

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held: July 27, 2017**

Approved: September 28, 2017

A meeting of the Columbia Association Board of Directors was held on Thursday, July 27, 2017, at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Chao Wu, and Shari Zaret. Also present was CA Vice President/CFO Susan Krabbe.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:31 p.m. by Chairman Andrew Stack.

**2. Announcement of Closed/Special Meetings:**

The **Audit Committee** held a closed meeting on June 26, 2017 at Columbia Association headquarters. Members present were Janet Evans, Nancy McCord, Gregg Schwind, and James Young. 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)(i) discussion of matters pertaining to employees and personnel; and §11B-111 (4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 8:10 p.m. until 9:13 p.m. to review internal audit reports and consultation with staff personnel on legal matters.

The **Architectural Resource Committee** held a closed meeting on July 10, 2017 at Columbia Association headquarters. Members present were Shari Fanaroff, Deb Bach, Evamarie Lambright, Tum Mungo and Gracie Bradford. 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)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation. The meeting was closed from 1:06 p.m. until 2:15 p.m. to discuss new and ongoing covenant cases.

The **Audit Committee** held a closed meeting on July 26, 2017 at Columbia Association headquarters. Members present were Janet Evans, Nancy McCord, Gregg Schwind, Ed Berman and James Young (via phone). 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 §11B-111 (4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 9:22 p.m. until 10:20 p.m. to discuss Cohn Reznick's review of internal controls and other communication with internal audit.

**3. Approval of Agenda**

**Action:** Mr. Schwind moved to add "State Highway Administration Stream Restoration Program" as Item 11 and suspend the rules to allow a vote on the issue. Ms. Thomas seconded the motion, which passed unanimously.

**Action:** The agenda, as amended, was approved unanimously.

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

## 5. Resident Speakout

- a) Alan Feinstein, Long Reach, spoke about the lack of signage at the Lakefront regarding the distance from buildings people should stand when smoking. He also spoke about spots on pipes at Columbia Gym.
- b) Tim Lattimer, Long Reach, spoke about the “We Are Still In” declaration in support of the Paris Agreement regarding climate change.
- c) Pat Hersey, Oakland Mills, spoke about the “We Are Still In” pledge regarding climate change and praised CA’s efforts to reduce its carbon footprint.
- d) Alisa Niefeld-Batiz, Oakland Mills, said CA should more widely promote its environment-friendly practices.
- e) Janet Rude, Oakland Mills, spoke about the “We Are Still In” pledge regarding climate change.
- f) Ginger Scott, Wilde Lake: 1) thanked Nancy McCord for timely summaries of CA board meetings; 2) spoke about alcohol sales at Fairway Hills golf course; and 3) supported the “We Are Still In” pledge.
- g) Larry Lieberman, Town Center, spoke about the “We Are Still In” pledge regarding climate change.
- h) Michael Cornell, River Hill, spoke about the “We Are Still In” regarding climate change.
- i) Joel Hurewitz, Harper’s Choice, spoke about the “We Are Still In” pledge regarding climate change.

## 6. Approval of Minutes of June 22, 2017

**Action:** Ms. Thomas moved that the minutes of June 22, 2017 be accepted as presented. Mr. Boulton seconded the motion, which passed unanimously.

## 7. Chairman’s Remarks

Mr. Stack noted the following meetings and events:

July 30 – August 28: Columbia Athletic Club will be closed for renovations

August 7: CA Board and Inner Arbor Trust Board joint meeting at CA

August 14: Ice Rink reopens

August 21: BOC meeting

September 9: 50<sup>th</sup> Birthday Plein Air celebration at Lakefront

September 14: CA work session

Mr. Stack also said he enjoyed the 50<sup>th</sup> birthday party at Merriweather. And he thought the discussions were good at the county’s development regulations meetings with the village boards and with the general public. He has begun scheduling meetings with each village board during September through November.

## 8. Reports Submitted

### (a) President’s Report

- Mr. Matthews is now chair of the Sustainability Task Force at Howard Community College.
- General Counsel Shari Fanaroff received a national award from the First Chair organization as an in-house counsel who has “made significant contributions to the legal community.”
- Megan Hart, lifeguard cluster leader for Kendall Ridge and other pools, became the first CA lifeguard to receive a Golden Guard award from an international firm that audits standards for aquatic safety.
- Ms. Evans said CA should do more to promote its sustainability efforts.
- Mr. Matthews, Michelle Miller and Leslie Barnet met with Acting School Superintendent Michael Martirano about ways CA can continue to collaborate with the Howard County Public School System.
- In response to questions from Board members, CA staff said:
  - o HVAC work is being done at the Athletic Club.
  - o Mr. Matthews serves on the boards of directors for the Howard County Chamber of Commerce, Downtown Columbia Partnership, and Downtown Columbia Arts and Culture Commission.
  - o CA Community Planner Scott Templin said CA is collaborating with the county’s Economic Development Authority to institute a Columbia Village Centers Retail Development Program to strengthen village centers as retailing and community gathering destinations. CA has met with village center merchants and village managers to promote the program. CA will provide

the Board with a written outline of the process that will be followed, and will provide the Board with regular updates about the progress of the program.

- Nothing has been finalized with Orchard Development re: Long Reach Village Center.
- Amy Gowan, Deputy Director of the county's Planning and Zoning Department, said the county may enter into an agreement with Long Reach Village Center developers in August.

(b) Report from the CA Representative to the Inner Arbor Trust Board of Directors

Ms. Eagan provided a written report.

(c) Financial Reports –

1. FY 2017 Financial Statements and Independent Auditor's Report – Columbia Association, Inc.
2. December 31, 2016 Financial Statements and Independent Auditor's Report – Columbia Association, Inc. Incentive Savings Plan and Trust
3. FY 2017 Fourth Quarter Financial Report

Ms. McCord said auditors met with Board Finance Committee and said the auditors commended CA staff for being well trained and working proactively.

## 9. Board Action

(a) Consent Agenda

1. Annual Charge Rate and Cap for the FY 2019 and Conditional FY 2020 budget.
2. Proposed FY 2019 and Conditional FY 2020 Capital and Operating Budget Parameters

By consent, the Board approved the charge rate and cap for the FY 2019 and conditional FY 2020 budgets and the conditional FY 2020 capital and operating budget parameters.

(b) Board Votes

1. Proposed Charges for FY 2018 for Advisory Committees
  - i. Columbia Aquatics Advisory Committee
  - ii. Columbia Art Center Advisory Committee
  - iii. Green and Golf Advisory Committee
  - iv. Health and Fitness Advisory Committee
  - v. Information Technology Advisory Committee
  - vi. International and Multicultural Advisory Committee
  - vii. Senior Advisory Committee
  - viii. Teen and Middle School Advisory Committee
  - ix. Tennis Advisory Committee
  - x. Watershed Advisory Committee

**Action:** Mr. Chao moved that the Board approve all advisory committee charters except the one for the Art Center Advisory Committee. Ms. Eagan seconded the motion, which passed unanimously.

**Action:** Mr. Schwind moved that the Board add an item to the Columbia Art Center Advisory Committee's charge: that it consider the feasibility and placement of a piece of permanent public art on Columbia Association land. Ms. McCord seconded the motion.

**Action:** After discussion, Mr. Schwind amended his motion to substitute "one or more pieces" for "a piece." The amendment passed. Vote: 8-2-0.

For: Messrs. Boulton, Klein, Schwind, Stack, and Wu; Mses. McCord, Thomas and Zaret

Against: Mses. Eagan and Evans

Abstain: none

**Action:** Mr. Boulton moved that the Board approve the revised proposed charges for the Columbia Art Center Committee. Mr. Schwind seconded the motion, which passed. Vote: 9-0-1.

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

## **10. Board Discussion**

### **(a) New Town Zoning**

Planning Director Jane Dembner gave an overview of the history of New Town Zoning in Columbia and the zoning process. She listed several issues to consider when assessing development regulations for New Town:

- Outside of Downtown Columbia and the village centers, owners of non-residential New Town-zoned land who want to change their property's land use often need permission from the original petitioner, HRD.
- Overall land use minimums and maximums may need to be amended to address current development trends or to influence land use changes.
- Outside of downtown, residential land is essentially built out.
- There are 265 recorded New Town Final Development Plans, plus amendments, with no comprehensive visual for the approved land use framework for Columbia.
- Transitioning employment industrial areas/corridors
- There are no redevelopment and infill standards for New Town.
- Outparcels are sometimes developed in ways that are not compatible with the look of Columbia.
- There are no Moderate Income Housing Unit requirements for New Town-zoned land.
- The development/re-development project review process for Downtown and village centers is very complex.
- The New Town zoning district regulations have no "purpose" statement.

She and Howard County Planning Director Valdis Lazdins addressed Board members' questions regarding zoning classifications, the zoning process for New Town and for village centers, and the role of a consultant Howard County has hired to assess its development process. Ms. Dembner said the consultant advised the county to determine what it values, then determine what is happening that seems to be a violation of those values.

The county plans to revise its development regulations in a few years. Mr. Lazdins said he would try to arrange for the consultants to meet with the CA Board in November.

Ms. Dembner will send Board members tonight's presentation, including the list of issues. Mr. Stack urged Board members to list additional issues, if they see fit, and to note what they consider good characteristics of Columbia planning and how current practices might detract from those characteristics.

*Mr. Boulton left at 10:03 p.m.*

### **(b) Plan for Young Adults**

Mr. Matthews presented an outline of potential steps to produce recommendations for increasing ways for young adults to become more engaged in Columbia, including increasing participation in CA's Sports and Fitness programs and activities. Board members suggested that, in addition to suggesting ways to increase interest in existing programs, CA also determine what kinds of additional activities might appeal to young adults, such as community leadership training or new community places to simply hang out.

## **11. State Highway Administration Stream Restoration Program**

Open Space Director Dennis Matthey and Watershed Manager John McCoy described a stream restoration grant competition funded by the Maryland State Highway Administration (SHA) that would enable SHA to fulfill stream remediation and maintenance requirements for private land affected by highway runoff. The

SHA plans to make several awards to gain permanent easements so it can hire contractors to install, inspect, and perpetually maintain stream restoration projects. CA staff recommends that the Board authorize CA staff to issue letters of intent for potential perpetual easements associated with the SHA stream restoration program. The potential easements are near Lake Kittamaquundi, Wilde Lake tributary, and near Patriot Pond in Oakland Mills. The letters of intent are a requirement for the proposals. The deadline for submitting proposals is August 31, 2017.

**Action:** Mr. Wu moved that the Board authorize CA staff to issue letters of intent for easements associated with the Maryland State Highway Administration stream restoration program. Mr. Klein seconded the motion, which passed unanimously. Vote: 9-0-0.

## **12. Tracking Forms**

- (a) Tracking Form for Board Requests
- (b) Tracking Form for Resident Requests

Mr. Schwind repeated Ms. Evans' earlier request that a column be added to tracking forms to enable members to click on links and see how issues have been resolved.

**13. Talking Points** Recording Secretary Valerie Montague read the Talking Points.

**14. Adjournment:** The meeting was adjourned at 10:47 p.m.

Respectfully submitted,

Valerie Montague  
Recording Secretary