**

10221 Wincopin Circle, Suite 100  
Columbia, MD 21044-3410  
410-715-3000  
Fax 410-715-3067  
www.columbiaassociation.com

**Cynthia A.S.H. Coyle**, Chair  
Harper's Choice  
410-997-7637

**Suzanne Waller**, Co-Vice Chair  
Town Center  
410-730-9132

**Alex Hekimian**, Co-Vice Chair  
Oakland Mills  
410-730-2583

**Michael Cornell**  
River Hill  
410-531-9340

**Kathleen Dragovich**  
Dorsey's Search  
410-750-0043

**Phil Kirsch**  
Wilde Lake  
410-730-5596

**Phillip L. Nelson**  
CA President/CEO  
248-227-8338

**Gregg Schwind**  
Hickory Ridge  
410-992-5043

**Andrew Stack**  
Owen Brown  
410-381-8897

**Russell Swatek**  
Long Reach  
410-799-1497

**Shari Zaret**  
Kings Contrivance  
443-538-2373



August 23, 2010

Mr. Neil J. Pedersen, Administrator  
Maryland State Highway Administration  
707 North Calvert Street  
Baltimore, MD 21202

Re: US 29 Widening and Access Control

Dear Mr. Pedersen:

The purpose of this letter is to advise you of the Columbia Association's position related to the proposed widening of northbound US 29 from two lanes to three from the Middle Patuxent River to South of MD Rt. 175 in Howard County; the proposed removal of the existing direct access from US 29 to Gales Lane and Old Columbia Road; and the provision of access to the existing residences.

After hearing from residents, analyzing the options, and engaging in a robust dialogue on the widening of US 29, we make the following recommendations:

**Widening to Three Lanes:** We endorse this project to provide additional roadway capacity in this area given the large increases in residential and non-residential development in the area over recent years and decades and the increase in traffic congestion at peak periods on northbound US 29. In widening US 29, we ask that the State retain as many large trees as possible.

**Old Columbia Road:** We endorse a modified Option Six—Connecting Old Columbia Road to Twin Knolls Road to the north of the existing stream and floodplain to serve existing residents when the existing Old Columbia Entrance is removed. CA is in favor of saving residences and in protecting wildlife and forested CA open space with regard to watershed management issues. We ask SHA to extend Old Columbia Road further northward to minimize impact on historic property before turning towards Twin Knolls Road (see attached map).

**Gales Lane:** With the closing of the existing Gales Lane access from US 29, we recommend that the Maryland State Highway Administration (SHA), as part of the overall project planning and cost, construct a local roadway from the middle residential property to the southeast to a connection to Gales Lane. The new connection would also include a small bridge crossing over the existing stream. None of the existing residents that are served by the US 29/Gales Lane access would have to be acquired or displaced as a result of this recommendation and it appears that it could be constructed with a nominal amount of additional right-of-way.

August 23, 2010

Mr. Neil J. Pedersen, Administrator  
US 29 Widening and Access Control  
Page 2

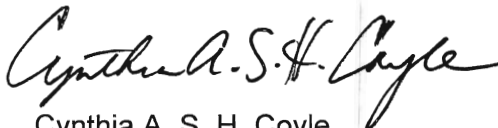
By constructing this short connecting link, approximately 300 feet of roadway plus a small bridge, a potentially dangerous intersection could be closed and would eliminate the SHA's need to construct acceleration/deceleration lanes to and from the US 29/Gales Lane intersection. Traffic from the three existing residences could be easily accommodated by the existing local road network. Trips to the north and the connecting roadway system would take a longer amount of time for the three residences, but in actuality would be much safer.

Interim Safety Improvements: Given that the project is only funded through the engineering phase and thus construction of the US 29 widening and access control measures may be some years in the future, we recommend that both the Old Columbia Road and Gales Lane left-turn crossovers in the project area be eliminated for safety reasons US 29 as soon as is feasible. As you know, non-signalized turn movements on a major highway increase the risk of crashes and injury.

Noise Barriers: We endorse SHA funding and constructing noise barriers next to neighborhoods adjacent to the US 29 project. The noise from US 29 traffic is already a problem in adjacent neighborhoods, and the widening and additional traffic would likely make it worse. Noise barriers adjacent to US 29 should be carefully designed with attention to aesthetics, proper drainage, wild life corridors, and effective noise attenuation.

Future Considerations: The Columbia Association also suggests that the SHA provide for flexibility when designing the additional roadway capacity to accommodate future transit or High Occupancy Vehicle (HOV) lanes. We make this recommendation based on the realities of rising costs and diminishing supplies of oil as well as anticipated changes in area land use and demographics. The Columbia Association asks that the SHA give serious consideration to constructing the additional traffic lane so that it could be used for transit needs in the future.

On behalf of the Columbia Association Board of Directors,

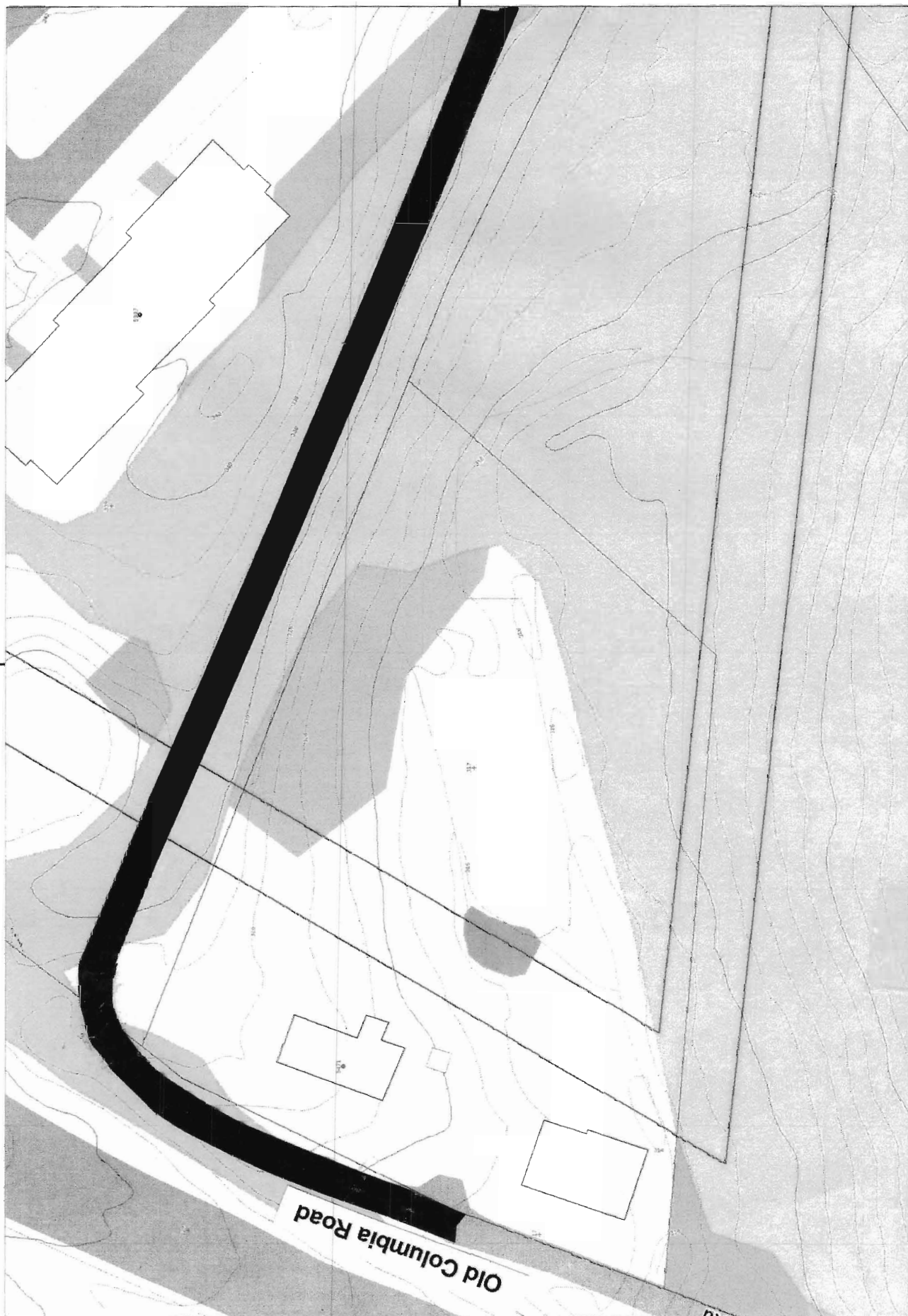


Cynthia A. S. H. Coyle  
Chair

cc: Columbia Association Board of Directors  
Oakland Mills Village Association  
Ken Ulman, Howard County Executive  
Calvin Ball, Howard County Council  
Mariefrance Guiteau, SHA Project Manager

39°13'16"

-76°50'48"



39°13'16"

**REVISED OPTION 6**  
**(Recommended by CA Board of Directors)**



## COMMITTEE RECOMMENDATIONS TO BOARD

Date: October 7, 2010  
To: Columbia Association Board of Directors  
From: Shari Zaret, Chair External Relations Committee  
Subject: Follow Up letter to State Highway Administration  
Issue: Highway 29 Widening Project

Discussion: The committee discussed sending a follow up letter to Mr. Neil J. Pederson of SHA further clarifying the Board's recommendation and revision for Option 6. This clarification would include CA's intent that all homes and open space in the area near Old Columbia Road be protected.

### Recommendation of Committee:

By a vote of   3   For   0   Opposed        Abstain

☐

Has no recommendation.

☒

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:

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

Be it resolved that:

The External Relations Committee recommends that the Board approve to send a letter to the State Highway Administration, which will include revisions to Option 6, as well a map outlining the areas to be protected.

Additional Action recommended by committee in lieu of motion or in addition to motion:

Columbia Association  
**Board of Directors**

10221 Wincopin Circle, Suite 100  
Columbia, MD 21044-3410  
410-715-3000  
Fax 410-715-3067  
www.columbiaassociation.com

**Cynthia A.S.H. Coyle**, Chair  
Harper's Choice  
410-997-7637

**Suzanne Waller**, Co-Vice Chair  
Town Center  
410-730-9132

**Alex Hekimian**, Co-Vice Chair  
Oakland Mills  
410-730-2583

**Michael Cornell**  
River Hill  
410-531-9340

**Kathleen Dragovich**  
Dorsey's Search  
410-750-0043

**Phil Kirsch**  
Wilde Lake  
410-730-5596

**Phillip L. Nelson**  
CA President/CEO  
248-227-8338

**Gregg Schwind**  
Hickory Ridge  
410-992-5043

**Andrew Stack**  
Owen Brown  
410-381-8897

**Russell Swatek**  
Long Reach  
410-799-1497

**Shari Zaret**  
Kings Contrivance  
443-538-2373



October 26, 2010

Mr. Neil J. Pedersen, Administrator  
Maryland State Highway Administration  
707 North Calvert Street  
Baltimore, MD 21202

Re: Follow-Up Letter regarding US 29 Widening and Access Control

Dear Mr. Pedersen:

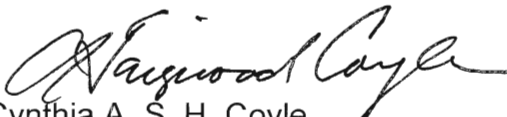
The CA Board appreciates your response to our letter dated August 23, 2010. We are following up with this brief letter to clarify that we advocate protecting all homes and CA open space/parkland in the area from adverse impacts, not just the historic homes on Old Columbia Road. In particular, that is why we recommend a revised Option 6 for the Old Columbia Road access road. This alignment, as shown in the attached map, would extend Old Columbia Road northward before turning toward Twin Knolls Road.

We believe that a revised Option 6 is the best alternative for Old Columbia Road for the following reasons:

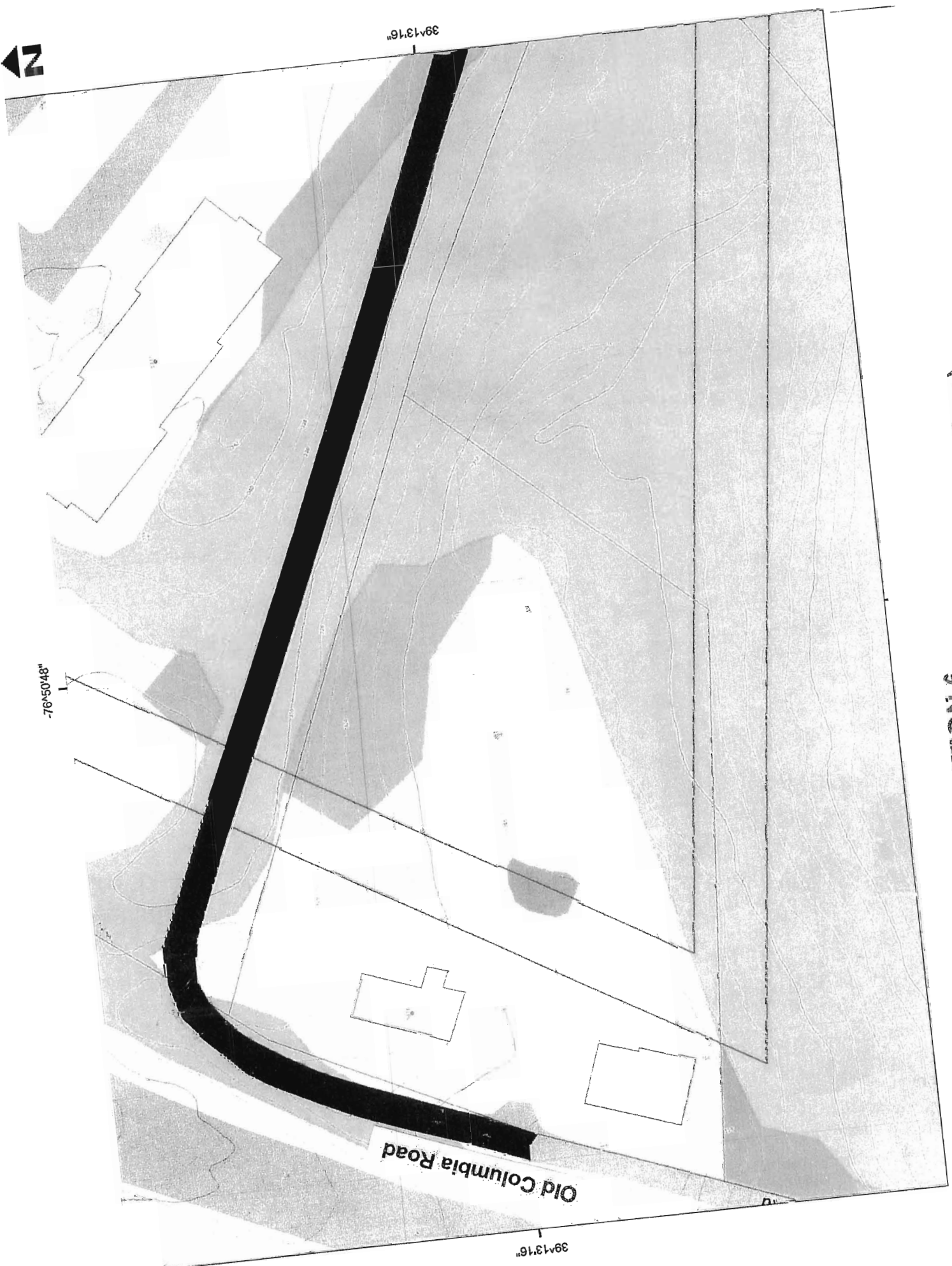
- (a) it would be far enough from the homes in the CA-assessed Wandering Way neighborhood, so that they would not have to be acquired, displaced, or adversely affected,
- (b) it would minimize any impacts on the historic homes in the outparcels on Old Columbia Road, and
- (c) it would not run through and adversely affect a substantial amount of CA open space/parkland, wetlands, and flood plain, thus doing less environmental harm than either Option 2 or 4.

We thank SHA staff for agreeing to consider a revised Option 6 and are optimistic that it will be the best solution for all concerned.

On behalf of the Columbia Association Board of Directors,

  
Cynthia A. S. H. Coyle  
Chair

cc: Columbia Association Board of Directors  
Oakland Mills Village Association  
Ken Ulman, Howard County Executive  
Cavin Ball, Howard County Council  
Mariefrance Guiteau, SHA Project Manager



**REVISED OPTION 6**  
(Recommended by CA Board of Directors)



Columbia Association  
**Board of Directors**

10221 Wincopin Circle, Suite 100  
Columbia, MD 21044-3410  
410-715-3000  
Fax 410-715-3067  
www.columbiaassociation.com

**Michael Cornell**, Chair  
River Hill  
410-531-9340

**Shari Zaret**, Vice-Chair  
Kings Contrivance  
443-538-2373

**Tom Coale**  
Dorsey's Search  
443-630-0507

**Ed Coleman**  
Long Reach  
410-730-8637

**Cynthia A.S.H. Coyle**  
Harper's Choice  
410-997-7637

**Alex Hekimian**  
Oakland Mills  
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**Phil Kirsch**  
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410-730-5596

**Phillip L. Nelson**  
CA President/CEO  
248-227-8338

**Gregg Schwind**  
Hickory Ridge  
410-992-5043

**Andrew Stack**  
Owen Brown  
410-381-8897

**Suzanne Waller**  
Town Center  
410-730-9132

November 1, 2011

Mr. Darrell Mobley  
Acting Administrator  
Maryland State Highway Administration  
707 North Calvert Street  
Mail Stop C-400  
Baltimore, MD 21202

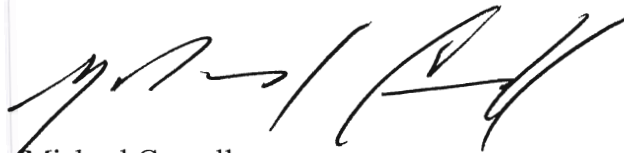
RE: US 29 Widening Project and Local Access

Dear Mr. Mobley:

On behalf of the Columbia Association Board of Directors, I am writing to express our appreciation of the State Highway Administration's recent changes to the plans for the US 29 widening project that relate to the future local access road changes for Old Columbia Road and Gales Lane. We also thank you and your staff for your extensive community engagement efforts and responsiveness to resident concerns.

We are pleased as well that funding is in place for the design phase of the project and are hopeful that construction funding will be identified in the not too distant future.

On behalf of the Columbia Association Board of Directors,



Michael Cornell  
Chair

cc: Kirk McClelland, SHA Director of Highway Development  
Columbia Association Board of Directors  
Phillip Nelson, Columbia Association President/CEO



QUANTITY NOTES

REMOVAL OF EXISTING PAVEMENT			
LOCATION	C.Y.	REMARKS	
STA. 338+00 TO STA. 338+50	61	15.24 N.B.R. - RT. & LT.	

TYPE 'A' COMBINATION CURB & GUTTER			
LOCATION	L.F.	REMARKS	
STA. 10+63 TO STA. 12+00	885	OLD COLUMB. RD. EXT. - CUL. DE SAC	
STA. 12+00 TO STA. 19+00	1400	OLD COLUMB. RD. EXT. - LT. & RT.	

TYPE 'T' CURB			
LOCATION	L.F.	REMARKS	
STA. 33+96 TO STA. 35+62	157	OLD COLUMBIA RD. EXT. - LT.	

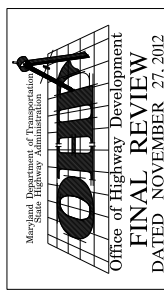
TRAFFIC BARRIER W/ BEAM SINGLE AGE (MD STD. 685.22)			
LOCATION	L.F.	REMARKS	
STA. 11+22 TO STA. 14+25	263	OLD COLUMBIA RD. EXT. - RT.	
STA. 11+21 TO STA. 14+25	265	OLD COLUMBIA RD. EXT. - LT.	

TYPE 'G' TRAFFIC BARRIER END TREATMENT (MD 605.08)			
LOCATION	EA	REMARKS	
STA. 14+25	2	OLD COLUMBIA RD. EXT. - LT. & RT.	

TYPE 'K' TRAFFIC BARRIER END TREATMENT (MD 605.10)			
LOCATION	EA	REMARKS	
STA. 11+21	2	OLD COLUMBIA RD. EXT. - RT.	
STA. 11+22	2	OLD COLUMBIA RD. EXT. - LT.	

DRIVEWAY APRONS			
LOCATION	S.Y.	REMARKS	
STA. 17+30	16	OLD COLUMBIA RD. EXT. - RT.	
STA. 17+30	16	OLD COLUMBIA RD. EXT. - LT.	
STA. 18+40	14	OLD COLUMBIA RD. EXT. - RT.	

DRIVEWAY			
LOCATION	H.A.M.A.	CONCRETE	REMARKS
STA. 17+30	S.Y.	S.Y.	OLD COLUMBIA RD. EXT. - RT.
STA. 17+30	S.Y.	S.Y.	OLD COLUMBIA RD. EXT. - LT.
STA. 18+40	21		OLD COLUMBIA RD. EXT. - RT.



**SHA** STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
HIGHWAY DESIGN DIVISION

US 29 NORTHBOUND WIDENING PHASE 1  
FROM SOUTH OF SENECA DRIVE TO SOUTH OF MD 175  
(PHASE 1A - GALES LANE & OLD COLUMBIA ROAD ACCESS ONLY)

ROADWAY PLAN SHEET			
SCALE 1" = 50'	ADVERTISED DATE	CONTRACT NO.	
DESIGNED BY	In-House Design	COUNTY	4.58 TO 7.44
DRAWN BY	In-House Design	LOGSHE	
CHECKED BY	In-House Design		
DATE			
DRAWING NO.	PS-03	OF	5
SHEET NO.	15	OF	90

TEST HOLE DATA				
NO.	UTILITY	NORTHING	EASTING	SURFACE ELEVATION
25	1.25" D.B. CABLE-FIBER OPTIC	565,127.8457	1,355,002.5503	320.31
26	30" CON. WATER	565,529.4204	1,355,139.6207	316.16



DATUM: NAD 83(91) Horizontal  
NAVD 88 Vertical

ROADWAY LEGEND		R/W PLAT NUMBER	CROSS REFERENCE	REVISIONS
FULL DEPTH RECONSTRUCTION				
RESURFACING				
EXISTING SUBGRADE PAVEMENT				
EXISTING				
ITEM				
TYPICAL SHEETS				
PRE & DRAINAGE SCHEDULE				
PROPOSED SUBGRADE				
ROADWAY PROFILE SHEETS				
PROPOSED PAVEMENT				
PROPOSED & EXISTING CURVES				
PROPOSED & EXISTING VERTICALS				
LANDSCAPE PLAN SHEETS				
OTHERS				

NOTED: Maryland, November 1, 2007 at 8:00 AM  
FILED: 11/01/07, 11:00 AM, 11:00 AM, 11:00 AM, 11:00 AM

QUANTITY NOTES

TYPE 'A' COMBINATION CURB & GUTTER		
LOCATION	L.F.	REMARKS
STA. 10+63 TO STA. 12+00	885	OLD COLUMBIA RD. EXT. - LT.
STA. 19+00 TO STA. 25+45	1298	OLD COLUMBIA RD. EXT. - LT. & RT.

TRAFFIC BARRIER 'W' BEAM SINGLE FACE (MD STD 605.22)		
LOCATION	L.F.	REMARKS
STA. 20+75 TO STA. 22+88	215	OLD COLUMBIA RD. EXT. - RT.
STA. 20+75 TO STA. 23+00	137	OLD COLUMBIA RD. EXT. - RT.

TYPE 'G' TRAFFIC BARRIER END TREATMENT (MD 605.08)		
LOCATION	E.A.	REMARKS
STA. 20+75	2	OLD COLUMBIA RD. EXT. - LT. & RT.
STA. 23+00	1	OLD COLUMBIA RD. EXT. - LT.

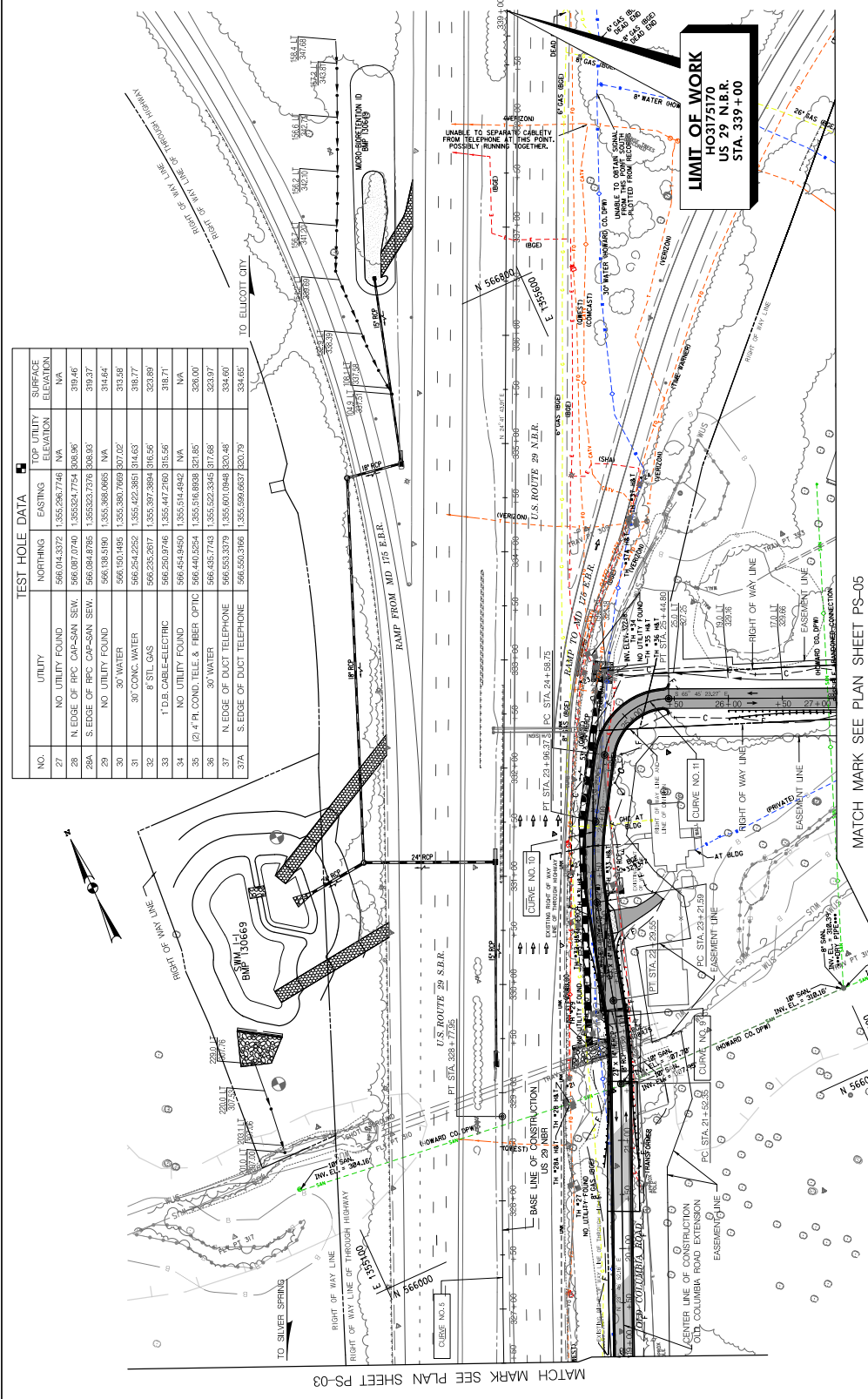
TYPE 'K' TRAFFIC BARRIER END TREATMENT (MD 605.10)		
LOCATION	E.A.	REMARKS
STA. 22+88	1	OLD COLUMBIA RD. EXT. - RT.

DRIVEWAY APRONS		
LOCATION	S.Y.	REMARKS
STA. 23+02	16	OLD COLUMBIA RD. EXT. - RT.

DRIVEWAY		
LOCATION	FINISH	REMARKS
STA. 23+02	CONCRETE	OLD COLUMBIA RD. EXT. - RT.

Office of Highway Development  
FINAL REVIEW  
DATED NOVEMBER 27, 2012

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
HIGHWAY DESIGN DIVISION



ROADWAY PLAN SHEET

SCALE 1" = 50' ADVERTISED DATE: \_\_\_\_\_ CONTRACT NO. \_\_\_\_\_

DESIGNED BY: In-House Design COUNTY: \_\_\_\_\_ LOGSHEET: 4.58 TO 7.44

DRAWN BY: In-House Design CHECKED BY: In-House Design HORIZONTAL SCALE: \_\_\_\_\_

DATE: \_\_\_\_\_ VERTICAL SCALE: \_\_\_\_\_

DRAWING NO. PS-04 OF SHEET NO. 05

ROADWAY LEGEND

FULL DEPTH RECONSTRUCTION

RESURFACING

EXISTING SUBURBAN PAVEMENT

EXISTING

ITEM

CROSS REFERENCE

SHEET NO.

REVISIONS

DATE: 11/27/12

BY: B. Mouton

STATE OF MARYLAND

DEPARTMENT OF TRANSPORTATION

STATE HIGHWAY ADMINISTRATION

HIGHWAY DESIGN DIVISION

QUANTITY NOTES

TRAFFIC BARRIER 'W' BEAM SINGLE FACE (MD STD. 605.22)	L.F.	REMARKS
LOCATION	TO STA. 30+25	287 OLD COLUMBIA RD. EXT. - RT.

TYPE 'G' TRAFFIC BARRIER END TREATMENT (MD 605.08)	EA.	REMARKS
LOCATION	26+00	1 OLD COLUMBIA RD. EXT. - RT.
STA.	30+25	1 OLD COLUMBIA RD. EXT. - RT.

TYPE 'T' CURB	L.F.	REMARKS
LOCATION	33+96 TO STA. 35+62	157 OLD COLUMBIA RD. EXT. - LT.

QUANTITIES UNIT  
CONSTRUCTION

Maryland Department of Transportation  
State Highway Administration

**OTM**

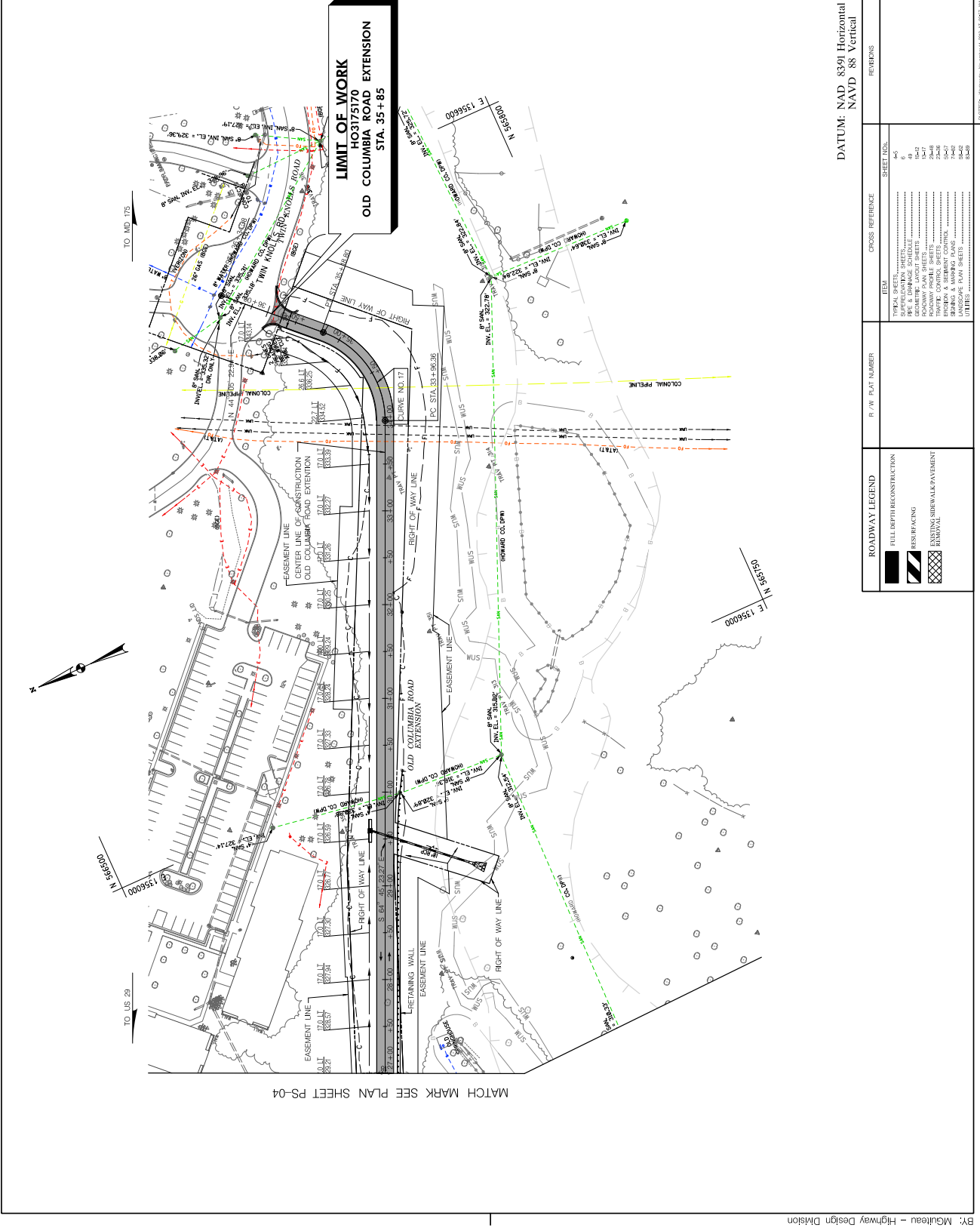
Office of Highway Development  
FINAL REVIEW  
DATED NOVEMBER 27, 2012

**SHA**

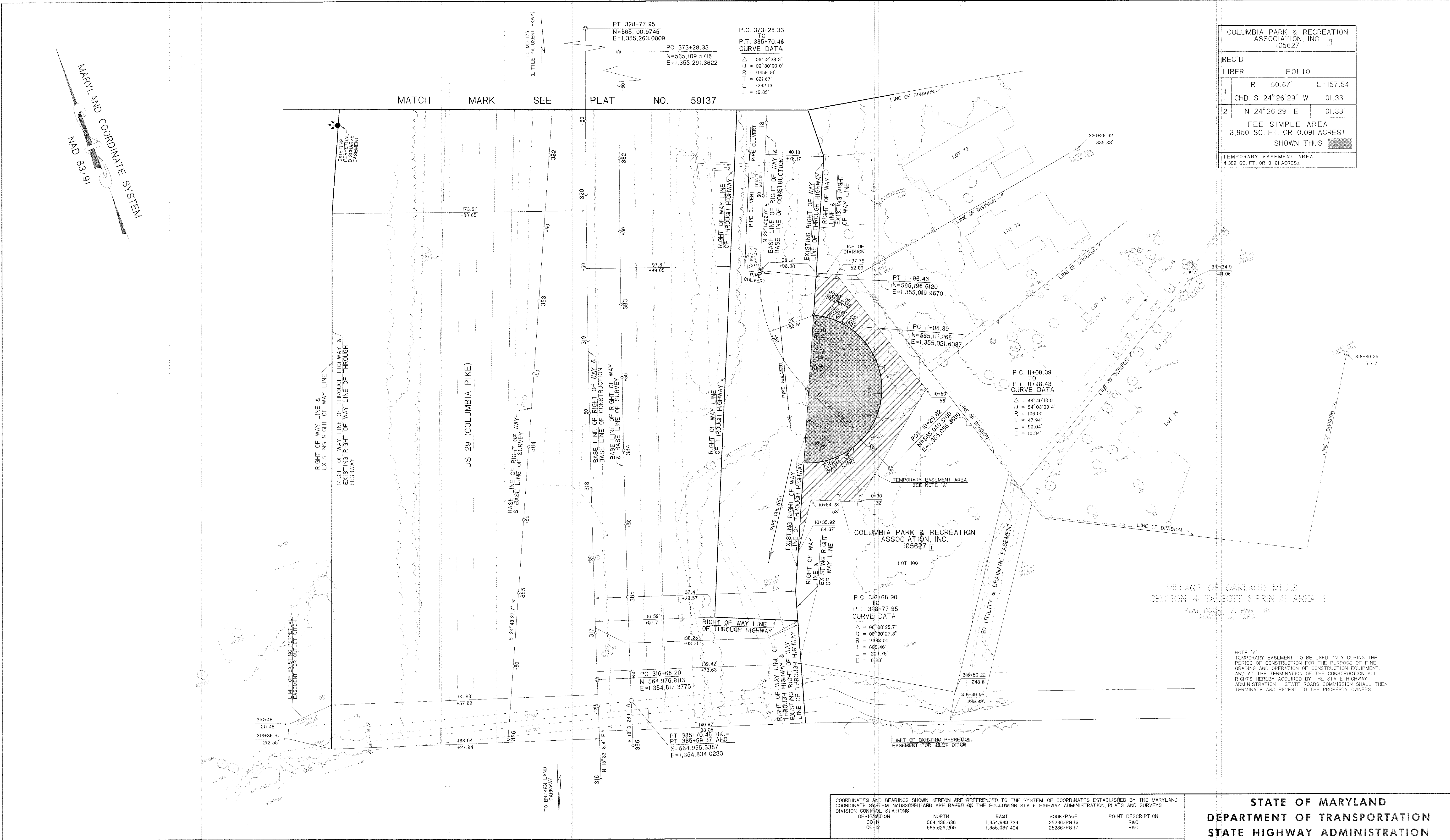
STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
HIGHWAY DESIGN DIVISION

US 29 NORTHBOUND WIDENING PHASE 1  
FROM SOUTH OF SENECA DRIVE TO SOUTH OF MD 175  
(PHASE 1A - GALES LANE & OLD COLUMBIA ROAD ACCESS ONLY)

SCALE	1" = 50'	ADVERTISED DATE	CONTRACT NO.
DESIGNED BY	In-House Design	COUNTY	4.58 TO 7.44
DRAWN BY	In-House Design	LOGSHEET	HORIZONTAL SCALE
CHECKED BY	In-House Design	VERTICAL SCALE	VERTICAL SCALE
DATE	11/27/12	DRAWING NO.	PS-05 OF 05
SHEET NO.	17	OF 90	







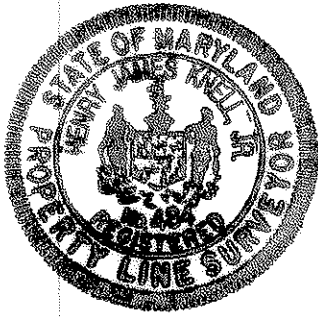
COLUMBIA PARK & RECREATION ASSOCIATION, INC. 11	
REC'D	FOLIO
1	R = 50.67' L=157.54'
2	CHD. S 24°26'29" W 101.33'
	N 24°26'29" E 101.33'
FEE SIMPLE AREA 3,950 SQ. FT. OR 0.091 ACRES± SHOWN THUS:	
TEMPORARY EASEMENT AREA 4,399 SQ. FT. OR 0.101 ACRES±	

VILLAGE OF OAKLAND MILLS  
SECTION 4 TALBOT SPRINGS AREA I  
PLAT BOOK 17, PAGE 48  
AUGUST 9, 1969

NOTE: A  
TEMPORARY EASEMENT TO BE USED ONLY DURING THE PERIOD OF CONSTRUCTION FOR THE PURPOSE OF FINE GRADING AND OPERATION OF CONSTRUCTION EQUIPMENT AND AT THE TERMINATION OF THE CONSTRUCTION ALL RIGHTS HEREBY ACQUIRED BY THE STATE HIGHWAY ADMINISTRATION - STATE ROADS COMMISSION SHALL THEN TERMINATE AND REVERT TO THE PROPERTY OWNERS.

THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF DEEDS AND PLATS OF RECORD, STATE HIGHWAY ADMINISTRATION PLATS AND FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT. THIS PLAT WAS DEVELOPED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND JUDGEMENT.

HENRY J. KNELL, JR.  
PROPERTY LINE SURVEYOR  
MD REG. NO. 484  
EXP. DATE 1/15/2015  
DATE 3-18-13



- LEGEND
- REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
  - REVERTIBLE EASEMENT OR RIGHT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON PLAT.
  - PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
  - PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
  - (ARROW INDICATES GENERAL DRAINAGE PATTERN)
  - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
  - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.
  - APPROXIMATE GENERAL DRAINAGE FLOW PATTERN (NOT TO SCALE FOR EXPLANATORY PURPOSE ONLY)

A PORTION OF THIS RIGHT OF WAY IS FOR A CONTROLLED ACCESS ARTERIAL HIGHWAY AND NO ACCESS, EITHER VEHICULAR, PEDESTRIAN, OR ANIMAL, WILL BE PERMITTED ACROSS THE LINE DESIGNATED "RIGHT OF WAY LINE OF THROUGH HIGHWAY" EXCEPT BY MEANS OF SUCH PUBLIC ROAD CONNECTIONS AS ARE AUTHORIZED BY LAW.

SENT TO RECORD OFFICE September 4, 20 13

APPROVED BY CHAIRMAN September 4, 20 13

COORDINATES AND BEARINGS SHOWN HEREON ARE REFERENCED TO THE SYSTEM OF COORDINATES ESTABLISHED BY THE MARYLAND COORDINATE SYSTEM (NAD83/1991) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION PLATS AND SURVEYS DIVISION CONTROL STATIONS:			
DESIGNATION	NORTH	EAST	BOOK/PAGE
CO-11	564,436.636	1,354,649.739	25236/PG.16
CO-12	565,629.200	1,355,037.404	25236/PG.17
BOOKS	REVISIONS	PART OF PLATS	LOCATED IN
17151	11/18/13	7948	HOWARD COUNTY
24175		34946	
25119		34947	
25065		34948	
25236		37808	
			PREPARED BY PLATS & SURVEYS DIVISION
			CONSTRUCTION PROJECT: US 29 FROM MIDDLE PATUXENT RIVER TO SOUTH OF MD 175
			CONSTRUCTION PROJECT NO. H03175170

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT : US 29 - PHASE I FROM SOUTH OF SENECA DR TO SOUTH OF MD 175 (NB)

RIGHT OF WAY PROJECT NO. H0317B31

FEDERAL AID PROJECT NO. NH-109-1(68)N


ISSUED February 6 2013 SCALE 1"=30'

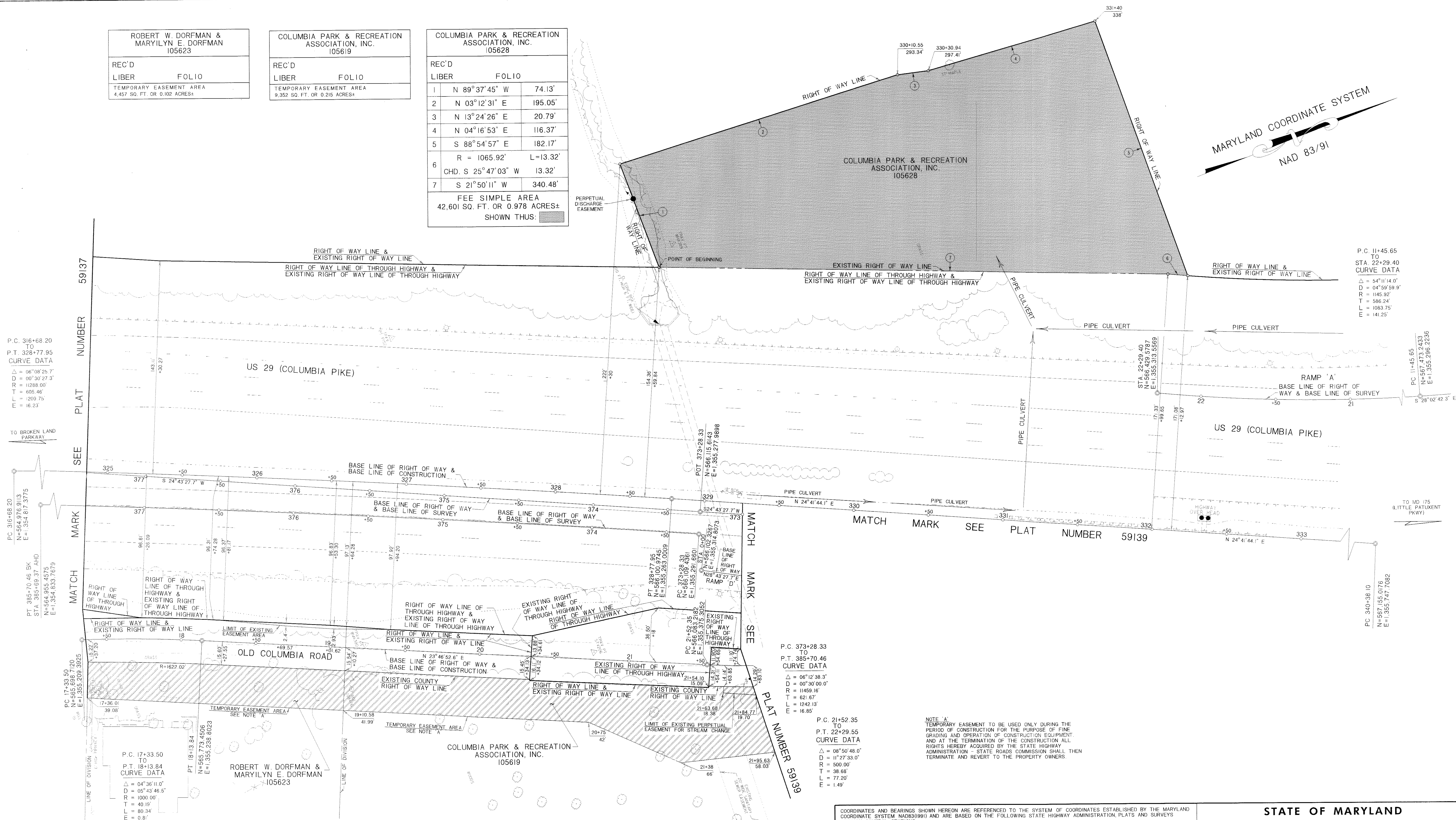
CHIEF, PLATS AND SURVEYS DIVISION PLAT No. 59136



ROBERT W. DORFMAN & MARYILYN E. DORFMAN 105623	
REC'D	
LIBER	FOLIO
TEMPORARY EASEMENT AREA 4.457 SQ. FT. OR 0.102 ACRES±	

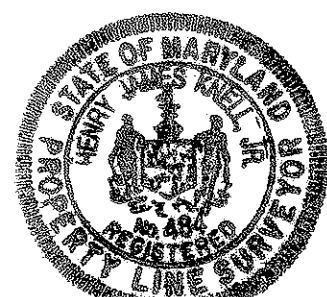
COLUMBIA PARK & RECREATION ASSOCIATION, INC. 105619	
REC'D	
LIBER	FOLIO
TEMPORARY EASEMENT AREA 9.352 SQ. FT. OR 0.215 ACRES±	

COLUMBIA PARK & RECREATION ASSOCIATION, INC. 105628		
REC'D		
LIBER		FOLIO
1	N 89°37'45" W	74.13'
2	N 03°12'31" E	195.05'
3	N 13°24'26" E	20.79'
4	N 04°16'53" E	116.37'
5	S 88°54'57" E	182.17'
6	R = 1065.92'	L = 13.32'
	CHD. S 25°47'03" W	13.32'
7	S 21°50'11" W	340.48'
FREE SIMPLE AREA 42,601 SQ. FT. OR 0.978 ACRES± SHOWN THUS: 		










THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN  
HEREON ARE AN INTERPRETATION OF DEEDS AND PLATS  
OF RECORD, STATE HIGHWAY ADMINISTRATION PLATS, AND  
FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE  
CHARGE OF THE PREPARATION OF THIS PLAT. THIS PLAT  
WAS DEVELOPED TO THE BEST OF MY PROFESSIONAL  
KNOWLEDGE AND JUDGEMENT.

HENRY J. KNELL JR.  
PROPERTY LINE SURVEYOR MD REG. NO. 484  
*Henry J. Knell Jr.* EXP. DATE 1/15/2015  
DATE 2-6-13



**LEGEND**

	REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
	REVERTIBLE EASEMENT OR RIGHT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON PLAT.
	PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
	PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT. (ARROW INDICATES GENERAL DRAINAGE PATTERN)
	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.
	APPROXIMATE GENERAL DRAINAGE FLOW PATTERN. (NOT TO SCALE FOR EXPLANATORY PURPOSE ONLY.)

A PORTION OF THIS RIGHT OF WAY IS FOR A CONTROLLED ACCESS ARTERIAL HIGHWAY AND NO ACCESS, EITHER VEHICULAR, PEDESTRIAN, OR ANIMAL WILL BE PERMITTED ACROSS THE LINE DESIGNATED "RIGHT OF WAY LINE OF THROUGH HIGHWAY" EXCEPT BY MEANS OF SUCH PUBLIC ROAD CONNECTIONS AS ARE AUTHORIZED BY LAW.

SENT TO RECORD OFFICE	September 4,	20	13
APPROVED BY CHAIRMAN	September 4,	20	13

COORDINATES AND BEARINGS SHOWN HEREON ARE REFERENCED TO THE SYSTEM OF COORDINATES ESTABLISHED BY THE MARYLAND COORDINATE SYSTEM NAD83(1991) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION, PLATS AND SURVEYS				
DIRECTION CONTROL STATIONS:				
DESIGNATION	NORTH	EAST	BOOK/PAGE	POINT DESCRIPTION
CO-11	564,436.636	1,354,649.739	25236/PG 16	R&C
CO-12	565,629.200	1,355,037.404	25236/PG 17	R&C

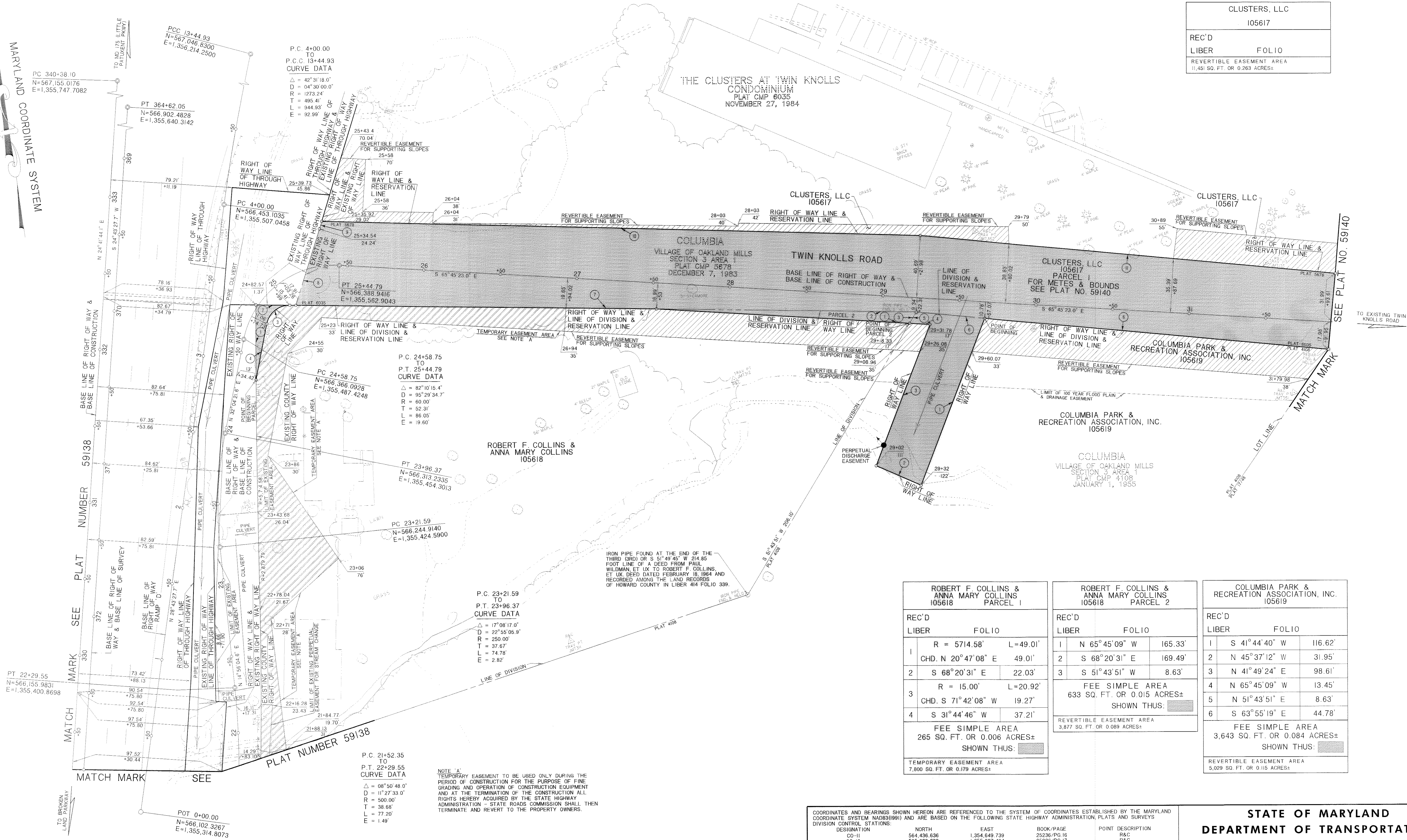
BOOKS	REVISIONS	PART OF PLATS	LOCATED IN	HOWARD	COUNTY
17115		7948			
24175		34946			
25065		34947	PREPARED BY	PLATS & SURVEYS DIVISION	
25119		34948		<i>Robert J. Smith</i>	
25236		37808		ASSISTANT DIVISION CHIEF - PLATS	
		(REV. 5/9/72)	CONSTRUCTION PROJECT:	US 29 FROM MIDDLE PATUXENT RIVER TO SOUTH OF MD 175	
			CONSTRUCTION PROJECT NO:	H03175170	

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
STATE ROADS COMMISSION

**RIGHT OF WAY PROJECT :** US 29 - PHASE I: FROM SOUTH OF SENECA DR TO SOUTH OF MD 175 (NB)  
**RIGHT OF WAY PROJECT NO.** H0317B31  
**FEDERAL AID PROJECT NO.** NH-109-1(68)N  
**ISSUED** February 6, 2013 **SCALE** 1" = 30'  
*BARRY C. SMITH*  
 CHIEF, PLATS AND SURVEYS DIVISION **PLAT No. 59138**



MARYLAND  
COORDINATE SYSTEM  
NAD 83/91



ROBERT F. COLLINS & ANNA MARY COLLINS 105618	
REC'D	FOLIO
LIBER	
1	R = 5714.58' L=49.01'
2	CHD. N 20°47'08" E 49.01'
3	S 68°20'31" E 22.03'
4	R = 15.00' L=20.92'
5	CHD. S 71°42'08" W 19.27'
6	S 31°44'46" W 37.21'
FEE SIMPLE AREA 265 SQ. FT. OR 0.006 ACRES± SHOWN THUS: [shaded area]	
TEMPORARY EASEMENT AREA 7,800 SQ. FT. OR 0.179 ACRES±	

ROBERT F. COLLINS & ANNA MARY COLLINS 105618	
REC'D	FOLIO
LIBER	
1	N 65°45'09" W 165.33'
2	S 68°20'31" E 169.49'
3	S 51°43'51" W 8.63'
FEE SIMPLE AREA 633 SQ. FT. OR 0.015 ACRES± SHOWN THUS: [shaded area]	
REVERTIBLE EASEMENT AREA 3,877 SQ. FT. OR 0.089 ACRES±	

COLUMBIA PARK & RECREATION ASSOCIATION, INC. 105619	
REC'D	FOLIO
LIBER	
1	S 41°44'40" W 116.62'
2	N 45°37'12" W 31.95'
3	N 41°49'24" E 98.61'
4	N 65°45'09" W 13.45'
5	N 51°43'51" E 8.63'
6	S 63°55'19" E 44.78'
FEE SIMPLE AREA 3,643 SQ. FT. OR 0.084 ACRES± SHOWN THUS: [shaded area]	
REVERTIBLE EASEMENT AREA 5,029 SQ. FT. OR 0.115 ACRES±	

THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF DEEDS AND PLATS OF RECORD, STATE HIGHWAY ADMINISTRATION PLATS, AND FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT. THIS PLAT WAS DEVELOPED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND JUDGEMENT.

HENRY J. KNEEL JR.  
PROPERTY LINE SURVEYOR  
MD REG. NO. 484  
EXP. DATE 1/15/2015  
DATE 2-19-13



LEGEND	
[Symbol]	REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
[Symbol]	REVERTIBLE EASEMENT OR RIGHT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON PLAT.
[Symbol]	PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
[Symbol]	PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT. (ARROW INDICATES GENERAL DRAINAGE PATTERN)
[Symbol]	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
[Symbol]	PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.
[Symbol]	APPROXIMATE GENERAL DRAINAGE FLOW PATTERN (NOT TO SCALE-FOR EXPLANATORY PURPOSE ONLY)

A PORTION OF THIS RIGHT OF WAY IS FOR A CONTROLLED ACCESS ARTERIAL HIGHWAY AND NO ACCESS, EITHER VEHICULAR, PEDESTRIAN, OR ANIMAL WILL BE PERMITTED ACROSS THE LINE DESIGNATED "RIGHT OF WAY LINE OF THROUGH HIGHWAY" EXCEPT BY MEANS OF SUCH PUBLIC ROAD CONNECTIONS AS ARE AUTHORIZED BY LAW.

SENT TO RECORD OFFICE	September 4,	20	13
APPROVED BY CHAIRMAN	September 4,	20	13

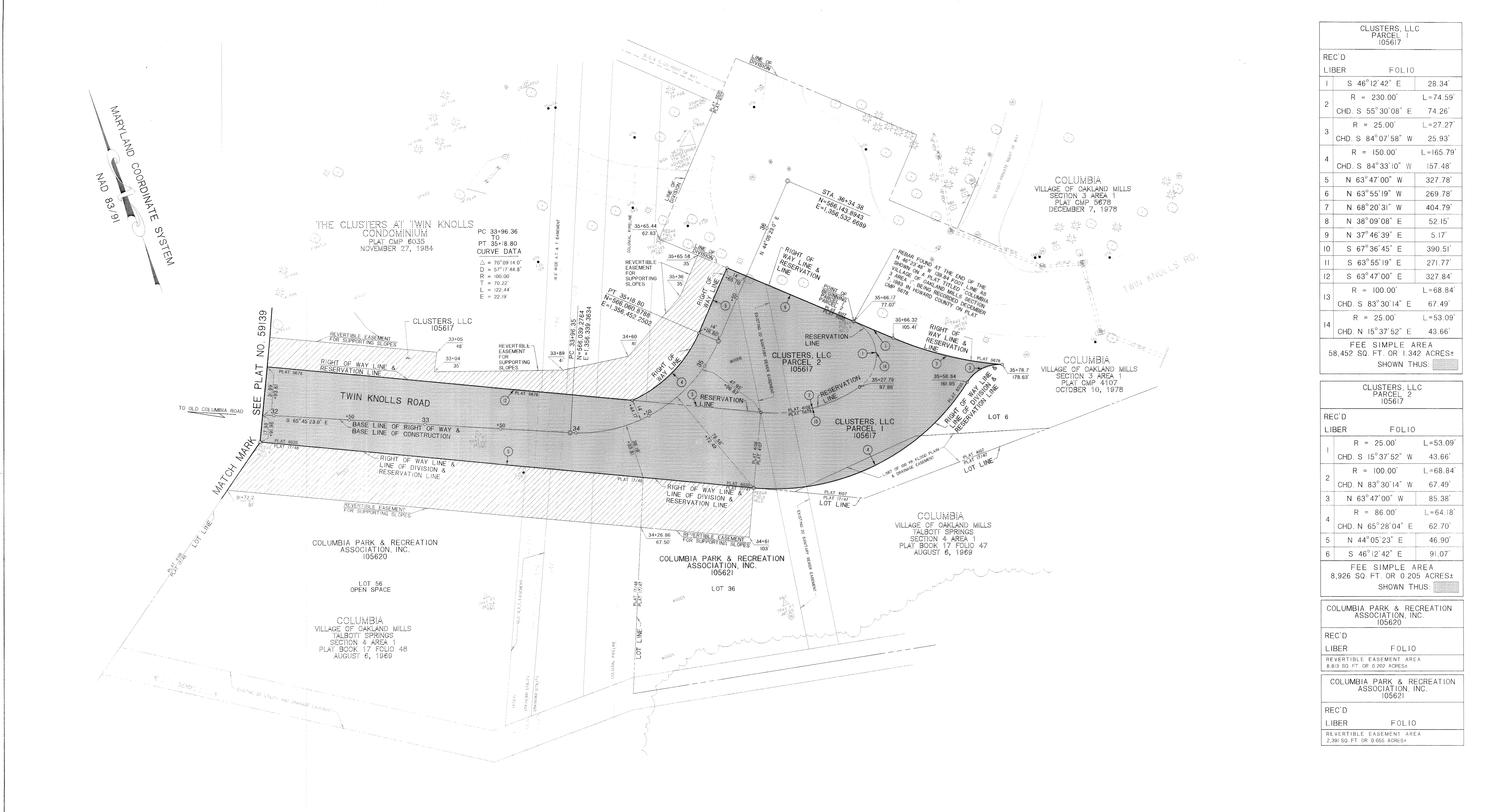
COORDINATES AND BEARINGS SHOWN HEREON ARE REFERENCED TO THE SYSTEM OF COORDINATES ESTABLISHED BY THE MARYLAND COORDINATE SYSTEM (NAD83/99) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION PLATS AND SURVEYS			
DIVISION CONTROL STATIONS:		BOOK/PAGE	
DESIGNATION			POINT DESCRIPTION
CO-11	NORTH 564,486.636 565,629.200	EAST 1,354,649.739 1,355,037.404	R&C R&C
CO-12		25236/Pg 16 25236/Pg 17	
BOOKS	REVISIONS	PART OF PLATS	LOCATED IN
1715 24175 25119 25065 25236		7948 34946 34947 34948 37808 (REV. 6/8/72)	HOWARD COUNTY
PREPARED BY PLATS & SURVEYS DIVISION			
CONSTRUCTION PROJECT: US 29 FROM MIDDLE PATUXENT RIVER TO SOUTH OF MD 175			
CONSTRUCTION PROJECT NO: H03175170			

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT : US 29 - PHASE I: FROM SOUTH OF SENECA DR TO SOUTH OF MD 175 (NB)  
RIGHT OF WAY PROJECT NO. H0317B31  
FEDERAL AID PROJECT NO. NH-109-1(68)N  
ISSUED February 19, 2013  
CHIEF, PLATS AND SURVEYS DIVISION

SCALE 1"=30'  
PLAT No. 59139





CLUSTERS, LLC PARCEL 1 105617		
REC'D		
LIBER		FOLIO
1	S 46°12'42" E	28.34'
2	R = 230.00'	L=74.59'
	CHD. S 55°30'08" E	74.26'
3	R = 25.00'	L=27.27'
	CHD. S 84°07'58" W	25.93'
4	R = 150.00'	L=165.79'
	CHD. S 84°33'10" W	157.48'
5	N 63°47'00" W	327.78'
6	N 63°55'19" W	269.78'
7	N 68°20'31" W	404.79'
8	N 38°09'08" E	52.15'
9	N 37°46'39" E	5.17'
10	S 67°36'45" E	390.51'
11	S 63°55'19" E	271.77'
12	S 63°47'00" E	327.84'
13	R = 100.00'	L=68.84'
	CHD. S 83°30'14" E	67.49'
14	R = 25.00'	L=53.09'
	CHD. N 15°37'52" E	43.66'
FEE SIMPLE AREA 58,452 SQ. FT. OR 1.342 ACRES± SHOWN THUS: [Hatched Box]		

CLUSTERS, LLC PARCEL 2 105617		
REC'D		
LIBER		FOLIO
1	R = 25.00'	L=53.09'
	CHD. S 15°37'52" W	43.66'
2	R = 100.00'	L=68.84'
	CHD. N 83°30'14" W	67.49'
3	N 63°47'00" W	85.38'
4	R = 86.00'	L=64.18'
	CHD. N 65°28'04" E	62.70'
5	N 44°05'23" E	46.90'
6	S 46°12'42" E	91.07'
FEE SIMPLE AREA 8,926 SQ. FT. OR 0.205 ACRES± SHOWN THUS: [Hatched Box]		

COLUMBIA PARK & RECREATION ASSOCIATION, INC. 105620		
REC'D		
LIBER		FOLIO
REVERTIBLE EASEMENT AREA 8,813 SQ. FT. OR 0.202 ACRES±		
COLUMBIA PARK & RECREATION ASSOCIATION, INC. 105621		
REC'D		
LIBER		FOLIO
REVERTIBLE EASEMENT AREA 2,391 SQ. FT. OR 0.055 ACRES±		

THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF DEEDS AND PLATS OF RECORD, STATE HIGHWAY ADMINISTRATION PLATS, AND FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT. THIS PLAT WAS DEVELOPED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND JUDGEMENT.

HENRY J. KNELL, JR.  
PROPERTY LINE SURVEYOR  
MD REG. NO. 484  
EXP. DATE 1/15/2015  
DATE 2-19-13



- LEGEND
- REVERTIBLE EASEMENT FOR SUPPORTING SLOPES
  - REVERTIBLE EASEMENT OR RIGHT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON PLAT.
  - PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
  - PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
  - (ARROW INDICATES GENERAL DRAINAGE PATTERN)
  - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
  - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.
  - APPROXIMATE GENERAL DRAINAGE FLOW PATTERN (NOT TO SCALE FOR EXPLANATORY PURPOSE ONLY)

SENT TO RECORD OFFICE	September 4,	20	13
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DIVISION CONTROL STATIONS:			
DESIGNATION	NORTH	EAST	BOOK/PAGE
CO-11	564,436.636	1,354,649.739	25236/Pg.16
CO-12	565,629.200	1,355,037.404	25236/Pg.17
BOOKS	REVISIONS	PART OF PLATS	
17115		7948	
24175		34946	
25119		34947	
25065		34948	
25236		37808	
		(REV. 6/8/72)	
LOCATED IN HOWARD COUNTY			
PREPARED BY PLATS & SURVEYS DIVISION			
CONSTRUCTION PROJECT: US 29 FROM MIDDLE PATUXENT RIVER TO SOUTH OF MD 175			
CONSTRUCTION PROJECT NO: H03175170			

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
STATE ROADS COMMISSION

RIGHT OF WAY PROJECT : US 29 - PHASE I: FROM SOUTH OF SENECA DR TO SOUTH OF MD 175 (NB)  
RIGHT OF WAY PROJECT NO. H0317B3!  
FEDERAL AID PROJECT NO. NH-109-1(68)N  
ISSUED February 19, 2013  
SCALE 1" = 30'  
CHIEF, PLATS AND SURVEYS DIVISION  
PLAT No. 59140





## COMMITTEE RECOMMENDATIONS TO BOARD

Date: January 17, 2014

To: Columbia Association Board of Directors

From: Andrew Stack, Chair, Board Operations Committee

Subject: **Recommendation for Approval – FY 15 CA Board Orientation, Organizational and Training Calendar**

Issue:

An annual Orientation, Organizational, and Training Schedule for the upcoming fiscal year is created and sent to the Board Operations Committee for review. The schedule is included in an information packet given to the Villages each year for candidates interested in running for open positions on the Columbia Council/Columbia Association Board of Directors.

Discussion:

The Board Operations Committee discussed the draft Orientation, Organizational, and Training schedule for FY 15. The Committee recommended sending the schedule to the Board of Directors for approval.

Recommendation of Committee:

By a unanimous consensus vote, the BOC

☐

Has no recommendation.

☒

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:

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

Be it resolved that the attached Orientation, Organizational, and Training Schedule for the Columbia Council / CA Board of Directors for FY 15 be approved by the CA Board of Directors.

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

Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

1<sup>st</sup> Quarter = May 2014 to July 2014

2<sup>nd</sup> Quarter = August 2014 to October 2014

3<sup>rd</sup> Quarter = November 2014 to January 2015

4<sup>th</sup> Quarter = February 2015 to April 2015

Mth	Date	Time	Event
1 <sup>st</sup> QUARTER			
May	Thursday, May 1, 2014	7:30p.m. – 10:00 p.m.	New CA Board of Directors Orientation (Service Bureau Directors' presentations).
May	Saturday, May 3, 2014	9:00a.m. – 4:00p.m.	<i>Board/Staff Retreat 9:00 a.m. – 4:00 p.m. – Location TBD</i>
May	Thursday, May 8, 2014	7:30p.m. – 8:30p.m.	<ul style="list-style-type: none"> <li>➤ <u>Annual Members Meeting</u> Annual meeting of the members of CA to elect the CA Board of Directors. Set time and date of Organizational Meeting of the CA Board (usually immediately following the Annual Members Meeting).</li> <li>➤ <u>Organizational Meeting of the CA Board</u> Elect the Chair and Vice Chair of the Board. Discuss Committee Assignments.</li> <li>➤ <u>Annual Meeting of the Columbia Council</u> Organizational Meeting of the Columbia Council to elect the Chair and Vice Chair.</li> </ul>
		8:30p.m. – 10:00p.m.	Reception Hosted by the CA President/CEO. Social time for Members of the Board of Directors and Members of the Senior Staff.
May	Thursday, May 15, 2014	7:30p.m.	<i>CA Board of Directors Meeting. Approval of the tentative FY15 President/CEO Goals prepared by the FY14 Board.</i>
May	Thursday, May 22, 2014	7:30p.m.	CA Board of Directors Meeting. Agenda includes (i) Election of Chair and Vice Chair by Board Committees and (ii) Approval of schedule for regular Board meetings for the fiscal year.
Jun	June 15, 2014		President/CEO must be given his Board-approved goals no later than June 15, 2014.
Jun	Thursday, June 19, 2014	7:30p.m. – 10:00p.m.	<i>CA Board of Directors Financial, Marketing, and Legal Briefing.</i>
Jul	July 2014		Note: CA Board approves the Budget Schedule in July each year. The schedule includes a series of meetings and work sessions that may not be listed on this calendar.
2 <sup>nd</sup> QUARTER			
Aug			

Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

Sep	September 2014	7:30p.m.	<i>Planning and Strategy Committee Meeting (Hosting CA Board) Public Hearing (Pre-Budget).</i>
Oct	October 2014	7:30p.m.	<i>Planning and Strategy Committee (Hosting CA Board) Budget Work Session to set budget parameters.</i>
Oct	October 2014	Time TBD	Mid-Year Board/Staff Retreat.
3 <sup>rd</sup> QUARTER			
Nov	November 2014		Board meets with President to discuss his progress toward the FY15 goals. Mid-year informal evaluation of President/CEO.
Nov	November 2014		<i>External Relations Committee hosts Stakeholders Dinner with the Howard County State Delegation.</i>
Dec			
Jan	January 2015	7:30p.m.	<i>Public Hearing hosted by Planning and Strategy Committee. First deliberation by PSC on the Conditional FY 16 Budget with proposed revisions from stakeholders.</i>
	January 2015	7:30p.m.	<i>Planning and Strategy Committee Meeting. Second deliberation by PSC on the Conditional FY 16 Budget. PSC to formulate recommendation for the CA Board.</i>
Jan	January 2015		<i>External Relations Committee hosts Stakeholders Dinner with the County Executive and the Howard County Council.</i>
4 <sup>th</sup> QUARTER			
Feb	February 2015	7:30p.m.	Planning and Strategy Committee (hosting CA Board) Work Session on Conditional FY 16 Budget. Board votes to approve the Conditional FY 16 Budget and annual charge rates.
Mar	March 2015		CA Board Prepares President/CEO's Evaluation for FY 15 and begins discussions of the President/CEO Goals for FY16. These require the President's input and several meetings to complete the process.
Apr	April 2015		CA Board approves tentative goals for FY16. The newly elected Board will need to formally accept and approve them.
Apr	Thursday, April 23, 2015	7:30p.m.	Final CA Board of Directors Meeting of the fiscal year.

Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

NOTE 1: This calendar does not reflect the regularly scheduled Board and Committee meetings throughout the year, which are generally held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. The Board Operations Committee generally meets the first Monday of the month, unless otherwise arranged.

NOTE 2: *Italicized text indicates tentative meetings/events based upon prior year meetings/events. Tentative meetings are subject to change and/or cancellation.*



## **PURCHASING EXCEPTION REQUEST FORM**

### **COLUMBIA ASSOCIATION BOARD APPROVAL REQUIRED**

**Regular Purchases Greater than \$25,000  
Addendums/Change Orders that Require Board Approval**

**Vendor Name and Address: The Whiting-Turner Contracting Company**

**Amount of Purchase: \$3,500,000 Date Requested: January 17, 2014**

**Requisitioned by: Dennis Matthey, Revitalization Service Bureau Director**

**Justification for Exception:**

An exception to the purchasing policy is requested to contract with Whiting-Turner Contracting Company to construct the Haven on the Lake Mind and Body Wellness Retreat.

Whiting-Turner Contracting Company began renovating the existing Howard Hughes building in early 2013 for approximately \$20,000,000. If this request is approved CA will be able to take advantage of using this on-site contractor to complete the interior renovations. Significant cost and schedule efficiencies will be realized because Whiting-Turner is on-site, has quality subcontractors in place and a proven track record of delivering large construction projects on time. They are intimately familiar with the space that will be turned over to CA including the sprinkler, plumbing and HVAC systems. Whiting-Turner has over 100 years' experience in large commercial construction projects in the Baltimore/Washington metropolitan region and has completed the renovations to the Howard Hughes building on schedule, having overcome significant construction hurdles in the process.

CA will benefit financially in receiving membership revenue much sooner if this request is approved allowing the facility to open sooner compared to the normal procurement process.

CA has successfully negotiated 10% Minority Business Enterprise subcontracting for this project and a commitment to use local contractors to the maximum extent possible.

Thank you for your consideration.

**Service Bureau Signature:** \_\_\_\_\_

**Date of Board Approval:** \_\_\_\_\_



## **PURCHASING EXCEPTION REQUEST FORM**

### **COLUMBIA ASSOCIATION BOARD APPROVAL REQUIRED**

**Regular Purchases Greater than \$25,000  
Addendums/Change Orders that Require Board Approval**

**Vendor Name and Address:** DHR International

**Type of Exception:** Purchase Greater than \$25,000

**Amount of Purchase:** \$66,000 plus candidate travel expenses

**Date Requested:** January 16, 2014

**Requisitioned by:** Columbia Association Board of Directors

**Justification for Exception:**

An exception to the Purchasing Policy is requested to contract with DHR International to provide executive search consulting services. DHR International is qualified to provide these services, and the Board of Directors' position is that DHR International has a proven track record with CA and extensive experience in this field.

The Board of Directors was satisfied with DHR's services in 2008, and, due to time constraints, requests a purchasing exception to conduct the search expeditiously.

**Service Bureau Signature:** Susan M. Kravitz

**Date of Board Approval:** \_\_\_\_\_



**President's Report  
January 17, 2014**

**Project Status—Capital Projects Categories I and II**

Please see the listing of Category I and II projects at the end of this report. Category III projects will be distributed to the Board at the end of every quarter.

**Community Commitment**

**Older Adult Plan**

In late December CA released the Public Review Draft of Community for a Lifetime - a Comprehensive Plan for serving the Older Adult Community and is seeking community review and comments of the draft plan.

More than 180 people attended a pair of public meetings held on Monday, January 13, at Slayton House, to review and discuss the community the plan process, findings and draft plan recommendations. In addition to the verbal discussions at the meetings, CA is soliciting written comments through January 31. The Public Review Draft, technical appendix and the comment sheet are available at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults).

Following the comment period, CA will prepare a revised draft for review for approval by the CA Board of Directors.

CA has continued its efforts to implement energy management and sustainability projects supported by the Going Green and Building Retrofit funding. Following an eventful summer, CA has been working on numerous lighting, water heating, and HVAC upgrades throughout the portfolio. Projects are currently under development to upgrade exterior lighting systems at several facilities to light emitting diode (LED) technology resulting in significant energy savings. High efficiency water heating systems are under design for the Swim Center, the Columbia Gym, and the Athletic Club. And the energy recovery and HVAC unit upgrade project at the Supreme Sports Club continues to move forward with an additional three new units installed at the end of 2013.

Continuing efforts to engage the community on energy and sustainability CA worked with BGE to develop a video segment with a Long Reach resident to promote the Home Performance with ENERGY STAR program; this video is currently being promoted on CA's YouTube channel and other media outlets. CA will be more directly engaging the community on residential energy efficiency in the New Year so that the Columbia community as a whole has a more sustainable future.

Charlie Thomas, **Camp** Manager attended a Standards course for the American Camp Association (ACA) on December 5th. Columbia Association Camps will have inspection to maintain accreditation this summer. Our camps must be in compliance with over 300 standards for the (ACA) as well as meet all the regulations for the Department of Health and Mental Hygiene.

As a member of the FIRN (Foreign-born Information & Referral Network) Board of Directors, Laura Smit, **IEMP** Manager, attended the FIRN Board Meeting and is hosting the FIRN January 18 Retreat in the CA Board Room.

Laura Smit, **IEMP** Manager, participated in the December meeting of the Ethnic Community Roundtable, coordinated by Ken Ulman's Special Assistant for Minority Affairs, David Lee. The meeting focused on fine tuning the draft Welcome Howard County Plan which will be presented to Ken Ulman for approval and, hopefully, funding. The Welcome Plan includes a Welcome Center, Cultural Proficiency training for agencies throughout the County, and a Resource Map.

Rene Buckmon, **Youth and Teen Programs** Manager, and Safire Windley, **Youth and Teen Programs** coordinator, met with representatives from Howard County ARC to reestablish a partnership that was created a year ago. The partnership will consist of ARC clients visiting the barn to participate in organized projects (such as organizing snack bar inventory, setting up supplies for the afternoon drop-in program). The partnership also will provide the clients and opportunity to just enjoy the amenities of the center. The partnership begins in February 2014.

Safire Windley, **Youth and Teen Programs coordinator** in partnership with Old Navy (Columbia MD Store Dobbin Center) coordinated a holiday giving opportunity for a needy ytc family. The employees of the Old Navy store adopted the family and provided them with much needed items for the winter and holiday.

### **Community Involvement**

#### **Zumbathon Fundraiser – Supreme Sports Club**

At the Supreme Sports Club skating rink on December 7, ZFitness MDs hosted a Zumbathon Fundraiser to raise funds and awareness for the work of La Clinica de Pueblo, a local charitable organization that is attempting to impact the HIV epidemic in the Baltimore/Washington area.

One of the organizers, Allison Agwu commented:

"We worked closely with the amazing and calm Terrell Brice, Manager and Event Coordinator, Michelle Valentine and Meg Cooperman, Group fitness instructors, and the "skate ladies", Julie and Barb to coordinate all of the details of the event. As a team, we planned and discussed the details and they were an integral part of the success of the event! We are happy to report that the event was, again, a huge success with over 150 people attending. The feedback about your facility and staff and the event have been amazing! Your staff... interacted with us the entire time and ensured we had everything we needed from garbage cans, tables, stages, etc., all with positive energy and smiles... Again, on behalf of La Clinica de Pueblo, thank you for the use of the facility and the time and effort of your wonderful staff! The event would not have been success without CA."



### **Community Involvement – Upcoming Events**

**Youth and Teen Center** 5th Annual Clothing Drive Distribution on Saturday, January 18, and Sunday, January 19. In past years this project has served hundreds of families.

The **Columbia Art Center** Galleries will feature the Howard County Public School System Exhibition SNAP! 24 Hours January 3-February 3. The show features a variety of diverse photographs taken by students (grades kindergarten through high school) in a single 24 hour period. The **Columbia Art Center**, in partnership with the Little Patuxent Review, will host an Open Mic Poetry Presentation on Monday, January 13 at 7:00 p.m. as part of its ongoing monthly salon series.

**International Exchange & Multicultural Programs** will hold a World Languages Cafe evening of conversation in 15 different languages on January 22 from 7:00-9:00 p.m. at Wegmans, and the International Book Club on January 8, from 7:30-9:00 p.m. at the Columbia Archives. January's book selection is A Constellation of Vital Phenomena by Anthony Marra (Chechnya).

**Columbia Archives** will participate in the MLK Day of Service offering a chance for those involved in the March on Washington and the Civil Rights Movements of the 1960s to record their memories. Students from River Hill High School will conduct and tape the interviews which will be saved at the Columbia Archives.

**Columbia Archives** is sponsoring "Creating Columbia" a three-part mini course on the very early history of Columbia. It will be held at Slayton House on February 3, 10 and 17 from 2:00 to 3:30 p.m.

**KidSpace** will host second annual Starlicious Talent Show, Friday, February 7, at Columbia Gym. Mrs. Maryland 2014 will help emcee the event.

### **Organizational Development**

**Columbia Archives** hosted members of the Leadership Howard County Premier class on December 17 as part of its Lifelong Learning agenda.

#### **Summer Hiring - Aquatics**

The Aquatics Department is in full swing with the hiring process for the summer. Marty Oltmanns reports that they have had over 350 Columbia youth residents apply for lifeguard and other Aquatic positions, with about 75% of them returning team members. The interview process for the management positions has begun and the interview process for new guards will begin soon. Steven's Forest is scheduled to open in less than four months.

### **Program Offerings**

#### **Winter Programs and Events - Ice Rink**

December 2013 was a very busy month at the Ice Rink. We kicked off the winter with our "Nutcracker on Ice" shows which sold out with 1,600 tickets. The Holiday Mini Special Learn-to-Skate program had record high enrollment. Public Sessions were very busy as expected during the schools' winter break.

### Bod Pod Testing - Personal Training

The Columbia Association Personal Training Department hosted the Bod Pod, provided by BeFitTest from January 6 through 12 at the Columbia Gym. Approximately 55 members and non-members had their body composition tested by the Bod Pod. Several CA Personal Trainers were trained to operate the Bod Pod, provide the test which included documentation of the results and feedback from the trainers on those results.

### Biggest Winner – Personal Training

CA's Biggest Winner competition kicked off on January 11 at the Columbia Gym. 2014 Biggest Winner includes 36 participants on 10 teams each led by a Personal Trainer, with training taking place at each of the three clubs. This year's competition included Bod Pod testing for all registrants. The Bod Pod results will provide pre-test and post-test body weight and body composition scores. There are 5 categories in which prizes can be won: The Biggest Winner (based on percent of body weight lost), Team Biggest Winner (based on the team with the highest weight loss percentage), Body Composition Challenge (individual with the highest percentage of Body Composition change), Individual Seminar Attendance Challenge (4 Nutrition Seminars) and Team Fitness Challenge (teams that score highest in 4 physical challenges.) Along with CA's donations we have several local businesses providing prizes for the contest winners. Ultimately the program is to help CA members and community members kick start the year with guided fitness, allow them to work individually and on a team towards a goal, and to improve the health of all participants.

### Columbia Association Aquatics Success - Aquatics

From December 12 – 15, 81 CAA swimmers participated in the Sports Fair Winter Classic at George Mason University. The team finished 6th overall out of 18 teams.

As of this past weekend's swim meet at Loyola College Maryland, CAA swimmers have totaled 3,072 personal best times over the season.

Forty-one CAA swimmers (20 females and 21 males) are currently in the Maryland Top 10. Maryland compiles a list of top 10 swims for each age group and event during the year. Our swimmers cover every age group and gender and are on that list in a variety of places, many of them more than 10 times.

As of January 13, CAA has qualified 9 individuals and 11 relays for the Speedo Champions Series (regional championships) in March. We also have 6 more individuals who are within one second of qualifying. Last year we had a total of 9 individual qualifiers and 8 relays.

As of January 1, we have had 31 swimmers transfer to CAA from other USA swimming clubs and are still taking requests (4 in the past week).

### Programming - Tennis

There was a good turnout over the holidays for several inaugural programs offered including the private lesson specials.

New and exciting programs will be introduced in January such as the inaugural Singles Ladder League.

The Tennis Department is currently developing a structured pathway for CA's Junior and Adult Programs.

New and accomplished tennis professionals are being brought on staff to help deliver quality programs.

**Columbia Art Center** hosted a gala reception for its **Singular Sensations Holiday Art Show** on 12/13. More than 75 people attended the evening event which featured live music. The annual holiday art show featured more than 300 artworks created by more than 60 artists.

**Columbia Art Center** hosted a free music concert on 12/9 with the musical trio Cricket Hollow. The group featured a guitarist, auto-harpist, and a dulcimer player. More than 25 people attended the evening concert. The concert was held as part of the free monthly salon series that **Columbia Art Center** hosts with the Little Patuxent Review.

**Columbia Art Center** Ceramics Department held its first Ceramics Cup Exchange on December 7. 36 students and instructors participated. Each student and instructor contributed a ceramics cup which they had previously created during this past semester. Through a lottery system, each participant then received a cup by another artist to take home. The event was so well-received that there are plans underway to run another Cup Exchange in 2014.

**Columbia Art Center** held three holiday-themed workshops in December: Holiday Themed Cupcakes for Youth on December 23 with 6 students, Holiday One-Stroke Painting Workshop for adults on December 10 with 5 students, and Shadow Box Creations for Adults on December 20 with 5 students. All three programs were well-received and there are plans underway to offer them again in December 2014 along with additional holiday-themed arts workshops.

CA President Phi Nelson joined the participants of the **Youth and Teen Center** on December 18 to bake holiday cookies. Mr. Nelson was assigned a group - his group fixed the peanut butter blossom cookies.

**Youth and Teen Center's** Middle School and Teen Advisory hosted a holiday meet and greet for new members, family and friends at Panera Bread December 19th.

**Youth and Teen Center** hosted Family Pajama Night on December 20th- Twenty families attended and enjoyed a night of games, movies, pizza and fun. (this was planned by a group of parents and youth)

**Youth and Teen Center** in partnership with 50+Senior Center at East Columbia Library ten youth from the YTC will assist seniors in learning how to operate their smart cell phones and other electronic devices (ipad, kindle) January 28th

**IEMP** is partnering with Glenelg Country School and The Build Haiti Foundation to run the Howard County International Youth Council (HCIYC) which brings together high school students who are members of their schools' International or Multicultural Club. Students are developing a project to welcome foreign-born, immigrant youth to Columbia and Howard County. Laura's GT Intern from Wilde Lake High School is the Coordinator for the HCIYC.

**SAS and KidSpace** hosted Family Fun Night. Parents joined their children at the 20 SAS and 3 KidSpace locations for dinner and an activity. This month's activity was to design Holiday cards for deployed service members. The cards were delivered to Ft. Meade for distribution.

## Organizational/Community Transparency

### Media Interactions/Initiatives

#### Media Inquiries and interactions between December 3 and January 14:

- Baltimore Sun about the World Languages Café.
- Baltimore's Child magazine with story pitches from us.
- Business Monthly about Inner Arbor; village center study.
- Chesapeake Family Magazine with story pitches from us.
- Columbia Flier about Hobbit's Glen Golf Club clubhouse construction; CA budget; CA's strategic plan; Comprehensive Plan for Serving Older Adults; CA's youth-led clothing drive; Haven on the Lake; good locations for photographing people in the snow.
- Columbia Patch about CA's youth-led clothing drive; CA's holiday closings and hours;
- Howard Magazine about Columbia DogPark; story pitches from us.
- Maryland Family Magazine with story pitches from us.

Press Releases Issued by CA  
between December 3 and January 14

Media and Blog Coverage by Outlet (*note: Business Monthly, Columbia Life, Howard Magazine often publish CA releases at a later date.*)

Last Call for Auditions for the Starlicious Talent Show	- Patch blog posted by CA staff - Columbia Life magazine: "Kid performers will be Starlicious"
Residents Encouraged to Complete a Short Survey, Help Organizers Plan for Columbia's 50th Birthday Party	- Patch blog posted by CA staff
Public Feedback Welcome Through January on Draft Plan for Serving Older Adults (Also: "Two Public Meetings on Jan. 13 for CA's Comprehensive Plan for Serving Older Adults")	- Patch blogs posted by CA staff - Flier: "CA releases plans for Columbia's older adults" - Howard County Beacon: "Help Shape Plans for Older Adults" - Columbia Life Magazine: "CA seeking senior input" - Business Monthly: "Public Meetings on Jan. 13 to Promote CA Plan for Serving Older Adults" - HoCo Blogs in the Community blog: "Listen, learn and vision ... ways to get involved in Hoco" - HoCo Connect: "Addressing the growing Howard County senior citizen population: One organization's response"
Learn About the Early History of Columbia With a Free Mini-Course and Online Exhibit	- Patch blog posted by CA staff - HoCo Connect: "Columbia Archives mini course on Creating Columbia"

Columbia Archives Seeks Voices For Martin Luther King Jr. Day Oral History Project	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: "Columbia Archives seeks volunteers for Civil Rights project"</li> <li>- Business Monthly: "Columbia Archives Seeks Voices for MLK Jr. Day Project"</li> </ul>
Columbia Association Recognized in Baltimore Sun, Healthy Howard Workplace Awards	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Business Monthly: "Howard County Businesses Make Top 100 Workplaces for 2013"</li> </ul>
Columbia Association Partners With The Still Point at New Downtown Mind-Body Wellness Retreat	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: "CA to partner with The Still Point in fitness club"</li> </ul>
Reminder: Two Informational Sessions Remaining for Sister Cities Summer Student Exchange Program	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: community calendar listing</li> </ul>

### Website Update

Currently, the Communications team is adding content/information to the website and preparing to present the new website to the CA Board of Directors on Thursday, January 23.

### Community Engagement/Involvement

- Created comprehensive communication and engagement plans for:
  - Lakefront Wednesday Concert Series Open Call
  - Louis Van Amstell LaBlast Fitness Master Class and Training
  - Columbia Archives Upcoming Events/Announcement
- Continued to engage with residents and other stakeholders via our social networking accounts including CA's main Facebook page, Twitter, YouTube, Instagram and LinkedIn.
- Communications set a date for the next session for its citizens academy, Excite Columbia. The session will begin on February 18.

### Programming/ Publications

- [This Week@CA](#) continues to be a great weekly resource to promote and inform residents about CA related news. Programming topics recently featured:
  - Student Exchange Information Session
  - Columbia's 50th Birthday Survey
  - Columbia Archives, Creating Columbia Mini-Courses
  - Board of Directors Meeting, January 9
  - Starlicious Auditions
  - Comprehensive Plan Serving Older Adults
  - Summer Camps Registration
  - CA Holiday Hours
  - Biggest Winner Weight Loss and Fitness Contest

- Columbia Art Center, Student Photo Exhibit
- Spirit of Columbia Scholarship
- Urgent Notifications
- SplashDown, Snack-n-Slide
- Board of Directors Meetings, December 12
- CA receives Best of Howard County Awards
- CA receives Workplace Recognition Awards
- Nutcracker on Ice at Columbia Ice Rink
- Columbia Market Analysis & Economic Development Services Study
- KidSpace, Ladies Night Out Holiday Event
- Columbia Matters January 2014
  - Nutrition Tip with CA, Elite Personal Trainer/Certified Nutrition Coach, Bonnie Pace
  - Group Fitness Classes
  - Personal Training Programs
  - Services being provided at Haven on the Lake
  - NewU Physician Referral Programs
  - Board of Director Meetings, Jan 9, 23
  - Public Budget Forum, Jan 16
  - January 2014 CA Monthly
  - Winter/Spring 2014 Activities Guide
  - Spirit of Columbia Scholarship
  - Urgent Notifications
- Additional Videos Produced and Filmings:
  - Columbia Market Study

#### Community Engagement/Inspire Columbia

The Communications and Community Engagement Division launched a community engagement website, InspireColumbia.com, in April. The site was designed to engage Columbia community members in conversation with Columbia Association by submitting ideas in response to topic questions posted by CA. The topics posted will be related to CA's organizational goals and each will serve to garner public opinion on how to maintain and enhance the quality of life for people living and working in Columbia.

Data from InspireColumbia.com:

Total Visitors	Total Pageviews	Total Participants	Average Age of Participants
2,614	26,490	390	46

The topic questions for this month include:

- Post a photo of something that inspires you in Columbia.
- Are there any specific facilities or programs where you'd like to see CA invest in the upcoming Fiscal Year 2016?
- What do you think are the most important facilities that CA operates? And the least important?

- How would you feel about being able to sign up for CA memberships online?
- What do you think CA can do to better serve and partner with the local businesses in Columbia?
- Would you be in favor of expanding CA's market area to bring in more "non-Columbians" to use CA facilities/programs?

Social Media Analytics for December 3, 2013 - January 14, 2014

Account	Following
Facebook	<b>5,012</b> (Likes)
Twitter	<b>1,230</b> (Followers)
YouTube	<b>156</b> (Subscribers)
LinkedIn	<b>458</b> (followers)

CA Today Blog statistics for December 2013

Month	# of Page Views	# of stories pub.
December	4,080	22

**Haven on the Lake – Project Update**

Please see the following project status report on Haven on the Lake.

**Hobbit's Glen Golf Club Clubhouse – Project Update**

Please see the following project status report on the Hobbit's Glen Golf Club Clubhouse.

Haven on the Lake  
Interior Build-out  
Project Status Report  
January 15, 2014

*Project description: Design and engineering services and the construction/build out of the lower level of the historic Rouse Company Building for Haven on the Lake. Construction of the space includes indoor pools, specialty wellness environments, group exercise studios, locker rooms and exterior space enhancement.*

Haven on the Lake is currently on schedule for a September 2014 opening. This date coincides with the opening of the Whole Foods Market within the building.

The conceptual design for the retreat was created during the spring and summer of 2013 by an architectural design firm with extensive experience in alternative wellness environments. Concurrently, the exterior patio spaces were being re-envisioned by a local landscape architect. Combining the two conceptually designed spaces, CA released a request for proposals for the architectural and engineering in August 2013. The successful firm was selected in October 2013 and is tasked with developing the conceptual design into detailed construction drawings that can be permitted and constructed within the defined budget.

As of this report, the design is approximately 75% complete and the drawings are scheduled to be submitted to the County reviewing/permitting agencies by March 1, 2014.

At the same time the CA staff has initiated a national search for the General Manager of Haven on the Lake. Over 60 resumes have been received and the selection team hopes to make a selection in February.

Marketing efforts are also underway. A few advertisements have been placed in appropriate publications and will begin running at the end of January. Also, at the end of January, a web landing page will be live with information about Haven on the Lake ([HavenontheLake.org](http://HavenontheLake.org)).

An information/sales trailer will be located on the American Cities Building lot and will be open for the community the first week in March.

Finally, there will be an event on Saturday March 1, from 11am – 2pm at Historic Oakland to introduce Haven on the Lake to the community.



<b>Board Approved Budget:</b>	
<b>FY14</b>	<b>\$ 300,000.00</b>
<b>FY15 (requested)</b>	<b>\$ 4,000,000.00</b>

<b>Construction Cost:</b>	<b>\$ 3,500,000.00</b>
<b>Design/Permits/Incidentals Cost:</b>	<b>\$ 475,000.00</b>
<b>Projected Contingencies:</b>	<b>\$ 300,000.00</b>
<b>Other</b>	<b>\$ 25,000.00</b>
<hr/>	
<b>Total Projected Capital Cost:</b>	<b>\$ 3,000,000.00</b>

	Budgeted	Current
Design, Engineering, Permits & Incidentals	475,000	300,000
Clubhouse Construction	3,500,000	
Contingencies	300,000	
Total	6,000,000	300,000

#### Project Schedule

A/E Procurement	Oct-13
Design Development and Engineering	Mar-14
Permits Review and Received	Apr-14
Construction Procurement	Feb-14
Construction Begin / End	Apr-14 / Sept-14

Hobbit's Glen Golf Club  
Clubhouse Redevelopment  
Project Status Report  
January 15, 2014

*Project description: Design and engineering services and the reconstruction of the HGGC Clubhouse. Construction of the clubhouse includes extensive site work and upgrading utilities.*

The Hobbit's Glen Golf Club clubhouse redevelopment project continues to move forward on a modified schedule that was primarily necessitated by County permit reviews and permit related actions. The modified schedule projects that the grading and building permits will be received in early to mid-February. This modified date represents a 90 day delay in the original schedule.

At the conclusion of the community and stakeholders outreach in April of 2012, the design of the site and the new building ensued. Meetings between CA staff, the architect and engineers, and the stakeholders were conducted on a bi-monthly basis. Due to changes to the "final" design during May of 2013, design completion was delayed by approximately ninety days.

Both the site development plan and the architectural drawings were submitted to Howard County review and permitting agencies in September 2013. Concurrently, the project to construct the new clubhouse was released for bid. Six construction firms submitted bids which were received the third week of November 2013. The lowest bidder's price for the clubhouse significantly exceeded the construction budget. A series of meetings were held during December 2013 with the architects, engineers, CA staff and the low bidder to examine value engineering options that would not compromise the quality of the project and would bring the construction costs within budget. A contract was sent to the contractor at the close of December 2013 to begin the contract terms and conditions negotiation and to finalize value engineering. The contract is expected to be executed the week of January 20, 2014.

The value engineering team was successful in engineering the costs to within the approved budget without compromising the quality of the project. The turn house, however, could not be included in that final program. Because of the importance of the turn house to the golf community, staff plans to build it using FY15 Category III Capital funds allocated to the golf courses.

Meanwhile, during the fall of 2013, the County permit agencies transmitted *Developers Agreements* associated with the private stormwater management facilities and the utility upgrades that are required for the redevelopment. Changes were required to the architectural drawings and associated plats in order to obtain Site Development Plan approval.

As of this report, all drawings and site plans have been re-submitted to the County and permits are anticipated to be released in early to mid-February 2014. The construction time remains 365 calendar days depending on weather, with an anticipated completion date of February 2015.

<b>Board Approved Budget:</b>	<b>\$ 6,000,000.00</b>
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<b>Construction Cost:</b>	<b>\$ 4,815,000.00</b>
<b>Design Cost:</b>	<b>\$ 900,000.00</b>
<b>Projected Contingencies:</b>	<b>\$ 185,000.00</b>
<b>Other</b>	<b>\$ 100,000.00</b>

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**Total Projected Capital Cost: \$ 6,000,000.00**

	Budgeted	Current
Design, Engineering, Permits & Incidentals	575,000	900,000
Clubhouse Construction (Incl. Contingency)	5,000,000	5,000,000
Temporary Facilities	100000	100,000
Turnhouse - NOT ACCEPTED	325000	0
Total	6,000,000	6,000,000

#### Project Schedule

A/E Procurement	Nov-12
Community / Stakeholders presentations and comments	Apr-12
Design Development and Engineering	Sept-13
Permits Review and Received	Sept-13/Feb-14
Construction Procurement	Nov-14
Construction of New Clubhouse Begin / End	Feb-14 / Feb-15

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2011**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b><u>Category I Projects:</u></b>					
Watershed Projects	These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects				
Water Quality - RT3	Water Quality - Replacements and restoration related to water quality.	Various dates in FY 11-12-13-14	April-14	125,000	82
Wilde Lake Shoreline Restoration - RT4	Engineering funds to develop permit and construction documents.	Various dates in FY 11-12-13-14	December-14	75,000	72,000
Wilde Lake Shoreline Restoration - RT5	Construction funds associated with the restoration.	Various dates in FY 11-12-13-14	December-14	100,000	100,000
Watershed Retrofit LE-RRI-011 - RT8	Long Reach - Stormwater management pond retrofit.	Various dates in FY 11-12-13-14	January-14	70,000	705
Watershed Retrofit LE-RRI-015 - RU2	Long Reach - Stream restoration.	Various dates in FY 11-12-13-14	January-14	265,000	7,283
Watershed Retrofit LE-RRI-019 - RU3	Owen Brown - Stream restoration.	Various dates in FY 11-12-13-14	January-14	250,000	6,597
Watershed Retrofit LE-RRI-020 - RU4	Owen Brown - Stream restoration.	Various dates in FY 11-12-13-14	May-14	348,000	292,093
<b>Total Category I Projects</b>				1,233,000	478,760
<b><u>Category II Projects:</u></b>					
Information Technology Improvements - DP9	Various hardware, software and database enhancements, updates and improvements.	Various dates in FY 11-12-13-14	April-14	552,000	22,875
<b>Total Category II Projects</b>				552,000	22,875

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2012**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>					
	<b>These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.</b>				
<b>Alternative Powered Aerator/Fountain Sys - RV6</b>	The aeration system would help to reduce the accumulation of algae and other nuisance aquatic vegetation and help improve the aesthetic appeal of the ponds/lakes.	May-11	January-14	30,000	30,000
<b>Watershed Retrofit LE-RR1-001 - RV8</b>	Long Reach - Forebay and extended detention retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, and enhance in-stream habitat.	December-11	May-14	44,000	33,340
<b>Watershed Retrofit LE-RR1-502 - RW2</b>	Owen Brown - Bio retention facility. The retrofit is designed to improve storm water quantity and quality controls, and reduce pollution.	January-12	May-14	40,000	122
<b>Watershed Retrofit - LE-RR1-503 - RW3</b>	Owen Brown - Bio retention facility. The retrofit is designed to improve storm water quantity and quality controls, and reduce pollution.	January-12	May-14	34,000	114
<b>Watershed Retrofit - LE-RR1-506 - RW4</b>	Owen Brown - Stream restoration. The retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, an enhance in-stream habitat.	May-11	May-14	75,000	9,774
<b>Watershed Retrofit - LE-RR1-507 - RW5</b>	Owen Brown - Stream restoration. The retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, an enhance in-stream habitat.	May-11	May-14	241,000	0
<b>Total Category I Projects</b>				464,000	73,350
<b>Category II Projects:</b>					
<b>Hobbit's Glen Clubhouse Renovations - AX2</b>	The improvements to the Hobbit's Glen clubhouse will span at least two fiscal years with architectural, engineering and permitting commencing in FY12. Subsequent construction costs will reflect the final decision of the CA Board.	June-11	December-15	575,000	19
<b>Information Technology Improvements - DQ4</b>	Various hardware, software and database enhancements, updates and improvements.	May-11	April-14	1,067,000	428,504
<b>TSSC - Energy Management System - AX3</b>	Energy Management System to reduce energy usage and carbon footprint. The Supreme Sports Club's installation of an energy management system would supply and install water cooled condenser bundles to capture discharged heat from roof top air conditioning units.	July-11	March-14	225,000	377
<b>TSSC - Miscellaneous Renovations - AX5</b>	Miscellaneous renovations to increase floor space for various activities at the Supreme Sports Club.	November-11	March-14	428,000	1,459
<b>Total Category II Projects</b>				2,295,000	430,359

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2013**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>	<b>These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.</b>				
Watershed Project - RZ4	Long Reach - Watershed Management, the addition of a wetland area to the forebay at Jackson Pond.	May-12	May-15	95,000	88,000
Columbia Wide - Water Quality - RZ6	Columbia Wide - Water Quality, is intended to address the needs on a Columbia-wide basis associated with water quality devices, stormwater management ponds and stream stabilization projects.	May-12	April-14	75,000	106
Columbia Wide - Going Green Projects - RZ7	Energy initiatives for a multi-year program to increase energy efficiency and reduce CA's carbon footprint. Projects will be prioritized based on return on investment and short implementation schedules.	September-12	April-14	200,000	6,000
Columbia Wide - Building Energy Retrofits - RZ8	Fund the development of a building improvement plan. The plan would become the basis of building improvement initiatives to decrease energy consumption and CA's carbon footprint.	September-12	July-14	200,000	48,000
Pathway Connectivity Planning & Design - SA4	This project will provide funds to initiate implementation of the Columbia-wide path connectivity plan. Pathway enhancements may include but are not limited to pathway widening, slope reduction, relocation and curb cuts.	May-12	April-14	150,000	104,235
<b>Total Category I Projects</b>				720,000	246,341
<b>Category II Projects:</b>					
Hobbit's Glen Clubhouse - CG9	Constuction funds for Hobbit's Glen Clubhouse.	December-12	December-15	1,000,000	324,258
IT Document Imaging - DR1	This tool will allow CA to scan documents into Lawson, CA's financial system. This will reduce storage space and improve CA's environmental sustainability efforts.	December-12	June-14	140,000	14,786
Dorsey's Search Meeting Room Expansion - KG5	Planning, engineering and permitting funds for the addition of about 785 square feet to the existing building.	July-12	June-15	33,000	78
Homespun Pond - SA2	Major renovations to the Homespun Pond in Owen Brown to include the replacement of the riser structure, the outfall barrel and dredging.	February-13	April-14	150,000	143,520
Steven's Forest Pool Improvements - CH2	Install a new spa, outdoor shade structures and an outdoor exercise pavilion.	June-12	March-14	340,000	13,902
Dog Park Planning Funds - SA3	Funds to provide for the construction of a dog park in Columbia,	October-12	Complete	135,000	2,302
<b>Total Category II Projects</b>				1,798,000	498,846

**COLUMBIA ASSOCIATION, INC.  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2014**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>					
Columbia Wide, Water Quality - SE5	These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.  This project is intended to address the needs on a Columbia-wide basis associated with water quality devices, stormwater management ponds and stream stabilization projects.	August-13	April-14	75,000	75,000
Maintenance Facility, Stormwater Detention Pond - SE6	This project will refurbish the outlet structure of the extended detention pond that receives runoff from the equipment lot and the employees' parking lot at the Maintenance Facility.	May-13	May-14	58,000	47,500
Wilde Lake Barn Bio-retention Facility - SE7	This project to construct a bioretention facility at Wilde Lake Barn would infiltrate and filter sediment before it enters Wilde Lake.	May-13	May-14	55,000	48,000
Pathway Connectivity Improvements - SE8	The purpose of this project is to begin to implement pathway improvements associated with the Active Transportation Action Agenda.	August-13	April-14	100,000	100,000
Columbia Wide - Going Green Projects - SE9	These projects for energy initiatives are designed to provide funding for a multi-year program to increase energy efficiency and reduce CA carbon footprint.	August-13	September-14	200,000	35,000
Columbia Wide - Building Energy Retrofits - SF1	These projects will fund the development of a building improvement plan. This will become the basis of building improvement initiatives to decrease energy consumption and CA's carbon footprint.	August-13	September-14	200,000	180,000
Columbia Wide - Highway Signs Planning - SF2	This project provides for planning, design and permitting for five Columbia entry signs.	October-13	April-14	30,000	30,000
Town Center - Planning Funds, Lake Kittamaqundi - SF3	This project will provide funds for planning, design and engineering to complete the pathway around Lake Kittamaqundi by pathway, bridge and boardwalk.	August-13	December-14	220,000	113,000
<b>Total Category I Projects</b>				938,000	628,500
<b>Category II Projects:</b>					
Dorsey's Search Meeting Room Expansion - KK2	Constuction funds for Dorsey's Search Meeting Room Expansion.	07/01/2012	June-15	200,000	172,974
OSM - Equipment & Vehicles -SF4	Various pieces of land maintenance and construction equipment and vehicles.	September-13	March-14	450,000	191,282
Oakland Mills - Patriot Lane Pond - SF5	Major renovations to the Patriot Lane Pond to include pond dredging and construction of a forebay.	July-13	January-14	350,000	2,597
Owen Brown Homespun Pond Renovations - SF6	Major renovations to the Homespun Pond to include the replacement of the riser structure, the outfall barrel and dredging.	July-13	April-14	400,000	5,070
Hickory Ridge Park - SF7	This project is for design, engineering, permitting and construction funds for park improvements on the three-acre open space parcel.	May-13	April-14	150,000	116,100
Owen Brown Tennis Clubhouse - CS3	Construction funds for the Owen Brown Tennis Clubhouse.	March-13	December-14	350,000	13,902
Hobbit's Glen Clubhouse - CS4	Construction funds for the Hobbit's Glen Clubhouse.	November-13	December-15	4,425,000	0
Indoor Tennis Facility - CS5	Planning funds to begin the engineering and architectural planning for a six-court permanent indoor tennis facility.	August-13	Pending	100,000	86,795
Aquatics - Talbott Springs Pool - CS6	New amenity for the Talbott Springs Pool.	June-13	June-14	75,000	33,078

**COLUMBIA ASSOCIATION, INC.  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2014**

Aquatics - Faulkner Ridge Pool - CS7	New amenity for the Faulkner Ridge Pool.	June-13	June-14	75,000	64,472
Downtown Fitness Facility - CR4	This project is for design, engineering and permitting funds for the downtown fitness facility.	August-13	June-15	300,000	15,323
CA Headquarters Space - DR2	These funds are to begin the process of securing headquarters space for CA in downtown Columbia.		December-18	1,000,000	1,000,000
IT - Employee Self-Service - DR3	A web-based tool that enables team members and team leaders to take ownership of personal information and enables team leaders to track and maintain information about their direct reports.	January-14	June-14	61,000	61,000
<b>Total Category II Projects</b>				<b>7,936,000</b>	<b>1,762,593</b>



**DRAFT**  
**Minutes of the**  
**Board of Directors Meeting**  
**January 9, 2014**

To be approved: February 13, 2014

A meeting of the Columbia Association Board of Directors was held on January 9, 2014, at 7:30 p.m. at the Columbia Association building. Present were the Chair, Andy Stack; members Michael Cornell, Cynthia A.S.H. Coyle, Brian Dunn, Tom O'Connor, Alex Hekimian, Nancy McCord, Russ Swatek, and Gregg Schwind (who telephoned in at 8:10 p.m.); Chief Staff Liaisons Susan Krabbe and Jane Dembner; Governance Chief of Staff Rob Goldman; and President Phil Nelson.

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

(a) The Risk Management Committee held a closed meeting at CA headquarters on Thursday, December 12, 2013. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4) (i), discussion of matters pertaining to employees and personnel; (iv), consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters; and, (vi), consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association. The vote to close was 6-0-0, with members Phil Nelson, Richard Shaw, Susan Krabbe, Brian Dunn, Tom O'Connor, and Alex Hekimian all voting for closure. The meeting was closed from 6:35 p.m. until 6:50 p.m.

(b) The Board of Directors held a closed meeting at CA headquarters on Wednesday, December 18, 2013. The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property § 11B-111 (4) (i), discussion of matters pertaining to employees and personnel; and, (iv), consultation with staff personnel, consultants, attorneys, board members, or other persons in connection with pending or potential litigation or other legal matters. The vote to close was 8-0-0, with members Michael Cornell, Brian Dunn, Alex Hekimian, Nancy McCord, Tom O'Connor, Andy Stack, Russ Swatek, and Susanne Waller all voting for closure. President Phil Nelson was also present. The meeting was closed from 7:30 p.m. until 9:50 p.m.

**3. Approval of the Agenda**

**Action:** Mr. O'Connor moved to approve the agenda and Ms. McCord seconded. The agenda was approved unanimously as presented.

Vote: 8-0-0

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

Against: None

Abstain: None

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

46  
47 **5. Approval of the Minutes**

48 **December 12, 2013**

49 **Action:** Mr. Swatek moved to approve the minutes of December 12, 2013, and Ms. McCord  
50 seconded. The minutes were approved as presented.

51 **Vote:** 7-0-1

52 For: Ms. McCord; and Messrs. Stack, Cornell, Dunn, O'Connor, Hekimian, and  
53 Swatek

54 Against: None

55 Abstain: Ms. Coyle (she was not at that meeting)

56  
57 **6. Resident Speakout** There were ten participants in Resident Speakout.

58 (a) Alan Klein of Harpers Choice spoke as the representative of the Coalition for Columbia  
59 Downtown about the Inner Arbor Trust and the Symphony Woods Park project.

60 (b) Leo Bruette of Owen Brown spoke as a member of the Columbia Tennis Committee about  
61 the construction of the indoor tennis courts at the Sports Park.

62 (c) Mike Glasgow of Long Reach spoke about the indoor courts.

63 (d) Dick Boulton of Dorsey Search spoke about the proposed plan for Symphony Woods and  
64 the Inner Arbor Trust and their plans for the Park.

65 (e) Joan Lancos of Hickory Ridge spoke about the Strategic Plan for Columbia Association.

66 (f) John Slater, a business owner in Town Center, spoke about the Symphony Woods Park  
67 project.

68 (g) Tom Scott of Wilde Lake spoke about the easement for the Whole Foods / CA fitness  
69 center sign.

70 (h) Ginger Scott of Wilde Lake spoke about the proposed easement to the County for the  
71 water and sewer lines.

72 (i) Janet Arnold of Long Reach spoke about the easement.

73 (j) Peter Pavlov of Long Reach spoke about the easement.  
74

75 **7. Chairman's Remarks** The Chair reported on items scheduled in January including the Older  
76 Adult Plan community meetings at Slayton House on January 13, the PSC-hosted budget  
77 meeting scheduled for January 16 at Slayton House, the ERC-hosted dinner with the County  
78 Council on January 22, and the next Board meeting to be held on January 23.  
79

80 **8. President's Remarks; Follow-up Questions from Board Members** The President had no  
81 remarks and deferred to the Board for questions. There was one question on the IT Advisory  
82 Committee.  
83

84 **9. Committee Chairs' Reports** None of the committee chairs had reports for the Board.  
85

86 **10. Recommendations for Board Action**

87 (a) **Consent Agenda** There was none.

88 (b) **Recommendations for Action**

89 1. **Approval of the CA Strategic Plan**

90 **Action:** The Board approved the CA Strategic Plan by consensus.

91 2. **Approval of the Lake Management Plan**

92 **Action:** After a brief discussion, the Board approved the Lake Management Plan by  
93 consensus.

94  
95 Mr. Schwind joined the meeting by telephone at 8:10 p.m.

96  
97 3. **Approval of the Community Input Approach for the FY 2016 Budget Plan**

98 **Action:** The Board approved the Community Input Approach for the FY 2016  
99 Budget by consensus.

100  
101 **11. Special Topics and Presentations** There were none.

102  
103 **12. Committee Agendas**

104 (a) **Strategic Implementation Committee**

105 1. **Discussion**

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

108 The Board discussed this item with the committee, making several suggestions for  
109 restrictions on the easement. Mr. Hekimian asked that the County be invited to  
110 come to the next meeting to discuss this easement.

111 (b) **Easement Request from Howard Hughes Corporation to Erect Signage**  
112 **Columns for Whole Foods and Haven on the Lake**

113 Mr. Hekimian expressed concern that there wasn't appropriate back-up material to  
114 adequately discuss this item. Other Board members suggested other aspects of the  
115 issue that required back-up material for consideration.

116 **Action:** Mr. O'Connor moved, and Mr. Hekimian seconded that the committee  
117 table the easement request from Howard Hughes Corporation until the next  
118 meeting to get the back-up material. The motion passed unanimously.

119 **Vote:** 2-1-0

120 **For:** Messrs. O'Connor and Hekimian

121 **Against:** Mr. Dunn

122 **Abstain:** None

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

124 1. **PSC Hosted Budget Work Session on the Proposed Draft of the FY 2015 and**  
125 **Conditional FY 2016 Budgets**

126 The Board discussed the proposed draft of the FY  
127 2015 and conditional FY 2016 budgets, and took several straw votes on changes to line  
128 items.

129 Mr. Schwind left the meeting at 9:53 p.m.

130           **2. Discussion**  
131           **(a) Committee Tracking Form** There was nothing to add.  
132  
133   **13. Tracking Forms**  
134           **(a) Tracking Form for Board Requests** There was nothing to add.  
135           **(b) Tracking Form for Resident Requests** There was nothing to add.  
136  
137   **14. Talking Points** The Recording Secretary, Erin Gilland Roby, read the Talking Points.  
138  
139   **15. Adjournment**  
140           Action: Mr. Cornell moved and Ms. Coyle seconded that the meeting be adjourned. Hearing  
141           no objection, the Chair adjourned the meeting at 10:30 p.m.  
142  
143  
144   Respectfully submitted,  
145   Erin Gilland Roby  
146   Recording Secretary



**President's Report  
January 17, 2014**

**Project Status—Capital Projects Categories I and II**

Please see the listing of Category I and II projects at the end of this report. Category III projects will be distributed to the Board at the end of every quarter.

**Community Commitment**

**Older Adult Plan**

In late December CA released the Public Review Draft of Community for a Lifetime - a Comprehensive Plan for serving the Older Adult Community and is seeking community review and comments of the draft plan.

More than 180 people attended a pair of public meetings held on Monday, January 13, at Slayton House, to review and discuss the community the plan process, findings and draft plan recommendations. In addition to the verbal discussions at the meetings, CA is soliciting written comments through January 31. The Public Review Draft, technical appendix and the comment sheet are available at [ColumbiaAssociation.org/OlderAdults](http://ColumbiaAssociation.org/OlderAdults).

Following the comment period, CA will prepare a revised draft for review for approval by the CA Board of Directors.

CA has continued its efforts to implement energy management and sustainability projects supported by the Going Green and Building Retrofit funding. Following an eventful summer, CA has been working on numerous lighting, water heating, and HVAC upgrades throughout the portfolio. Projects are currently under development to upgrade exterior lighting systems at several facilities to light emitting diode (LED) technology resulting in significant energy savings. High efficiency water heating systems are under design for the Swim Center, the Columbia Gym, and the Athletic Club. And the energy recovery and HVAC unit upgrade project at the Supreme Sports Club continues to move forward with an additional three new units installed at the end of 2013.

Continuing efforts to engage the community on energy and sustainability CA worked with BGE to develop a video segment with a Long Reach resident to promote the Home Performance with ENERGY STAR program; this video is currently being promoted on CA's YouTube channel and other media outlets. CA will be more directly engaging the community on residential energy efficiency in the New Year so that the Columbia community as a whole has a more sustainable future.

Charlie Thomas, **Camp** Manager attended a Standards course for the American Camp Association (ACA) on December 5th. Columbia Association Camps will have inspection to maintain accreditation this summer. Our camps must be in compliance with over 300 standards for the (ACA) as well as meet all the regulations for the Department of Health and Mental Hygiene.

As a member of the FIRN (Foreign-born Information & Referral Network) Board of Directors, Laura Smit, **IEMP** Manager, attended the FIRN Board Meeting and is hosting the FIRN January 18 Retreat in the CA Board Room.

Laura Smit, **IEMP** Manager, participated in the December meeting of the Ethnic Community Roundtable, coordinated by Ken Ulman's Special Assistant for Minority Affairs, David Lee. The meeting focused on fine tuning the draft Welcome Howard County Plan which will be presented to Ken Ulman for approval and, hopefully, funding. The Welcome Plan includes a Welcome Center, Cultural Proficiency training for agencies throughout the County, and a Resource Map.

Rene Buckmon, **Youth and Teen Programs** Manager, and Safire Windley, **Youth and Teen Programs** coordinator, met with representatives from Howard County ARC to reestablish a partnership that was created a year ago. The partnership will consist of ARC clients visiting the barn to participate in organized projects (such as organizing snack bar inventory, setting up supplies for the afternoon drop-in program). The partnership also will provide the clients and opportunity to just enjoy the amenities of the center. The partnership begins in February 2014.

Safire Windley, **Youth and Teen Programs coordinator** in partnership with Old Navy (Columbia MD Store Dobbin Center) coordinated a holiday giving opportunity for a needy ytc family. The employees of the Old Navy store adopted the family and provided them with much needed items for the winter and holiday.

### **Community Involvement**

#### **Zumbathon Fundraiser – Supreme Sports Club**

At the Supreme Sports Club skating rink on December 7, ZFitness MDs hosted a Zumbathon Fundraiser to raise funds and awareness for the work of La Clinica de Pueblo, a local charitable organization that is attempting to impact the HIV epidemic in the Baltimore/Washington area.

One of the organizers, Allison Agwu commented:

"We worked closely with the amazing and calm Terrell Brice, Manager and Event Coordinator, Michelle Valentine and Meg Cooperman, Group fitness instructors, and the "skate ladies", Julie and Barb to coordinate all of the details of the event. As a team, we planned and discussed the details and they were an integral part of the success of the event! We are happy to report that the event was, again, a huge success with over 150 people attending. The feedback about your facility and staff and the event have been amazing! Your staff... interacted with us the entire time and ensured we had everything we needed from garbage cans, tables, stages, etc., all with positive energy and smiles... Again, on behalf of La Clinica de Pueblo, thank you for the use of the facility and the time and effort of your wonderful staff! The event would not have been success without CA."

### **Community Involvement – Upcoming Events**

**Youth and Teen Center** 5th Annual Clothing Drive Distribution on Saturday, January 18, and Sunday, January 19. In past years this project has served hundreds of families.

The **Columbia Art Center** Galleries will feature the Howard County Public School System Exhibition SNAP! 24 Hours January 3-February 3. The show features a variety of diverse photographs taken by students (grades kindergarten through high school) in a single 24 hour period. The **Columbia Art Center**, in partnership with the Little Patuxent Review, will host an Open Mic Poetry Presentation on Monday, January 13 at 7:00 p.m. as part of its ongoing monthly salon series.

**International Exchange & Multicultural Programs** will hold a World Languages Cafe evening of conversation in 15 different languages on January 22 from 7:00-9:00 p.m. at Wegmans, and the International Book Club on January 8, from 7:30-9:00 p.m. at the Columbia Archives. January's book selection is A Constellation of Vital Phenomena by Anthony Marra (Chechnya).

**Columbia Archives** will participate in the MLK Day of Service offering a chance for those involved in the March on Washington and the Civil Rights Movements of the 1960s to record their memories. Students from River Hill High School will conduct and tape the interviews which will be saved at the Columbia Archives.

**Columbia Archives** is sponsoring "Creating Columbia" a three-part mini course on the very early history of Columbia. It will be held at Slayton House on February 3, 10 and 17 from 2:00 to 3:30 p.m.

**KidSpace** will host second annual Starlicious Talent Show, Friday, February 7, at Columbia Gym. Mrs. Maryland 2014 will help emcee the event.

### **Organizational Development**

**Columbia Archives** hosted members of the Leadership Howard County Premier class on December 17 as part of its Lifelong Learning agenda.

#### **Summer Hiring - Aquatics**

The Aquatics Department is in full swing with the hiring process for the summer. Marty Oltmanns reports that they have had over 350 Columbia youth residents apply for lifeguard and other Aquatic positions, with about 75% of them returning team members. The interview process for the management positions has begun and the interview process for new guards will begin soon. Steven's Forest is scheduled to open in less than four months.

### **Program Offerings**

#### **Winter Programs and Events - Ice Rink**

December 2013 was a very busy month at the Ice Rink. We kicked off the winter with our "Nutcracker on Ice" shows which sold out with 1,600 tickets. The Holiday Mini Special Learn-to-Skate program had record high enrollment. Public Sessions were very busy as expected during the schools' winter break.

### Bod Pod Testing - Personal Training

The Columbia Association Personal Training Department hosted the Bod Pod, provided by BeFitTest from January 6 through 12 at the Columbia Gym. Approximately 55 members and non-members had their body composition tested by the Bod Pod. Several CA Personal Trainers were trained to operate the Bod Pod, provide the test which included documentation of the results and feedback from the trainers on those results.

### Biggest Winner – Personal Training

CA's Biggest Winner competition kicked off on January 11 at the Columbia Gym. 2014 Biggest Winner includes 36 participants on 10 teams each led by a Personal Trainer, with training taking place at each of the three clubs. This year's competition included Bod Pod testing for all registrants. The Bod Pod results will provide pre-test and post-test body weight and body composition scores. There are 5 categories in which prizes can be won: The Biggest Winner (based on percent of body weight lost), Team Biggest Winner (based on the team with the highest weight loss percentage), Body Composition Challenge (individual with the highest percentage of Body Composition change), Individual Seminar Attendance Challenge (4 Nutrition Seminars) and Team Fitness Challenge (teams that score highest in 4 physical challenges.) Along with CA's donations we have several local businesses providing prizes for the contest winners. Ultimately the program is to help CA members and community members kick start the year with guided fitness, allow them to work individually and on a team towards a goal, and to improve the health of all participants.

### Columbia Association Aquatics Success - Aquatics

From December 12 – 15, 81 CAA swimmers participated in the Sports Fair Winter Classic at George Mason University. The team finished 6th overall out of 18 teams.

As of this past weekend's swim meet at Loyola College Maryland, CAA swimmers have totaled 3,072 personal best times over the season.

Forty-one CAA swimmers (20 females and 21 males) are currently in the Maryland Top 10. Maryland compiles a list of top 10 swims for each age group and event during the year. Our swimmers cover every age group and gender and are on that list in a variety of places, many of them more than 10 times.

As of January 13, CAA has qualified 9 individuals and 11 relays for the Speedo Champions Series (regional championships) in March. We also have 6 more individuals who are within one second of qualifying. Last year we had a total of 9 individual qualifiers and 8 relays.

As of January 1, we have had 31 swimmers transfer to CAA from other USA swimming clubs and are still taking requests (4 in the past week).

### Programming - Tennis

There was a good turnout over the holidays for several inaugural programs offered including the private lesson specials.

New and exciting programs will be introduced in January such as the inaugural Singles Ladder League.

The Tennis Department is currently developing a structured pathway for CA's Junior and Adult Programs.



New and accomplished tennis professionals are being brought on staff to help deliver quality programs.

**Columbia Art Center** hosted a gala reception for its **Singular Sensations Holiday Art Show** on 12/13. More than 75 people attended the evening event which featured live music. The annual holiday art show featured more than 300 artworks created by more than 60 artists.

**Columbia Art Center** hosted a free music concert on 12/9 with the musical trio Cricket Hollow. The group featured a guitarist, auto-harpist, and a dulcimer player. More than 25 people attended the evening concert. The concert was held as part of the free monthly salon series that **Columbia Art Center** hosts with the Little Patuxent Review.

**Columbia Art Center** Ceramics Department held its first Ceramics Cup Exchange on December 7. 36 students and instructors participated. Each student and instructor contributed a ceramics cup which they had previously created during this past semester. Through a lottery system, each participant then received a cup by another artist to take home. The event was so well-received that there are plans underway to run another Cup Exchange in 2014.

**Columbia Art Center** held three holiday-themed workshops in December: Holiday Themed Cupcakes for Youth on December 23 with 6 students, Holiday One-Stroke Painting Workshop for adults on December 10 with 5 students, and Shadow Box Creations for Adults on December 20 with 5 students. All three programs were well-received and there are plans underway to offer them again in December 2014 along with additional holiday-themed arts workshops.

CA President Phi Nelson joined the participants of the **Youth and Teen Center** on December 18 to bake holiday cookies. Mr. Nelson was assigned a group - his group fixed the peanut butter blossom cookies.

**Youth and Teen Center's** Middle School and Teen Advisory hosted a holiday meet and greet for new members, family and friends at Panera Bread December 19th.

**Youth and Teen Center** hosted Family Pajama Night on December 20th- Twenty families attended and enjoyed a night of games, movies, pizza and fun. (this was planned by a group of parents and youth)

**Youth and Teen Center** in partnership with 50+Senior Center at East Columbia Library ten youth from the YTC will assist seniors in learning how to operate their smart cell phones and other electronic devices (ipad, kindle) January 28th

**IEMP** is partnering with Glenelg Country School and The Build Haiti Foundation to run the Howard County International Youth Council (HCIYC) which brings together high school students who are members of their schools' International or Multicultural Club. Students are developing a project to welcome foreign-born, immigrant youth to Columbia and Howard County. Laura's GT Intern from Wilde Lake High School is the Coordinator for the HCIYC.

**SAS and KidSpace** hosted Family Fun Night. Parents joined their children at the 20 SAS and 3 KidSpace locations for dinner and an activity. This month's activity was to design Holiday cards for deployed service members. The cards were delivered to Ft. Meade for distribution.

## Organizational/Community Transparency

### Media Interactions/Initiatives

#### Media Inquiries and interactions between December 3 and January 14:

- Baltimore Sun about the World Languages Café.
- Baltimore's Child magazine with story pitches from us.
- Business Monthly about Inner Arbor; village center study.
- Chesapeake Family Magazine with story pitches from us.
- Columbia Flier about Hobbit's Glen Golf Club clubhouse construction; CA budget; CA's strategic plan; Comprehensive Plan for Serving Older Adults; CA's youth-led clothing drive; Haven on the Lake; good locations for photographing people in the snow.
- Columbia Patch about CA's youth-led clothing drive; CA's holiday closings and hours;
- Howard Magazine about Columbia DogPark; story pitches from us.
- Maryland Family Magazine with story pitches from us.

Press Releases Issued by CA  
between December 3 and January 14

Media and Blog Coverage by Outlet (*note: Business Monthly, Columbia Life, Howard Magazine often publish CA releases at a later date.*)

Last Call for Auditions for the Starlicious Talent Show	- Patch blog posted by CA staff - Columbia Life magazine: "Kid performers will be Starlicious"
Residents Encouraged to Complete a Short Survey, Help Organizers Plan for Columbia's 50th Birthday Party	- Patch blog posted by CA staff
Public Feedback Welcome Through January on Draft Plan for Serving Older Adults (Also: "Two Public Meetings on Jan. 13 for CA's Comprehensive Plan for Serving Older Adults")	- Patch blogs posted by CA staff - Flier: "CA releases plans for Columbia's older adults" - Howard County Beacon: "Help Shape Plans for Older Adults" - Columbia Life Magazine: "CA seeking senior input" - Business Monthly: "Public Meetings on Jan. 13 to Promote CA Plan for Serving Older Adults" - HoCo Blogs in the Community blog: "Listen, learn and vision ... ways to get involved in Hoco" - HoCo Connect: "Addressing the growing Howard County senior citizen population: One organization's response"
Learn About the Early History of Columbia With a Free Mini-Course and Online Exhibit	- Patch blog posted by CA staff - HoCo Connect: "Columbia Archives mini course on Creating Columbia"

Columbia Archives Seeks Voices For Martin Luther King Jr. Day Oral History Project	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: "Columbia Archives seeks volunteers for Civil Rights project"</li> <li>- Business Monthly: "Columbia Archives Seeks Voices for MLK Jr. Day Project"</li> </ul>
Columbia Association Recognized in Baltimore Sun, Healthy Howard Workplace Awards	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Business Monthly: "Howard County Businesses Make Top 100 Workplaces for 2013"</li> </ul>
Columbia Association Partners With The Still Point at New Downtown Mind-Body Wellness Retreat	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: "CA to partner with The Still Point in fitness club"</li> </ul>
Reminder: Two Informational Sessions Remaining for Sister Cities Summer Student Exchange Program	<ul style="list-style-type: none"> <li>- Patch blog posted by CA staff</li> <li>- Flier: community calendar listing</li> </ul>

### Website Update

Currently, the Communications team is adding content/information to the website and preparing to present the new website to the CA Board of Directors on Thursday, January 23.

### Community Engagement/Involvement

- Created comprehensive communication and engagement plans for:
  - Lakefront Wednesday Concert Series Open Call
  - Louis Van Amstell LaBlast Fitness Master Class and Training
  - Columbia Archives Upcoming Events/Announcement
- Continued to engage with residents and other stakeholders via our social networking accounts including CA's main Facebook page, Twitter, YouTube, Instagram and LinkedIn.
- Communications set a date for the next session for its citizens academy, Excite Columbia. The session will begin on February 18.

### Programming/ Publications

- [This Week@CA](#) continues to be a great weekly resource to promote and inform residents about CA related news. Programming topics recently featured:
  - Student Exchange Information Session
  - Columbia's 50th Birthday Survey
  - Columbia Archives, Creating Columbia Mini-Courses
  - Board of Directors Meeting, January 9
  - Starlicious Auditions
  - Comprehensive Plan Serving Older Adults
  - Summer Camps Registration
  - CA Holiday Hours
  - Biggest Winner Weight Loss and Fitness Contest

- Columbia Art Center, Student Photo Exhibit
- Spirit of Columbia Scholarship
- Urgent Notifications
- SplashDown, Snack-n-Slide
- Board of Directors Meetings, December 12
- CA receives Best of Howard County Awards
- CA receives Workplace Recognition Awards
- Nutcracker on Ice at Columbia Ice Rink
- Columbia Market Analysis & Economic Development Services Study
- KidSpace, Ladies Night Out Holiday Event
- Columbia Matters January 2014
  - Nutrition Tip with CA, Elite Personal Trainer/Certified Nutrition Coach, Bonnie Pace
  - Group Fitness Classes
  - Personal Training Programs
  - Services being provided at Haven on the Lake
  - NewU Physician Referral Programs
  - Board of Director Meetings, Jan 9, 23
  - Public Budget Forum, Jan 16
  - January 2014 CA Monthly
  - Winter/Spring 2014 Activities Guide
  - Spirit of Columbia Scholarship
  - Urgent Notifications
- Additional Videos Produced and Filmings:
  - Columbia Market Study

#### Community Engagement/Inspire Columbia

The Communications and Community Engagement Division launched a community engagement website, InspireColumbia.com, in April. The site was designed to engage Columbia community members in conversation with Columbia Association by submitting ideas in response to topic questions posted by CA. The topics posted will be related to CA's organizational goals and each will serve to garner public opinion on how to maintain and enhance the quality of life for people living and working in Columbia.

Data from InspireColumbia.com:

Total Visitors	Total Pageviews	Total Participants	Average Age of Participants
2,614	26,490	390	46

The topic questions for this month include:

- Post a photo of something that inspires you in Columbia.
- Are there any specific facilities or programs where you'd like to see CA invest in the upcoming Fiscal Year 2016?
- What do you think are the most important facilities that CA operates? And the least important?

- How would you feel about being able to sign up for CA memberships online?
- What do you think CA can do to better serve and partner with the local businesses in Columbia?
- Would you be in favor of expanding CA's market area to bring in more "non-Columbians" to use CA facilities/programs?

Social Media Analytics for December 3, 2013 - January 14, 2014

Account	Following
Facebook	<b>5,012</b> (Likes)
Twitter	<b>1,230</b> (Followers)
YouTube	<b>156</b> (Subscribers)
LinkedIn	<b>458</b> (followers)

CA Today Blog statistics for December 2013

Month	# of Page Views	# of stories pub.
December	4,080	22

**Haven on the Lake – Project Update**

Please see the following project status report on Haven on the Lake.

**Hobbit's Glen Golf Club Clubhouse – Project Update**

Please see the following project status report on the Hobbit's Glen Golf Club Clubhouse.

Haven on the Lake  
Interior Build-out  
Project Status Report  
January 15, 2014

*Project description: Design and engineering services and the construction/build out of the lower level of the historic Rouse Company Building for Haven on the Lake. Construction of the space includes indoor pools, specialty wellness environments, group exercise studios, locker rooms and exterior space enhancement.*

Haven on the Lake is currently on schedule for a September 2014 opening. This date coincides with the opening of the Whole Foods Market within the building.

The conceptual design for the retreat was created during the spring and summer of 2013 by an architectural design firm with extensive experience in alternative wellness environments. Concurrently, the exterior patio spaces were being re-envisioned by a local landscape architect. Combining the two conceptually designed spaces, CA released a request for proposals for the architectural and engineering in August 2013. The successful firm was selected in October 2013 and is tasked with developing the conceptual design into detailed construction drawings that can be permitted and constructed within the defined budget.

As of this report, the design is approximately 75% complete and the drawings are scheduled to be submitted to the County reviewing/permitting agencies by March 1, 2014.

At the same time the CA staff has initiated a national search for the General Manager of Haven on the Lake. Over 60 resumes have been received and the selection team hopes to make a selection in February.

Marketing efforts are also underway. A few advertisements have been placed in appropriate publications and will begin running at the end of January. Also, at the end of January, a web landing page will be live with information about Haven on the Lake ([HavenontheLake.org](http://HavenontheLake.org)).

An information/sales trailer will be located on the American Cities Building lot and will be open for the community the first week in March.

Finally, there will be an event on Saturday March 1, from 11am – 2pm at Historic Oakland to introduce Haven on the Lake to the community.

<b>Board Approved Budget:</b>	
<b>FY14</b>	<b>\$ 300,000.00</b>
<b>FY15 (requested)</b>	<b>\$ 4,000,000.00</b>

<b>Construction Cost:</b>	<b>\$ 3,500,000.00</b>
<b>Design/Permits/Incidentals Cost:</b>	<b>\$ 475,000.00</b>
<b>Projected Contingencies:</b>	<b>\$ 300,000.00</b>
<b>Other</b>	<b>\$ 25,000.00</b>
<hr/>	
<b>Total Projected Capital Cost:</b>	<b>\$ 3,000,000.00</b>

	Budgeted	Current
Design, Engineering, Permits & Incidentals	475,000	300,000
Clubhouse Construction	3,500,000	
Contingencies	300,000	
Total	6,000,000	300,000

#### Project Schedule

A/E Procurement	Oct-13
Design Development and Engineering	Mar-14
Permits Review and Received	Apr-14
Construction Procurement	Feb-14
Construction Begin / End	Apr-14 / Sept-14

Hobbit's Glen Golf Club  
Clubhouse Redevelopment  
Project Status Report  
January 15, 2014

*Project description: Design and engineering services and the reconstruction of the HGGC Clubhouse. Construction of the clubhouse includes extensive site work and upgrading utilities.*

The Hobbit's Glen Golf Club clubhouse redevelopment project continues to move forward on a modified schedule that was primarily necessitated by County permit reviews and permit related actions. The modified schedule projects that the grading and building permits will be received in early to mid-February. This modified date represents a 90 day delay in the original schedule.

At the conclusion of the community and stakeholders outreach in April of 2012, the design of the site and the new building ensued. Meetings between CA staff, the architect and engineers, and the stakeholders were conducted on a bi-monthly basis. Due to changes to the "final" design during May of 2013, design completion was delayed by approximately ninety days.

Both the site development plan and the architectural drawings were submitted to Howard County review and permitting agencies in September 2013. Concurrently, the project to construct the new clubhouse was released for bid. Six construction firms submitted bids which were received the third week of November 2013. The lowest bidder's price for the clubhouse significantly exceeded the construction budget. A series of meetings were held during December 2013 with the architects, engineers, CA staff and the low bidder to examine value engineering options that would not compromise the quality of the project and would bring the construction costs within budget. A contract was sent to the contractor at the close of December 2013 to begin the contract terms and conditions negotiation and to finalize value engineering. The contract is expected to be executed the week of January 20, 2014.

The value engineering team was successful in engineering the costs to within the approved budget without compromising the quality of the project. The turn house, however, could not be included in that final program. Because of the importance of the turn house to the golf community, staff plans to build it using FY15 Category III Capital funds allocated to the golf courses.

Meanwhile, during the fall of 2013, the County permit agencies transmitted *Developers Agreements* associated with the private stormwater management facilities and the utility upgrades that are required for the redevelopment. Changes were required to the architectural drawings and associated plats in order to obtain Site Development Plan approval.

As of this report, all drawings and site plans have been re-submitted to the County and permits are anticipated to be released in early to mid-February 2014. The construction time remains 365 calendar days depending on weather, with an anticipated completion date of February 2015.



<b>Board Approved Budget:</b>	<b>\$ 6,000,000.00</b>
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<b>Construction Cost:</b>	<b>\$ 4,815,000.00</b>
<b>Design Cost:</b>	<b>\$ 900,000.00</b>
<b>Projected Contingencies:</b>	<b>\$ 185,000.00</b>
<b>Other</b>	<b>\$ 100,000.00</b>

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**Total Projected Capital Cost: \$ 6,000,000.00**

	Budgeted	Current
Design, Engineering, Permits & Incidentals	575,000	900,000
Clubhouse Construction (Incl. Contingency)	5,000,000	5,000,000
Temporary Facilities	100000	100,000
Turnhouse - NOT ACCEPTED	325000	0
Total	6,000,000	6,000,000

#### Project Schedule

A/E Procurement	Nov-12
Community / Stakeholders presentations and comments	Apr-12
Design Development and Engineering	Sept-13
Permits Review and Received	Sept-13/Feb-14
Construction Procurement	Nov-14
Construction of New Clubhouse Begin / End	Feb-14 / Feb-15

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2011**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b><u>Category I Projects:</u></b>					
Watershed Projects	These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects				
Water Quality - RT3	Water Quality - Replacements and restoration related to water quality.	Various dates in FY 11-12-13-14	April-14	125,000	82
Wilde Lake Shoreline Restoration - RT4	Engineering funds to develop permit and construction documents.	Various dates in FY 11-12-13-14	December-14	75,000	72,000
Wilde Lake Shoreline Restoration - RT5	Construction funds associated with the restoration.	Various dates in FY 11-12-13-14	December-14	100,000	100,000
Watershed Retrofit LE-RRI-011 - RT8	Long Reach - Stormwater management pond retrofit.	Various dates in FY 11-12-13-14	January-14	70,000	705
Watershed Retrofit LE-RRI-015 - RU2	Long Reach - Stream restoration.	Various dates in FY 11-12-13-14	January-14	265,000	7,283
Watershed Retrofit LE-RRI-019 - RU3	Owen Brown - Stream restoration.	Various dates in FY 11-12-13-14	January-14	250,000	6,597
Watershed Retrofit LE-RRI-020 - RU4	Owen Brown - Stream restoration.	Various dates in FY 11-12-13-14	May-14	348,000	292,093
<b>Total Category I Projects</b>				1,233,000	478,760
<b><u>Category II Projects:</u></b>					
Information Technology Improvements - DP9	Various hardware, software and database enhancements, updates and improvements.	Various dates in FY 11-12-13-14	April-14	552,000	22,875
<b>Total Category II Projects</b>				552,000	22,875

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2012**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>					
	<b>These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.</b>				
<b>Alternative Powered Aerator/Fountain Sys - RV6</b>	The aeration system would help to reduce the accumulation of algae and other nuisance aquatic vegetation and help improve the aesthetic appeal of the ponds/lakes.	May-11	January-14	30,000	30,000
<b>Watershed Retrofit LE-RR1-001 - RV8</b>	Long Reach - Forebay and extended detention retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, and enhance in-stream habitat.	December-11	May-14	44,000	33,340
<b>Watershed Retrofit LE-RR1-502 - RW2</b>	Owen Brown - Bio retention facility. The retrofit is designed to improve storm water quantity and quality controls, and reduce pollution.	January-12	May-14	40,000	122
<b>Watershed Retrofit - LE-RR1-503 - RW3</b>	Owen Brown - Bio retention facility. The retrofit is designed to improve storm water quantity and quality controls, and reduce pollution.	January-12	May-14	34,000	114
<b>Watershed Retrofit - LE-RR1-506 - RW4</b>	Owen Brown - Stream restoration. The retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, an enhance in-stream habitat.	May-11	May-14	75,000	9,774
<b>Watershed Retrofit - LE-RR1-507 - RW5</b>	Owen Brown - Stream restoration. The retrofit is designed to improve storm water quantity and quality controls, improve stream stability, reduce pollution, an enhance in-stream habitat.	May-11	May-14	241,000	0
<b>Total Category I Projects</b>				464,000	73,350
<b>Category II Projects:</b>					
<b>Hobbit's Glen Clubhouse Renovations - AX2</b>	The improvements to the Hobbit's Glen clubhouse will span at least two fiscal years with architectural, engineering and permitting commencing in FY12. Subsequent construction costs will reflect the final decision of the CA Board.	June-11	December-15	575,000	19
<b>Information Technology Improvements - DQ4</b>	Various hardware, software and database enhancements, updates and improvements.	May-11	April-14	1,067,000	428,504
<b>TSSC - Energy Management System - AX3</b>	Energy Management System to reduce energy usage and carbon footprint. The Supreme Sports Club's installation of an energy management system would supply and install water cooled condenser bundles to capture discharged heat from roof top air conditioning units.	July-11	March-14	225,000	377
<b>TSSC - Miscellaneous Renovations - AX5</b>	Miscellaneous renovations to increase floor space for various activities at the Supreme Sports Club.	November-11	March-14	428,000	1,459
<b>Total Category II Projects</b>				2,295,000	430,359

**COLUMBIA ASSOCIATION, INC  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2013**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>	<b>These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.</b>				
Watershed Project - RZ4	Long Reach - Watershed Management, the addition of a wetland area to the forebay at Jackson Pond.	May-12	May-15	95,000	88,000
Columbia Wide - Water Quality - RZ6	Columbia Wide - Water Quality, is intended to address the needs on a Columbia-wide basis associated with water quality devices, stormwater management ponds and stream stabilization projects.	May-12	April-14	75,000	106
Columbia Wide - Going Green Projects - RZ7	Energy initiatives for a multi-year program to increase energy efficiency and reduce CA's carbon footprint. Projects will be prioritized based on return on investment and short implementation schedules.	September-12	April-14	200,000	6,000
Columbia Wide - Building Energy Retrofits - RZ8	Fund the development of a building improvement plan. The plan would become the basis of building improvement initiatives to decrease energy consumption and CA's carbon footprint.	September-12	July-14	200,000	48,000
Pathway Connectivity Planning & Design - SA4	This project will provide funds to initiate implementation of the Columbia-wide path connectivity plan. Pathway enhancements may include but are not limited to pathway widening, slope reduction, relocation and curb cuts.	May-12	April-14	150,000	104,235
<b>Total Category I Projects</b>				720,000	246,341
<b>Category II Projects:</b>					
Hobbit's Glen Clubhouse - CG9	Constuction funds for Hobbit's Glen Clubhouse.	December-12	December-15	1,000,000	324,258
IT Document Imaging - DR1	This tool will allow CA to scan documents into Lawson, CA's financial system. This will reduce storage space and improve CA's environmental sustainability efforts.	December-12	June-14	140,000	14,786
Dorsey's Search Meeting Room Expansion - KG5	Planning, engineering and permitting funds for the addition of about 785 square feet to the existing building.	July-12	June-15	33,000	78
Homespun Pond - SA2	Major renovations to the Homespun Pond in Owen Brown to include the replacement of the riser structure, the outfall barrel and dredging.	February-13	April-14	150,000	143,520
Steven's Forest Pool Improvements - CH2	Install a new spa, outdoor shade structures and an outdoor exercise pavilion.	June-12	March-14	340,000	13,902
Dog Park Planning Funds - SA3	Funds to provide for the construction of a dog park in Columbia,	October-12	Complete	135,000	2,302
<b>Total Category II Projects</b>				1,798,000	498,846

**COLUMBIA ASSOCIATION, INC.  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2014**

Project Name	Project Description	Project Start Date	Estimated Completion Date	Budgeted Amount	Budget Funds Remaining as of January 2014 after Payments and Commitments
<b>Category I Projects:</b>					
<b>Watershed Projects</b>					
Columbia Wide, Water Quality - SE5	These projects are intended to address replacements and restorations associated with water quality devices, storm water management ponds and stream stabilization projects.  This project is intended to address the needs on a Columbia-wide basis associated with water quality devices, stormwater management ponds and stream stabilization projects.	August-13	April-14	75,000	75,000
Maintenance Facility, Stormwater Detention Pond - SE6	This project will refurbish the outlet structure of the extended detention pond that receives runoff from the equipment lot and the employees' parking lot at the Maintenance Facility.	May-13	May-14	58,000	47,500
Wilde Lake Barn Bio-retention Facility - SE7	This project to construct a bioretention facility at Wilde Lake Barn would infiltrate and filter sediment before it enters Wilde Lake.	May-13	May-14	55,000	48,000
Pathway Connectivity Improvements - SE8	The purpose of this project is to begin to implement pathway improvements associated with the Active Transportation Action Agenda.	August-13	April-14	100,000	100,000
Columbia Wide - Going Green Projects - SE9	These projects for energy initiatives are designed to provide funding for a multi-year program to increase energy efficiency and reduce CA carbon footprint.	August-13	September-14	200,000	35,000
Columbia Wide - Building Energy Retrofits - SF1	These projects will fund the development of a building improvement plan. This will become the basis of building improvement initiatives to decrease energy consumption and CA's carbon footprint.	August-13	September-14	200,000	180,000
Columbia Wide - Highway Signs Planning - SF2	This project provides for planning, design and permitting for five Columbia entry signs.	October-13	April-14	30,000	30,000
Town Center - Planning Funds, Lake Kittamaqundi - SF3	This project will provide funds for planning, design and engineering to complete the pathway around Lake Kittamaqundi by pathway, bridge and boardwalk.	August-13	December-14	220,000	113,000
<b>Total Category I Projects</b>				938,000	628,500
<b>Category II Projects:</b>					
Dorsey's Search Meeting Room Expansion - KK2	Constuction funds for Dorsey's Search Meeting Room Expansion.	07/01/2012	June-15	200,000	172,974
OSM - Equipment & Vehicles -SF4	Various pieces of land maintenance and construction equipment and vehicles.	September-13	March-14	450,000	191,282
Oakland Mills - Patriot Lane Pond - SF5	Major renovations to the Patriot Lane Pond to include pond dredging and construction of a forebay.	July-13	January-14	350,000	2,597
Owen Brown Homespun Pond Renovations - SF6	Major renovations to the Homespun Pond to include the replacement of the riser structure, the outfall barrel and dredging.	July-13	April-14	400,000	5,070
Hickory Ridge Park - SF7	This project is for design, engineering, permitting and construction funds for park improvements on the three-acre open space parcel.	May-13	April-14	150,000	116,100
Owen Brown Tennis Clubhouse - CS3	Construction funds for the Owen Brown Tennis Clubhouse.	March-13	December-14	350,000	13,902
Hobbit's Glen Clubhouse - CS4	Construction funds for the Hobbit's Glen Clubhouse.	November-13	December-15	4,425,000	0
Indoor Tennis Facility - CS5	Planning funds to begin the engineering and architectural planning for a six-court permanent indoor tennis facility.	August-13	Pending	100,000	86,795
Aquatics - Talbott Springs Pool - CS6	New amenity for the Talbott Springs Pool.	June-13	June-14	75,000	33,078

**COLUMBIA ASSOCIATION, INC.  
CAPITAL PROJECTS SUMMARY CATEGORY I AND II  
FOR THE BUDGETED PERIOD 2014**

Aquatics - Faulkner Ridge Pool - CS7	New amenity for the Faulkner Ridge Pool.	June-13	June-14	75,000	64,472
Downtown Fitness Facility - CR4	This project is for design, engineering and permitting funds for the downtown fitness facility.	August-13	June-15	300,000	15,323
CA Headquarters Space - DR2	These funds are to begin the process of securing headquarters space for CA in downtown Columbia.		December-18	1,000,000	1,000,000
IT - Employee Self-Service - DR3	A web-based tool that enables team members and team leaders to take ownership of personal information and enables team leaders to track and maintain information about their direct reports.	January-14	June-14	61,000	61,000
<b>Total Category II Projects</b>				<b>7,936,000</b>	<b>1,762,593</b>



## **PURCHASING EXCEPTION REQUEST FORM**

### **COLUMBIA ASSOCIATION BOARD APPROVAL REQUIRED**

**Regular Purchases Greater than \$25,000  
Addendums/Change Orders that Require Board Approval**

**Vendor Name and Address: The Whiting-Turner Contracting Company**

**Amount of Purchase: \$3,500,000 Date Requested: January 17, 2014**

**Requisitioned by: Dennis Matthey, Revitalization Service Bureau Director**

**Justification for Exception:**

An exception to the purchasing policy is requested to contract with Whiting-Turner Contracting Company to construct the Haven on the Lake Mind and Body Wellness Retreat.

Whiting-Turner Contracting Company began renovating the existing Howard Hughes building in early 2013 for approximately \$20,000,000. If this request is approved CA will be able to take advantage of using this on-site contractor to complete the interior renovations. Significant cost and schedule efficiencies will be realized because Whiting-Turner is on-site, has quality subcontractors in place and a proven track record of delivering large construction projects on time. They are intimately familiar with the space that will be turned over to CA including the sprinkler, plumbing and HVAC systems. Whiting-Turner has over 100 years' experience in large commercial construction projects in the Baltimore/Washington metropolitan region and has completed the renovations to the Howard Hughes building on schedule, having overcome significant construction hurdles in the process.

CA will benefit financially in receiving membership revenue much sooner if this request is approved allowing the facility to open sooner compared to the normal procurement process.

CA has successfully negotiated 10% Minority Business Enterprise subcontracting for this project and a commitment to use local contractors to the maximum extent possible.

Thank you for your consideration.

**Service Bureau Signature:**

A handwritten signature in blue ink, appearing to read "D. Matthey", is written over a horizontal line.

**Date of Board Approval:**

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## COMMITTEE RECOMMENDATIONS TO BOARD

Date: January 17, 2014

To: Columbia Association Board of Directors

From: Andrew Stack, Chair, Board Operations Committee

Subject: **Recommendation for Approval – FY 15 CA Board Orientation, Organizational and Training Calendar**

Issue:

An annual Orientation, Organizational, and Training Schedule for the upcoming fiscal year is created and sent to the Board Operations Committee for review. The schedule is included in an information packet given to the Villages each year for candidates interested in running for open positions on the Columbia Council/Columbia Association Board of Directors.

Discussion:

The Board Operations Committee discussed the draft Orientation, Organizational, and Training schedule for FY 15. The Committee recommended sending the schedule to the Board of Directors for approval.

Recommendation of Committee:

By a unanimous consensus vote, the BOC

☐

Has no recommendation.

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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:

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

Be it resolved that the attached Orientation, Organizational, and Training Schedule for the Columbia Council / CA Board of Directors for FY 15 be approved by the CA Board of Directors.

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



Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

1<sup>st</sup> Quarter = May 2014 to July 2014

2<sup>nd</sup> Quarter = August 2014 to October 2014

3<sup>rd</sup> Quarter = November 2014 to January 2015

4<sup>th</sup> Quarter = February 2015 to April 2015

Mth	Date	Time	Event
1 <sup>st</sup> QUARTER			
May	Thursday, May 1, 2014	7:30p.m. – 10:00 p.m.	New CA Board of Directors Orientation (Service Bureau Directors' presentations).
May	Saturday, May 3, 2014	9:00a.m. – 4:00p.m.	<i>Board/Staff Retreat 9:00 a.m. – 4:00 p.m. – Location TBD</i>
May	Thursday, May 8, 2014	7:30p.m. – 8:30p.m.	<ul style="list-style-type: none"> <li>➤ <u>Annual Members Meeting</u> Annual meeting of the members of CA to elect the CA Board of Directors. Set time and date of Organizational Meeting of the CA Board (usually immediately following the Annual Members Meeting).</li> <li>➤ <u>Organizational Meeting of the CA Board</u> Elect the Chair and Vice Chair of the Board. Discuss Committee Assignments.</li> <li>➤ <u>Annual Meeting of the Columbia Council</u> Organizational Meeting of the Columbia Council to elect the Chair and Vice Chair.</li> </ul>
		8:30p.m. – 10:00p.m.	Reception Hosted by the CA President/CEO. Social time for Members of the Board of Directors and Members of the Senior Staff.
May	Thursday, May 15, 2014	7:30p.m.	<i>CA Board of Directors Meeting. Approval of the tentative FY15 President/CEO Goals prepared by the FY14 Board.</i>
May	Thursday, May 22, 2014	7:30p.m.	CA Board of Directors Meeting. Agenda includes (i) Election of Chair and Vice Chair by Board Committees and (ii) Approval of schedule for regular Board meetings for the fiscal year.
Jun	June 15, 2014		President/CEO must be given his Board-approved goals no later than June 15, 2014.
Jun	Thursday, June 19, 2014	7:30p.m. – 10:00p.m.	<i>CA Board of Directors Financial, Marketing, and Legal Briefing.</i>
Jul	July 2014		Note: CA Board approves the Budget Schedule in July each year. The schedule includes a series of meetings and work sessions that may not be listed on this calendar.
2 <sup>nd</sup> QUARTER			
Aug			

Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

Sep	September 2014	7:30p.m.	<i>Planning and Strategy Committee Meeting (Hosting CA Board) Public Hearing (Pre-Budget).</i>
Oct	October 2014	7:30p.m.	<i>Planning and Strategy Committee (Hosting CA Board) Budget Work Session to set budget parameters.</i>
Oct	October 2014	Time TBD	Mid-Year Board/Staff Retreat.
3 <sup>rd</sup> QUARTER			
Nov	November 2014		Board meets with President to discuss his progress toward the FY15 goals. Mid-year informal evaluation of President/CEO.
Nov	November 2014		<i>External Relations Committee hosts Stakeholders Dinner with the Howard County State Delegation.</i>
Dec			
Jan	January 2015	7:30p.m.	<i>Public Hearing hosted by Planning and Strategy Committee. First deliberation by PSC on the Conditional FY 16 Budget with proposed revisions from stakeholders.</i>
	January 2015	7:30p.m.	<i>Planning and Strategy Committee Meeting. Second deliberation by PSC on the Conditional FY 16 Budget. PSC to formulate recommendation for the CA Board.</i>
Jan	January 2015		<i>External Relations Committee hosts Stakeholders Dinner with the County Executive and the Howard County Council.</i>
4 <sup>th</sup> QUARTER			
Feb	February 2015	7:30p.m.	Planning and Strategy Committee (hosting CA Board) Work Session on Conditional FY 16 Budget. Board votes to approve the Conditional FY 16 Budget and annual charge rates.
Mar	March 2015		CA Board Prepares President/CEO's Evaluation for FY 15 and begins discussions of the President/CEO Goals for FY16. These require the President's input and several meetings to complete the process.
Apr	April 2015		CA Board approves tentative goals for FY16. The newly elected Board will need to formally accept and approve them.
Apr	Thursday, April 23, 2015	7:30p.m.	Final CA Board of Directors Meeting of the fiscal year.

Orientation, Organizational, and Training Schedule for FY 15  
Columbia Council/CA Board of Directors  
**DRAFT – As of 12-30-13**

NOTE 1: This calendar does not reflect the regularly scheduled Board and Committee meetings throughout the year, which are generally held the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. The Board Operations Committee generally meets the first Monday of the month, unless otherwise arranged.

NOTE 2: *Italicized text indicates tentative meetings/events based upon prior year meetings/events. Tentative meetings are subject to change and/or cancellation.*