

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held: July 23, 2015**

Approved: October 8, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, July 23, 2015, at the Columbia Association Building. Present were Chairperson Jeanne Ketley and members Dick Boulton, Brian Dunn, Janet Evans, Alan Klein, Nancy McCord, Gregg Schwind (arrived 7:33 p.m.), and Andrew Stack. Members Reg Avery and Chao Wu were absent. Also present were CA President/CEO Milton Matthews, Chief Staff Liaisons Susan Krabbe (arrived 7:35 p.m.) and Norma Heim, Governance Chief of Staff Jane Dembner, and General Counsel Sheri Fanaroff (arrived 7:33 p.m.).

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:29 p.m. by the Chair, Jeanne Ketley.

**2. Announcement of Closed/Special Meetings Held/To Be Held:** The **Architectural Resource Committee** held a closed meeting at the Columbia Association Building on July 13, 2015 to discuss covenant cases. Members present were: Jane Dembner, Craig Garrison, Debbie Bach, and Gordon MacPhee. Also present were: Ingrid Hatz, Carole MacPhee, Debbie Nix, Pat Loeber, Carl McKinney, Karen Turcan, Dale Wasmus, and Sheri Fanaroff. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 1:15 p.m. until 2:00 p.m.

The **Audit Committee** held a closed meeting at the Columbia Association Building on July 22, 2015. Members present were: Gregg Schwind, Andy Stack, Nancy McCord, Ed Berman and Jim Young. The vote to close the meeting was 5-0-0.

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, or other persons in connection with pending or potential litigation or other legal matters, and (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 8:07 p.m. until 9:15 p.m.

**3. Approval of Agenda:**

**Action:** Mr. Stack moved that the agenda be approved as presented. Ms. McCord seconded the motion which passed unanimously. Vote: 7-0-0.

*Mr. Schwind arrived at 7:33 p.m.*

**4. Disclosure of Conflicts of Interest:** none

**5. Resident Speakout:**

- (a) Leo Bruette, Columbia Tennis Committee, spoke about his committee's FY15 annual report.
- (b) Edward Shulder, Columbia Pedal & Paddle, spoke about the Donna Sunderkick Columbia Pedal and Paddle charity event, and praised CA's Aquatics Division.
- (c) Jeff Churilla, Wilde Lake, spoke about stormwater runoff in Running Brook and the possibility of CA building a bio-retention facility.
- (d) Joel Hurewitz, Harpers Choice, spoke about Inner Arbor Trust bylaws regarding membership of CA representatives on the IAT board.

- (e) Kevin McAliley, Wilde Lake Village Board chair, spoke about a Wilde Lake Community Action and Resources for Environmental Stewardship committee, which will have an organizational meeting on July 27.
- (f) Mr. Golinkin, Oakland Mills, spoke about raising CA's annual charge cap.

*Mr. Schwind arrived at 7:33 p.m..*

#### **6. Approval of Minutes of July 9, 2015**

**Action:** Ms. McCord moved that the minutes of July 9, 2015 be accepted. Mr. Boulton seconded the motion, which passed. Vote: 6-0-2

For: Mses. Ketley and McCord and Messrs. Boulton, Klein, Schwind and Stack

Against: None

Abstain: Mr. Dunn and Ms. Evans

#### **7. Chairperson's Remarks:** None.

#### **8. President's Remarks:** Mr. Matthews reminded everyone that CA is moving its headquarters and said his report should have mentioned that Board members Andrew Stack, Janet Evans and Brian Dunn attended the ARTreach event on June 20. He added that Arielle Feinberg will begin as Haven on the Lake general manager in August.

#### **9. Committee Chairs' Remarks**

- (a) Board Operations Committee: none
- (b) External Relations Committee: none
- (c) Planning and Strategy Committee: Ms. McCord said all are invited to the Wilde Lake picnic on September 19 from 11 a.m. to 3 p.m.
- (d) Strategic Implementation Committee: none
- (e) Audit Committee: Mr. Schwind said the committee met last night and that discussion of the financial statements is on tonight's agenda.
- (f) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Schwind said the IAT board met on July 15 and will soon file its Form 990 and audit. Groundbreaking for the Chrysalis amphitheater, which may cost \$6.4 million to build, is set for mid-September. It is expected to be completed by mid-May. Mr. Boulton was voted onto the IAT Board. The next IAT board meeting may be held on the day of the groundbreaking. Both representatives said they want the IAT to develop a regular schedule of board meetings.

#### **11. Committee Agendas**

##### **(a) Strategic Implementation Committee (*moved up to precede Item 10*)**

##### **1. Discussion**

- (a) Update on the Long-Term Lake Management Plan and Funding discussion for Wilde Lake Open Space and Facility Services Director Dennis Matthey presented background on sediment deposits and shoreline erosion at Wilde Lake. Keith Tate, President of BayLand Consultants & Designers, then gave an update on 20-year sediment management plans his firm has developed for Wilde Lake, Lake Kittamaquundi and Lake Elkhorn.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to add language to previously-approved capital projects RT4 and RT5 to include engineering and permitting associated with dredging Wilde Lake and creating a sediment placement site. Ms. Evans seconded the motion, which passed.  
Vote: 2-0-0

- (b) Swim Center Architectural/Engineering Capital Funding Request  
Open Space and Facility Services Director Dennis Matthey described staff's recommendation re-purpose funding for two open and approved capital projects to provide architectural,

engineering and construction management services associated with repairs and renovations to the Swim Center.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to re-purpose open and approved capital projects Z11-15-2 (possible indoor Pool A & E) and Z11-16-3 (Indoor Pool Architectural and Engineering) to provide architectural, engineering and construction management services associated with repairs and renovations to the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Mr. Schwind moved that the SIC recommend that the Board approve staff's recommendation to increase the FY16 capital budget by \$100,000 to provide architectural and engineering services associated with repairs and renovations to the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Mr. Schwind moved that the SIC recommend that the Board vote tonight on the two staff recommendations regarding the Swim Center. Ms. Evans seconded the motion, which passed. Vote: 2-0-0.

**Action:** Ms. Evans moved that the SIC recommend that the Board approve selecting a contract from two bidders re: Swim Center architectural and engineering work. Mr. Schwind seconded the motion, which passed. Vote: 2-0-0.

(c) Committee Tracking Form

## **10. Special topics and Presentations**

### **(a) Update on the Headquarters Office Move**

Ms. Krabbe gave a status report on the office move, scheduled for the weekend of August 22 and presenting slides showing various areas of the new space, still under construction. She said Board members will be able to tour the space prior to the move.

## **11. Committee Agendas**

### **(b) External Relations Committee**

#### **1. Discussion**

##### **(a) Site Development Plan for Royal Farms on Snowden River Parkway**

Ms. Dembner described how staff has acted on the Board's straw vote indicating its opposition to a gas station proposed at the intersection of Snowden River Parkway and Minstrel Way. Actions included both corresponding with and meeting with senior managers at the county's Department of Planning and Zoning, the Office of Transportation and the Department of Public Works to express the Board's concerns.

Ms. Dembner said that, based on the consultations with the county and her own understanding of the regulations, gas stations are permitted on the property and advised the board to focus on opposing the requested waiver petition for direct access to a station from Snowden River Parkway. The Board directed staff to consult a land use attorney to help craft testimony to present to the Planning Board in opposition to direct access to and from Snowden River Parkway and to include CA's ideas about the vision of Columbia in its reasons for objecting to the requested waiver.

(b) Update on Noise at Merriweather Post Pavilion - A letter has been sent.

(c) Update on Stakeholders Dinners (tabled)

(d) Committee Tracking Form

**12. Recommendations for Board Action**

(a) Consent Agenda -- none

(b) Recommendations for Board Action

1. Approval of Annual Charge rate for the FY17 and Conditional FY 18 budgets

**Action:** The Board unanimously approved the recommendation made by the PSC during its July 19, 2015 meeting to keep CA's Annual Charge rate at \$.68 for the FY17 and Conditional FY 18 budgets.

2. Consider Raising the Annual Charge Cap for the FY 17 and Conditional FY 18 Budgets from 2.5% to up to 5%

Ms. Krabbe described the financial impact of raising CA's annual charge cap from the current 2.5% to incrementally higher levels, up to 5%.

**Action:** Ms. McCord moved to increase the annual charge cap to 3.5% for FY 17. Mr. Schwind seconded the motion, which passed. Vote 5-1-2.

For: Mses. Ketley and McCord and Messrs. Dunn, Schwind and Stack

Against: Ms. Evans

Abstain: Messrs. Boulton and Klein

3. Approval of the Proposed FY 17 and Conditional FY 18 Capital and Operating Budget Parameters

**Action:** The Board unanimously approved the recommendation made by the PSC during its July 19, 2015 meeting to approve the proposed operating parameters of an increase in net assets of at least \$3.8 million and proposed capital parameters of \$21 million for FY 2017 and \$17 million for FY 2018.

**Action:** Mr. Stack moved to suspend the rules in order to vote tonight on the three swim center recommendations. Ms. McCord seconded the motion, which passed unanimously.

**Action:** Mr. Stack moved that the Board approve the three recommendations staff presented tonight regarding obtaining architectural and engineering services to renovate the Swim Center. Ms. McCord seconded the motion, which passed unanimously.

**13. Reports**

(a) FY 2015 Financial Statements and Independent Auditors' Report – Columbia Association, Inc.

(b) FY 2015 Financial Statements and Independent Auditors' Report – Incentive Savings Plan and Trust  
The statements and reports will be filed.

**14. Tracking Forms**

(a) Tracking Form for Board Requests: no additions

(b) Tracking Form for Resident Requests: no additions.

**15. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**16. Adjournment:** The open meeting was adjourned at 11:05 p.m.

**17. Closed meeting** of the Board followed adjournment of the open meeting.

Respectfully submitted,

Valerie Montague  
Recording Secretary

The following pages are from

Resident Speakout

at the July 23, 2015

Columbia Association

Board of Directors meeting



## Columbia Tennis Committee

### Annual Report – FY15

The FY 15 Tennis Committee was composed of Leo Bruette (Chair), Bob Berlett ( Vice-Chair ), Jim Alvey, Jerry Boyer, Andrew Chen, Stephanie Foster, Mike Glasgow, Brad Harris, Lisa Martinez, Dave Paulson, Erica Roach, Jon Smith, Larry Sorkin, Dave Thompson, Laura Violand, and Celest Womack

The Committee charge for FY 15 was:

- To continue to lobby for the new indoor tennis facility at the Sports Park or other location.

Accomplishments for FY15:

- USTA league play continued to grow & thrive – 3,700 + participants. Nine league teams progressed to the USTA national tournaments.
- New, progressive Junior Development & Competition was introduced and participation increased to 1,920 from 1,363.
- Cardio Tennis was introduced December, 2014 - - first five months participation was 442
- Pickleball was introduced to the community. Play was twice per week in the summer on three Wilde Lake courts and, during the indoor season, once per week at Owen Brown on four courts
- New Adult Instructional & Drill program was introduced and participation grew from 949 to 1,243
- Opening of the newly constructed Owen Brown clubhouse as well as resurfacing of the five Owen Brown indoor courts and the four Athletic Club indoor courts. The 11 Wilde Lake courts were renovated and resurfaced.

Partnerships for FY 15

- Established a long term strategic partnership with the Washington Kastles, a World Team Tennis team. Organized a CA night at a Kastles home match.
- Formed a long term strategic partnership with USTA Mid-Atlantic to host large regional events at CA clubs.
- Created partnerships with Adidas, Wilson, & Head to offer our community best prices on racquets and apparel.
- Continued support of HSPSS high school tennis events.

- Continued support for Special Olympics.

Ongoing and Upcoming items for FY16:

- Keeping the new indoor facility at the forefront within the community.
- Continued support of Howard County Special Olympics.
- Continued support of senior racket sports programs, including league play and pickleball.
- Gather community feedback on tennis priorities.
- Continue to improve communications and marketing





To all interest parties:

Please find below the story of the Donna Sunderdick Columbia Pedal and Paddle, a most unusual charity event. This event, organized by Columbia Pedal & Paddle, Inc. – a 501(c)(3) corporation, is an event as unique as the city where it takes place. Let me tell you more about the P&P, as we like to call it.

#### The Event

The Donna Sunderdick Columbia Pedal & Paddle, held the 2<sup>nd</sup> Sunday each July, is a 45 mile bike ride through all 10 Columbia villages. The ride winds its way to each of Columbia's 23 outdoor pools where participants swim a lap before moving on. The event is pure Columbia as no other locality in the US provides so many pools as a community amenity. Most participants come from Howard County and surrounding jurisdictions, but we have had riders from Pennsylvania, Virginia, the District of Columbia and even from as far as Colorado. The event has grown each year and in 2014, we had a record 117 riders and donated over \$4,000 to the Fund.

#### Our Namesake

Donna Sunderdick was a Howard County resident and teacher in the Howard County Public School System for over 20 years. As an English teacher at Oakland Mills High School, Ms. Sunderdick exhibited a passion for her students that went well behind the classroom. She was perhaps best known as a team Mom for her famous chocolate chip cookies and positive life outlook. Prior to succumbing to colon cancer in 2009 at age 59, she graciously agreed to an association with the P&P and selected the benefitting charity.

#### Our Benefiter

The Ulman Cancer Fund for Young Adults works at a grassroots level to support, educate, connect, and empower young adult cancer survivors. Since inception in 1997 by a Columbia resident, the Fund has been working tirelessly at both the community level and with national partners to raise awareness of the young adult cancer issue, and to ensure all young adults and families impacted by cancer have a voice and the resources necessary to thrive.

#### Our Organization

Columbia Pedal & Paddle, Inc. was founded in 2013 to run the charity event. The corporation is run by an all-volunteer Board and incurs no costs other than those for hosting the event, such as liability insurance, food and drinks and commemorative t-shirts. The Board does not receive any stipend or other payment and employs no paid staff. We believe that what we collect should go to our designated charity. Since we began officially registering riders and collecting a related fee, we have donated over \$10,000 to the Fund. We proudly work with Columbia Association and Princeton Sports to put on the event each year.



Good evening.

My name is Jeff Churilla. My family and I have been residents of 4962 Reedy Brook Lane for almost 15 years. Over the past decade, storm water run-off from different areas in our neighborhood, as well as Tot Lot 1, has found its way to our back yard. It has caused considerable damage to our property.

During any moderate to heavy rain, a significant stream of water can be seen running through our back yard to a storm drain along the walking path behind our house. A trench has formed due to erosion from the running water and it's a breeding ground for mosquitos. A play area once used by my two daughters is now avoided because of the hazard it has become. Many of our neighbors have similar issues and are affected in one way or another by the run-off.

We brought this to the attention of the Wilde Lake Village board last fall. With their tremendous help and direction, we were able to get in contact with the Columbia Watershed Advisory Committee and John McCoy. There was also great interest from several of our neighbors on Reedy Brook Lane, Snowy Reach, Cloudburst Hill and West Running Brook. After several meetings, much discussion and even a guided tour of some of Columbia's wonderful bio-retention facilities, everyone agreed that something needed to be done.

We are here tonight to ask the Board to review our storm water issue and consider building a bio-retention facility at Wilde Lake, Tot Lot 1. After all of the research we have done, we feel this is the best way to solve this problem.

Thank you.

Jeff and Amy Churilla



# WILDE LAKE COMMUNITY ASSOCIATION

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July 23, 2015

Columbia Association Board of Directors  
10221 Wincopin Circle  
Columbia, MD 21044

**Wilde Lake Community Action and Resources for Environmental Stewardship – Organizational Meeting  
Scheduled for Monday, July 27, 7-9pm at Slayton House**

The Wilde Lake Village Board of Directors is pleased to announce the formation of a new committee on the Environment and Open Space. Wilde Lake CARES - Community Action and Resources for Environmental Stewardship is actively seeking Wilde Lake residents to participate in its inaugural year. Wilde Lake CARES's goals include: 1) Enhancing the environmental integrity of Wilde Lake Village, and 2) Ensuring responsible use of Open Space in Wilde Lake Village.

Specifically, this committee will take active approaches to managing landscaping, stormwater and open space recreation in Wilde Lake while raising community awareness. The committee will serve to organize community led campaigns and connect residents to Wilde Lake Community Association, Columbia Association and Howard County officials. In addition, the committee will make recommendations to the Wilde Lake Village Board (WLVB) on issues of environmental and open space concern.

The WLVB is learning what we can do as a village to help initiate large-scale bioretention efforts such as one being considered at WL Tot Lot 1 near Reedy Brook Lane, Cloudburst Hill and Snowy Reach. CA Watershed Manager John McCoy has been contacted. WL CARES will discuss this concern at their initial meeting.

All Wilde Lake residents are invited and encouraged to participate on the committee or in committee sponsored events. Residents interested in attending the organizational meeting should RSVP by July 26 to Bess Caplan at [besswlvb@gmail.com](mailto:besswlvb@gmail.com).

Sincerely,  
Kevin

*Kevin McAliley*  
Chair, Village Board of Directors  
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