



May 8, 2015

**To:** Columbia Association Board of Directors  
Village Board Chairs  
Village Managers  
Members of the Press  
CA Management

**A Meeting of the Board of Directors will be held on Thursday, May 14, 2015 at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044 immediately following the meeting of the Members of the Columbia Association which begins at 7:30 PM.**

### **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Resident Speakout
4. Election of Chair and Vice Chair of the Columbia Association Board of Directors
5. Appointments to Committees
6. Election of CA Representatives to the Inner Arbor Trust Board of Directors
7. Election of Officers of Columbia Association
8. Approval of BOD Meeting Dates in FY 16
9. Draft Letter from the Board of Directors re: Work of the Fueling Stations Task Force
10. Possible Topics for Future Board Discussions
11. Board Request Tracking Log
12. Resident Request Tracking Log
13. Talking Points
14. Adjournment

**Next Board Meeting  
Thursday, May 28, 2015**

**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.**



**COLUMBIA ASSOCIATION, INC.  
MEETING OF DIRECTORS**

**Held: May 14, 2015**

**Election of Chair and Vice-Chair of the Board**

**RESOLVED**, that \_\_\_\_\_ is elected as Chair of the Board of Directors of the Columbia Association, Inc. for the period from May 1, 2015 through April 30, 2016, and

**FURTHER RESOLVED** that \_\_\_\_\_ is elected as Vice-Chair of the Board of Directors of the Columbia Association, Inc. for the period from May 1, 2015 through April 30, 2016.



**APPOINTMENTS OF DIRECTORS TO BOARD COMMITTEES**  
**Worksheet**

	<u>FY 15</u>	<u>FY 16</u>
<u>Planning and Strategy Committee</u>		
Chair*	Gregg Schwind	_____
Vice Chair*	Brian Dunn	_____
Member	Russ Swatek	_____
Chief Staff Liaison	Jane Dembner	Jane Dembner
 <u>Strategic Implementation Committee</u>		
Chair*	Alan Klein	_____
Vice Chair*	Reginald Avery	_____
Member	Tom O'Connor	_____
Chief Staff Liaison	Susan Krabbe	Susan Krabbe
 <u>External Relations Committee</u>		
Chair*	Nancy McCord	_____
Vice Chair*	Jeanne Ketley	_____
Member	Michael Cornell	_____
Chief Staff Liaison	Rob Goldman	Norma Heim
 <u>Audit Committee</u>		
Members	Reginald Avery	_____
	Michael Cornell	_____
	Gregg Schwind	_____
Resident	James Young	James Young
Resident	Edward Berman	Edward Berman
President/CEO	Milton W. Matthews	Milton W. Matthews
Chief Staff Liaison	Jackie Tuma	Jackie Tuma
 <u>Risk Management Committee</u>		
Chair	Susan Krabbe	Susan Krabbe
President/CEO	Milton W. Matthews	Milton W. Matthews
Member	Reginald Avery	_____
Member	Alan Klein	_____
Member	Tom O'Connor	_____
Resident Expert	Richard Shaw	Richard Shaw
 <u>Board Operations Committee</u>		
CA Board of Directors Chair	Andrew C. Stack / Russ Swatek	_____
President/CEO	Milton W. Matthews	Milton W. Matthews
Planning and Strategy Committee Chair	Gregg Schwind	_____
Strategic Implementation Committee Chair	Alan Klein	_____
External Relations Committee Chair	Nancy McCord	_____
Governance Chief of Staff	Rob Goldman	Jane Dembner

\*The Board Chair assigns the Board Members to the committees. Historically, the committee members select the Chair and Vice Chair of the committee.



**COLUMBIA ASSOCIATION, INC.  
MEETING OF DIRECTORS**

**Held: May 14, 2015**

**Election of Representatives of Columbia Association, Inc. to the  
Inner Arbor Trust Board of Directors**

**RESOLVED**, that \_\_\_\_\_ and \_\_\_\_\_  
are elected as representatives of Columbia Association, Inc. to the Inner Arbor  
Trust Board of Directors for the period from May 1, 2015 through April 30, 2016.



**COLUMBIA ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS**

**Held: May 14, 2015**

**RESOLUTION**

**BE IT RESOLVED**, that the Board of Directors hereby appoints the following slate of officers for Columbia Association, Inc.:

Milton W. Matthews, President/CEO  
Susan Krabbe, Vice President  
Sheri V. G. Fanaroff, Secretary  
Paul Papagjika, Treasurer  
Don Van Deusen, Assistant Secretary

**APPROVED:** \_\_\_\_\_



**DATE:** May 8, 2015  
**TO:** Board of Directors  
**FROM:** Janet Loughran  
**SUBJECT:** **Proposed Schedule of CA Board Meetings for FY 16**

Following is the proposed schedule of meeting dates for the Columbia Association Board of Directors in FY 16:

Thursday, May 14, 2015	Thursday, November 12, 2015
Thursday, May 28, 2015	Thursday, December 10, 2015
Thursday, June 11, 2015	Thursday, January 14, 2016
Thursday, June 25, 2015	Thursday, January 28, 2016
Thursday, July 9, 2015	Thursday, February 11, 2016
Thursday, July 23, 2015	Thursday, February 25, 2016
<i>Per a vote on January 22, 2015, there will be no Board meetings and/or work sessions in August. Enjoy the summer break.</i>	Thursday, March 10, 2016
	Thursday, March 24, 2016
Thursday, September 10, 2015	Thursday, April 14, 2016
Thursday, September 24, 2015	Thursday, April 28, 2016
Thursday, October 8, 2015	
Thursday, October 22, 2015	

jfl

*Approved by the CA Board of Directors on \_\_\_\_\_*

**DRAFT – As of 5-6-15**

15 May 2015

The Honorable Mary Kay Sigaty  
County Council Chairperson  
Howard County Council  
George Howard Building  
3430 Courthouse Drive  
Ellicott City, Maryland 21043

Dear Chairperson Sigaty:

On behalf of the Columbia Association (CA) Board of Directors, I am writing to express CA's support for the recommendations from the Howard County Fueling Stations Task Force ("Task Force"), which, if adopted, would result in changes to the Conditional Use Regulations for Gasoline Service Stations.

As you are aware, the Task Force first reviewed issues, such as blighting, safety, environmental and health impacts, and how each is related to the locations where gasoline fueling stations are sited. Later in the work of the Task Force, these issues would serve as the basis for its recommendations. Of specific and immediate concern to CA and, in general, the community of Columbia is the recommendation requesting that a needs assessment, using objective criteria, should be required to determine whether the demand exists for any proposed new fueling station in a defined market area.

Gasoline service stations have had a long and prominent presence in the village centers in the community of Columbia. All of us wish for their continuation for years to come among the retail mix in the village centers; however, there will be challenges – existing and future ones – for these gasoline service stations. For example, a finding from the Task Force specific to many existing village centers noted that restrictive deeds and covenants on the properties limit the retail offerings of gasoline service stations.

Further, one of the conclusions from the Task Force cites the declining demand for motor fuels in the United States. Couple that conclusion with the potential throughout Howard County for the siting of more high volume gasoline fueling stations or "hypermarkets", and I hope the County Council can begin to see the reasons for our concerns for the continued viability of gasoline service stations in existing village centers. Also, of equal concern, is what can we do to minimize the potential impacts – blight, safety, environmental and health – if more of these gasoline service stations become defunct?

We would like to thank the members of the Fueling Stations Task Force for their nine-month effort to produce the recommendations. Columbia Association looks forward to further opportunities for input as the County Council takes under consideration the recommendations.

Sincerely,



Board Request Tracking Log  
FY 15  
As of May 7, 2015

	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	Michael Cornell	Full Compensation Study	2/20/2014	HR	8/20/2014	9/23/2014 - The Board has decided to conduct a benefits study and combine that with the 2013 compensation study to create a full benefits study. The benefits study is expected to be completed in early 2015.
3	2	Alex Hekimian	Include minutes from all Board meetings in all years (as shown on the previous CA website) on the new CA website	3/13/2014	Communications and Community Engagement	4/30/2014	4/1/2014
4	3	Alex Hekimian	Assess the potential for where a CA community garden could be sited	3/13/2014	Community Building and Open Space	10/31/2014	10/30/2014
5	4	Russ Swatek	Would like more information on stretch goals	3/27/2014	President's Office/HR	11/3/2014	11/14/2014
6	5	Andy Stack	Staff to prepare a briefing on the sign variance issue for new Board members	5/23/2014	Community Building and Open Space	6/30/2014	6/11/2014

Board Request Tracking Log  
 FY 15  
 As of May 7, 2015

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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>
7	6	Board Members	Staff assessment of the covenant enforcement question in the Guilford Industrial Park	5/23/2014	General Counsel	6/30/2014	6/26/2014
8	7	Gregg Schwind	Questions about fees and user requirements for the Dog Park	5/14/2014	Community Building and Open Space	6/20/2014	6/20/2014
9	8a	Jeanne Ketley	Is it possible to find out the elevation of the docks/boardwalk at the Lakefront at Clydes?	5/28/2014	Construction Department	6/28/2014	6/5/2014
10	8b	Jeanne Ketley	The construction of any bridge/boardwalk regardless of height will require support pilings and footings which is where the debris piles up. How long is the bridge, how many pilings and support ties are being constructed? What is the proposed height of the Lake Kittamaqundi pathway bridge above existing ground level?	05/28/14	Construction Department	6/28/2014	6/5/2014
11	9	Jeanne Ketley	Feasibility of providing electronic newsletter to the residents	6/2/2014	Communications and Community Engagement/IT	7/2/2014	7/2/2014
12	10	Jeanne Ketley	Feasibility of electronic pre-registration for Resident Speakout	6/2/2014	IT	7/2/2014	7/2/2014

Board Request Tracking Log  
FY 15  
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13	11	Nancy McCord	Recap summary of financial performance of CA golf for the past 10 years	6/12/2014	Finance	7/21/2014	7/28/2014
14	12	Michael Cornell	Feasibility of an enhanced audio recording system for the Board Room; microphones for each Board member; and video streaming of Board meetings	6/18/2014	President's Office	9/18/2014	9/18/2014
15	13	Audit Committee	Develop strategies to enhance utilization of village center facilities to increase revenue streams for village associations	7/2/2014	Community Services	4/30/2015	2/11/2015
16	14	Alan Klein	Would like minutes for any meetings at which the CA Board, in open or closed session, discussed the Easement agreement with the Inner Arbor Corporation	7/24/2014	President's Office/ General Counsel	8/24/2014	8/21/2014
17	15	Russ Swatek	Please send him all Quarterly Reports and Annual Reports from the Inner Arbor Trust and put him on the distribution list for all such future reports.	8/19/2014	President's Office/ Finance	9/19/2014	9/12/2014
18	16a	Russ Swatek	Please provide the process by which CA determines what entities receive grants from CA and the amount to be granted.	8/21/2014	Life Services (Michelle Miller)	9/21/2014	9/15/2014

Board Request Tracking Log  
 FY 15  
 As of May 7, 2015

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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>
19	16b	Russ Swatek	Please provide a list of the entities that received grants from CA and the amount of each for FY 2013 and FY 2014.	8/21/2014	Life Services (Michelle Miller)	9/21/2014	9/15/2014
20	16c	Russ Swatek	Please provide a list of the entities that are anticipated to have received or will receive grants from CA and the amounts for FY 2015 and FY 2016.	8/21/2014	Life Services (Michelle Miller)	9/21/2014	9/15/2014
21	17	Michael Cornell	Requested an overview of if and how CA uses pesticides especially neonicotonoids.	9/22/2014	Community Building and Open Space	10/22/2014	10/21/2014
22	18	Alan Klein	Include Inner Arbor reports in each month's President's Report, as required.	9/11/2014	President's Office	On-going	On-going
23	19	Michael Cornell	Include the subject of a living wage in the kick-off meeting with the consultants conducting the benefits study	10/23/2014	Human Resources	12/31/2014	11/20/2014
24	20	Michael Cornell	Questions about pay increases, diversity in hiring for Haven on the Lake, funds for research/engineering studies for capital projects	10/30/2014	Human Resources/CFO's Office	12/15/2014	12/19/2014
25	21	Alan Klein	Legal Opinion re: request to post Team Member Handbook on the website	11/1/2014	General Counsel	12/1/2014	11/24/2014

Board Request Tracking Log  
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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>
26	22	Gregg Schwind/ Reg Avery	Question about indemnification and insurance requirements for organizations such as PTA renting CA's sports facilities	1/20/2015	General Counsel	2/20/2015	1/29/2015
27	23	Gregg Schwind	Please provide a list of all "rates and fees" that CA charges people in connection with our memberships and/or the use of our facilities, but only to the extent that the rates and fees are not on the budget document "Proposed Rates" that the Board approved on February 12. "Rates and fees" includes any and all charges for any purpose, with the exception of merchandise. Please include the name, amount and a brief description of each rate or fee.	3/10/2015	CEO/CFO/ Communications & Marketing & Haven on the Lake	5/15/2015	
28	24	Nancy McCord	How much money does SplashDown make or lose each year?	3/20/2015	Sport & Fitness/CFO	4/20/2015	4/9/2015 - CA BOD voted to replace SplashDown

Resident Request Tracking Log  
 FY 15  
 As of May 7, 2015

<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>
1	Ed Coleman	Information on ERC meetings held outside of the regular meetings schedule, including when the meetings were held, who participated, where they occurred, and what was on the agendas.	5/23/2014	Chief Staff Liaison- ERC	6/30/2014	6/23/2014
2a	Joel Hurewitz	Please provide the dates during which the following were the resident agents of the Columbia Association: Padraic M. Kennedy, Corporation Trust Incorporated, and Shelby A. Tucker King.	6/11/2014	General Counsel	7/11/2014	7/11/2014
2b	Joel Hurewitz	Please also provide the names and addresses, and associated dates during which any other persons or businesses served as resident agent since April 15, 1991.	6/11/2014	General Counsel	7/11/2014	7/11/2014
3	Alan Klein (on behalf of a resident)	Issues and questions regarding how the Columbia Association and the Inner Arbor Trust have handled the redevelopment of Symphony Woods Park	7/10/2014	President's Office/ General Counsel	9/10/2014	9/3/2014
4	Tom Coale	Appropriate documentation needed for foster children to be included in a "family plan" membership	8/8/2014	Membership Services	9/12/2014	8/14/2014

Resident Request Tracking Log  
 FY 15  
 As of May 7, 2015

	<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>
7	5	Paul Verchinski	Would like a copy of the Architectural Resource Committee annual report	9/17/2014	Life Services Bureau	10/17/2014	10/14/2014
8	6	Joel Hurewitz	Please provide a copy of the Attorney General Opinion from 2008 re: the "leave, sell or donate" language of the CA Charter in FIFTH (3).	1/13/2015	General Counsel	2/13/2015	2/2/2015
9	7	Joel Hurewitz	Does the Board ever pass resolutions or has the Board in the past given any approval regarding the sale of investments including, but not limited to, U.S. Government mortgage bonds and treasuries or the sale or donation of any equipment?	1/16/2015	CFO's Office	5/29/2015	
10	8	Joel Hurewitz	When did the CA Board approve the language in the Inner Arbor Declaration of Restrictive Covenants and Easement Agreement?	2/23/2015	General Counsel	4/15/2015	4/14/2015
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