

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held: November 13, 2014**

Approved: December 11, 2014

**PUBLIC HEARING ON BUDGET  
Hosted by Planning and Strategy Committee**

A public hearing on the Conditional FY 2016 Budget of the Columbia Association Board of Directors was held on Thursday, November 13, 2014, at the Columbia Association Building. Present were the Chair, Russ Swatek; members Andrew Stack, Reg Avery, Michael Cornell, Jeanne Ketley, Alan Klein, Nancy McCord, Brian Dunn, Gregg Schwind (arrived at 7:47) and Tom O'Connor. Also present were CA President/CEO Milton W. Matthews, Governance Chief of Staff Rob Goldman, Vice President/CFO Susan Krabbe, Director of Community Building and Open Space Jane Dembner, and General Counsel Sheri Fanaroff.

**1. Call to Order:** The meeting was called to order at 7:32 p.m. by the Chair, Russ Swatek.

**2. Approval of Agenda:**

**Action:** Mr. Avery moved that the agenda be accepted; Mr. Klein seconded the motion. Ms. McCord asked that two items be added to the agenda: Advisory Committee Charges (added to Consent Agenda, Item 7a) and potential meeting with Dr. Renee Foose (added to the ERC committee agenda, Item 6c). The amended agenda was approved unanimously. Vote: 9-0-0

For: Messrs. Swatek, Stack, Avery, Cornell, Dunn, Klein and O'Connor, and Mses. Ketley and McCord.

Against: None

Abstain: None

**3. Resident Speakout and 4. Public Hearing for Additions and Deletions to Conditional FY 16 Budget:**

There were three participants in Resident Speakout:

- (a) Stephen Ingley, Harpers Choice Village Manager, spoke about funding for security-related items at Harper's Choice.
- (b) Karen Hitcho, Long Reach Village Board Chair, spoke about landscaping and repairs at the Arts Center and Stonehouse, open space near Long Reach High, and the Locust Park pool.

*Mr. Schwind arrived at 7:47 p.m.*

- (c) Terri Hill, incoming District 12 delegate, said District 12's three new delegates want to introduce themselves to the Board.

**5. Adjournment:** The public hearing was adjourned at 7:55 p.m.

**BOARD OF DIRECTORS MEETING**

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**1. Call to Order:** The Board of Directors Meeting was called to order at 7:55 p.m. by the Chair, Russ Swatek.

**2. Announcement of Closed/Special Meetings Held/To Be Held:**

The Board of Directors held a closed meeting at the Columbia Association Building on October 23, 2014. Present were: Milton Matthews and Board members Michael Cornell, Nancy McCord, Tom O'Connor, Gregg Schwind, Andy Stack, Russ Swatek, Reg Avery (arrived at 6:20 p.m.), Brian Dunn (arrived at 6:30 p.m.), Alan Klein (arrived at 6:25 p.m.) and Jeanne Ketley (arrived at 6:53 p.m.). The vote to close the meeting was 6-0-0.

For: Messrs. Cornell, O'Connor, Schwind, Swatek, and Stack, and Ms. McCord  
Against: None  
Abstain: None

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property (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 meeting was closed from 6:20 p.m. until 7:50 p.m.

**3. Approval of Minutes:**

**Action:** Mr. Cornell moved to approve the minutes of October 23, 2014. Mr. Avery seconded the motion. The minutes were approved. Vote: 8-1-1.

For: Messrs. Swatek, Stack, Cornell, Dunn, Klein, Schwind and O'Connor, and Ms. McCord.  
Against: Ms. Ketley  
Abstain: Mr. Avery

**4. Chairman's Remarks:**

Mr. Swatek said Mr. Matthews presented testimony to the Howard County Planning Board without CA Board approval. Mr. Swatek has the audio files of the meeting for those who want to hear testimony given by Board members and Mr. Matthews.

**5. President's Report:**

At Mr. Matthews' request, Mr. Goldman gave a Haven on the Lake update, saying there are now 692 Haven memberships, with 163 of those people also paying additional fees to guarantee spots in certain classes. There are more than 1,800 active prospects. He said the facility is scheduled to be ready in early December. Scheduled events include:

December 6: Stillpoint Spa at Haven on the Lake opens  
December 8-11: Sneak Preview nights  
December 15: Entire facility opens  
January 10-11, 2015: Grand Opening/Open House for the public

Mr. Goldman said county inspections of the facility are scheduled for December 1 through 5, and that the facility's dehumidification system may not be fully installed and commissioned when the facility opens. In response to questions, Mr. Goldman said revenue for the facility will come from memberships, class programs, and the wellness spa. CA and Stillpoint will share equally in the profits and losses of the wellness spa, and CA expects Haven on the Lake to break even financially during the third or fourth year of operation. Marketing efforts include television interviews, email blasts, newspaper ads, and coupons for classes. Most jobs have been filled by a diverse pool of applicants who are now in the process of being trained.

Ms. Dembner said the pathway around Lake Kittamaqundi has been completed and is being used. A formal ribbon cutting ceremony will be held on November 21.

Mr. Matthews asked the Board to clarify whether or not he can advocate publicly on issues on which the Board has taken positions. Board members affirmed their support for Mr. Matthews as spokesman for CA and determined that they need not approve every prepared statement he makes in a public forum. Mr. Swatek and Mr. Klein apologized for publicly rebuking Mr. Matthews during the Planning Board meeting.

## 6. Committee Agendas

### (a) Planning and Strategy Committee

#### 1. Discussion

##### (a) Committee Tracking Form

In response to a question from Mr. Klein, Ms. Dembner explained that the item related to providing guidance on the employee compensation strategy has no follow-up dates attached to it because the study has not yet begun.

### (b) Strategic Implementation Committee

#### 1. Discussion

##### (a) Deer Tick and Lyme Disease

Chick Rhodehamel, CA's Vice President for Environmental Management, provided the Board with an overview of the white-tailed deer overpopulation problem in Howard County. He noted that hunting is an effective way to mitigate the overabundance of deer. This year's deer hunting season runs from October 2014 until February 2015 and Howard County will conduct a managed hunt program in areas of the Middle Patuxent Environmental Area that is adjacent to Harper's Choice and Hickory Ridge. Mr. Rhodehamel also noted that the role deer play in transmission of Lyme disease is in transporting the ticks over large areas, but humans more often come in contact with ticks via household pets.

##### (b) Corporate Resolution for Brokerage Account

Ms. Krabbe requested Board approval of a corporate resolution authorizing CA's President/CEO, Vice President/CFO and Treasurer to open a brokerage account with Fidelity Investments to be used to purchase certificates of deposit.

**Action:** Mr. O'Connor moved that the SIC recommend that the Board approve the resolution for CA to open a brokerage account with Fidelity Investments. Mr. Klein seconded the motion, which the committee approved unanimously. Vote: 3-0-0.

**Action:** Mr. Avery moved that the SIC recommend that the Board approve the resolution tonight to open a brokerage account with Fidelity Investments. Mr. O'Connor seconded the motion, which the committee approved unanimously. Vote: 3-0-0.

##### (c) Committee Tracking Form

Mr. Klein asked about an item regarding President's Goal and Objectives. The Board decided to move the item to the BOC tracking form. The Board also deleted from the SIC tracking form one of two nearly identical items regarding an update on online membership enrollment. Mr. Klein also asked staff to provide the next milestone regarding the online membership item. Mr. Klein said he would review CA's Comprehensive Sustainability Plan efforts and recommend standards, if needed.

### (c) External Relations Committee

#### 1. Discussion

##### (a) Date – November Stakeholders' Dinner

Mr. Goldman said the next stakeholders' dinner will be held November 24 with the Howard County delegation. Dinner with the Howard County Council and incoming County Executive will be on January 26. Both dinners will be held at Linden Hall in Dorsey's Search.

(b) (*added to agenda*) Meeting with Dr. Renee Foose

Ms. McCord said Howard County School Superintendent Dr. Renee Foose would like a private introductory meeting with CA Board members to discuss partnering with Howard County schools.

**Action:** Mr. Cornell moved that the ERC recommend that the Board invite Dr. Foose to an open CA work session to discuss ways CA can further partner with the school system. Ms. Ketley seconded the motion, which the committee approved unanimously. Vote: 3-0-0.

(c) Committee Tracking Form

The Board discussed the status of staff developing options for reintroduction of the carillon bells at Lake Kittamaquundi.

## 7. Recommendations for Board Action

(a) Consent Agenda – Advisory Committee Charges(*added to agenda*)

**Action:** The Board approved the ERC recommendation to have advisory committees present their committee charges every other year instead of annually.

(b) Recommendations for Action

**Action:** Mr. Cornell moved that the Board approve tonight the SIC recommendation that CA open a brokerage account with Fidelity Investments. Mr. Avery seconded the motion, which the Board approved unanimously. Vote: 10-0-0.

**Action:** The Board unanimously approved the SIC recommendation to authorize CA to open a brokerage account with Fidelity Investments. Vote: 10-0-0.

## 8. Possible Topics for Future Board Discussions

Mr. Matthews asked the Board for ideas he can share in response to a Howard County Housing Commission's request for ideas about affordable housing in downtown Columbia. Board members will email their ideas to Mr. Matthews.

## 9. Tracking Forms:

(a) Tracking Form for Board Requests

In response to questions about Tracking Log items, Mr. Matthews and staff said:

- A list of employee stretch goals will be sent to the Board soon.
- A report regarding potential locations for a CA community garden was sent to Board members before the deadline and will be re-sent to them.
- Completed items remain on the tracking log until the end of the fiscal year because doing so makes it easier to tell what has been accomplished during the year.
- Quarterly Reports and Annual reports from the Inner Arbor Trust will be sent to all Board members.

(b) Tracking Form for Resident Requests

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

**11. Adjournment:** The open board meeting was adjourned at 10:09 p.m. A closed meeting followed the open board meeting.

Respectfully submitted,

Valerie Montague  
Recording Secretary