



January 30, 2018

To: Dick Boulton
Janet Evans
Gregg Schwind
Milton W. Matthews

From: Andrew C. Stack, Board Chair

cc: Columbia Association Board of Directors
Sheri Fanaroff
Susan Krabbe

**Subject: Board Operations Committee Meeting – February 5, 2018 at
7:30 p.m. – CA Board Room – 6310 Hillside Court, Suite 100,
Columbia, MD 21046**

AGENDA

1. Call to Order
2. Announcement of Closed/Special Meetings Held/To Be Held **1 min.**
3. Approval of Agenda **1 min.**
4. Resident Speakout
5. Approval of Minutes **November 27, 2017** **2 min.**
6. Administrative Items - None
7. Finalize Proposed Agendas for upcoming Board of Directors
Work Session and Meeting **30 min.**
 - a. Review Proposed Agenda – March 8, 2018 Board of
Directors Work Session
 - b. Review Proposed Agenda – March 22, 2018 Board of
Directors Meeting
 - c. Review Proposed Agenda – April 12, 2018 Board of
Directors Work Session
 - d. Review Proposed Agenda – April 26, 2018 Board of
Directors Meeting
8. Talking Points **2 min.**
9. Adjournment – Approximately 8:20 p.m.

DRAFT MINUTES
BOARD OPERATIONS COMMITTEE MEETING
NOVEMBER 27, 2017

To be approved February 5, 2018

The regular meeting of the Board Operations Committee (BOC) was held on Monday, November 27, 2017 at Columbia Association headquarters. Present were BOC members Andrew Stack, Dick Boulton, Alan Klein, Milton W. Matthews, and Virginia Thomas. Also present were Board Members Janet Evans (arrived at 7:38 p.m.), Shari Zaret (arrived at 7:39 p.m.), and Nancy McCord (arrived at 7:58 p.m.); Vice President and CFO Susan Krabbe; General Counsel Sheri Fanaroff; and Chief Staff Liaison Janet Loughran.

1. Call to Order

The meeting was called to order at 7:30 p.m. by the chairman, Andrew Stack.

2. Announcement of Closed/Special Meetings Held/ To Be Held: None

3. Approval of Agenda: Mr. Klein moved, and Mr. Matthews seconded, to approve the agenda. The motion was approved unanimously.

4. Resident Speakout: No residents signed up for Resident Speakout.

5. Approval of Minutes – August 21, 2017

Ms. Thomas moved to approve the minutes of the August 21, 2017 meeting. Mr. Boulton seconded.

Action: The vote to approve the minutes was 3-0-2.

For: Messrs. Stack, Boulton, and Matthews

Against: None

Abstain: Mr. Klein and Ms. Thomas

6. Administrative Items - None

**7. Finalize Proposed Agendas for upcoming Board of Directors Work Sessions and Meetings
(a) Review Proposed Agenda – December 14, 2017 Board of Directors Work Session**

The BOC reviewed the proposed agenda for the December 14, 2017 Board of Directors Work Session.

Action: Ms. Thomas moved to approve the proposed agenda for the December 14, 2017 Board of Directors Work Session. Mr. Matthews seconded. The vote to approve the agenda was 4-0-1.

For: Messrs. Boulton, Matthews, and Stack; and Ms. Thomas

Against: None

Abstain: Mr. Klein

45 **(b) Review Proposed Agenda – December 14, 2017 Board of Directors Meeting**

46 The BOC reviewed the proposed agenda for the December 14, 2017 Board of Directors
47 Meeting. Mr. Stack noted the Audit Committee will meet on December 11, 2017 and
48 will review the FY 18 2nd Quarter Financial Report and the FY 18 2nd Quarter Financial
49 Statements. The Audit Committee will also discuss the IRS Forms 990 and 990T, as well
50 as selection of the independent auditors.

51 **Action:** Ms. Thomas moved to approve the proposed agenda for the
52 December 14, 2017 Board of Directors meeting. Mr. Boulton seconded. The BOC
53 approved the revised agenda unanimously.
54

55 **(c) Review Proposed Agenda – January 11, 2018 Board of Directors Work Session**

56 The BOC reviewed an updated proposed agenda for the January 11, 2018 Board of
57 Directors Work Session. The updated agenda included five requests for easements.
58

59 Discussion focused on how to allocate sufficient time to discuss all suggested topics
60 prior to convening a closed meeting of the Board. The BOC moved the environmental
61 and climate-change topic from a discussion under Work Session Topics to a presentation
62 by staff for 15 minutes. Comments on the presentation may be made in writing or at
63 Resident Speakout at the January 25, 2018 Board meeting. Work session topics were
64 rearranged to include the five easement requests.

65 **Action:** Ms. Thomas moved to approve the amended agenda for the January 11, 2018
66 Board of Directors work session. Mr. Matthews seconded. The BOC approved the
67 amended agenda unanimously.
68

69 **(d) Review Proposed Agenda – January 25, 2018 Board of Directors Meeting**

70 The BOC reviewed an updated proposed agenda for the July 27, 2017 Board of Directors
71 Meeting.
72

73 The updated agenda included a request to add the five requests for easements in the
74 “Board Votes” section. The BOC agreed and also added the environmental and climate-
75 change topic to the section.
76

77 Discussion focused on whether the “BWI Noise Issue” should remain on the updated
78 proposed agenda. While acknowledging residents’ concerns, some questioned what
79 impact, if any, CA would have on a resolution to the problem. Mr. Boulton made a
80 motion to drop the BWI noise topic for the time being. Mr. Klein seconded the motion.
81 The vote to approve the motion was 4-1-0.

82 For: Messrs. Boulton, Klein, Matthews, and Stack

83 Against: Ms. Thomas

84 Abstain: None
85

86 **Action:** Mr. Klein moved to approve the revised agenda for the January 25, 2018 Board
87 of Directors meeting. Mr. Boulton seconded. The vote to approve the revised agenda
88 was 4-1-0.

89 For: Messrs. Boulton, Klein, Matthews, and Stack
90 Against: Ms. Thomas
91 Abstain: None

92
93 **(e) Review Proposed Agenda – February 8, 2018 Board of Directors Work Session**

94 The BOC reviewed the proposed agenda for the February 8, 2018 Board of Directors
95 work session. No changes to the proposed agenda were suggested.
96 **Action:** Mr. Matthews moved the approved the proposed agenda for the
97 February 8, 2018 Board of Directors work session. Ms. Thomas seconded. The BOC
98 approved the proposed agenda unanimously.

99
100 **(f) Review Proposed Agenda – February 22, 2018 Board of Directors Meeting**

101 The BOC reviewed the proposed agenda for the February 22, 2018 Board of Directors
102 meeting. No changes to the proposed agenda were suggested.
103 **Action:** Ms. Thomas moved to approve the proposed agenda for the February 22, 2018
104 Board of Directors meeting. Mr. Boulton seconded. The BOC approved the proposed
105 agenda unanimously.

106
107 **8. Talking Points:** The Talking Points were read by Chief Staff Liaison Janet Loughran.

108
109 **9. Adjournment:** The meeting adjourned at 8:30 p.m.

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111
112 Respectfully Submitted,

113
114 Janet F. Loughran
115 Chief Staff Liaison



Agenda – March 8, 2018 Work Session
Draft – As of 1-30-18

March 2, 2018

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, March 8, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|------------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout
(Limited to the topics of the work session only, per the “Policy on Conduct of Work Sessions of Board of Directors and Board Committees” adopted by the CA Board of Directors on August 28, 2008) | |
| 4. Chairman’s Remarks | 3 min. |
| 5. President’s Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 6. Work Session Topics | 135 min. |
| (a) CA Board Strategic Issues for the Next Twelve Months | <i>(45 min.)</i> |
| (b) Plan for CA to Assume Responsibilities for Commercial Covenants in the Columbia Community | <i>(60 min.)</i> |
| (c) Overview of the Public Draft of “Howard County, Maryland Development Regulations Assessment & Annotated Outline” | <i>(30 min.)</i> |
| 7. Adjournment – Anticipated Ending Time: Approximately 10:15 p.m. | |

Next Board Meeting
Thursday, March 22, 2018 – 7:30 p.m.

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.



Agenda – March 22, 2018 BOD Meeting
Draft – As of 1-30-18

March 16, 2018

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, March 22, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|------------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff in Attendance | |
| (b) Remind people of meeting being recorded/broadcast | |
| (c) Read Five Civility Principles | |
| 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. Resident Speakout | |
| 6. Chairman's Remarks | 3 min. |
| 7. Reports/Presentations | |
| (a) President's Report – See written report – Follow-up questions from the BOD | 10 min. |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | 5 min. |
| (c) Financial Reports | 10 min. |
| 1. FY 18 3 rd Quarter Financial Report | |
| 2. FY 18 3 rd Quarter Financial Statement | |
| 8. Board Action | |
| (a) Consent Agenda | 1 min. |
| 1. Approval of Minutes – February 22, 2018 | |
| 2. Approval of minutes of closed CA Board of Directors meetings held on April 27, 2017; September 28, 2017; November 27, 2017; January 11, 2018; February 8, 2018 | |
| 3. | |
| (b) Board Votes | xx min. |
| 1. CA Board Strategic Issues for the Next Twelve Months | <i>(45 min.)</i> |
| 2. | <i>(xx min.)</i> |
| 3. | <i>(xx min.)</i> |

- | | |
|--|---------------|
| 9. Tracking Forms | 5 min. |
| (a) Tracking Form for Board Requests | |
| (b) Tracking Form for Resident Requests | |
| 10. Talking Points | 2 min. |
| 11. Entertain a motion to hold a closed meeting of the Board of Directors on April 26, 2018 following adjournment of the open meeting. The meeting would be held under the Maryland Homeowners Association Act Section 11B-111(4)(i), Discussion of matters pertaining to employees and personnel. | 1 min. |
| 12. Adjournment – Anticipated Ending Time: Approximately 9:05 p.m. | |

Next Board Work Session and Meeting
Thursday, April 12, 2018 – Board Work Session – 7:30 p.m.
Thursday, April 26, 2018 – Board Meeting – 7:30 p.m.

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Agenda – April 12, 2018 BOD Work Session
Draft – As of 1-30-18

April 6, 2018

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Work Session will be held on Thursday, April 12, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|------------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff Members in Attendance | |
| (b) Remind People that Work Sessions are not Recorded/Broadcast | |
| (c) Read Five Civility Principles | |
| 2. Approval of Agenda | 1 min. |
| 3. Resident Speakout
(Limited to the topics of the work session only, per the “Policy on Conduct of Work Sessions of Board of Directors and Board Committees” adopted by the CA Board of Directors on August 28, 2008) | |
| 4. Chairman’s Remarks | 3 min. |
| 5. President’s Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 6. Work Session Topics | 70 min. |
| (a) Plan for Neighborhood Centers | <i>(60 min.)</i> |
| (b) Fairway Hills Beverage Cart | <i>(10 min.)</i> |
| (c) | |
| (d) | |
| (e) | |
| 7. Adjournment – Anticipated Ending Time: Approximately 9:10 p.m. | |

Next Board Meeting

Thursday, April 26, 2018 – 7:30 p.m.

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.

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Agenda – April 26, 2018 BOD Meeting
Draft – As of 1-30-18

April 20, 2018

To: Columbia Association Board of Directors
CA Management

From: Andrew C. Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, April 26, 2018 at 7:30 p.m. at Columbia Association headquarters, 6310 Hillside Court, Suite 100, Columbia, MD 21046.

AGENDA

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|---|------------------|
| 1. Call to Order | 5 min. |
| (a) Announce Directors/Senior Staff in Attendance | |
| (b) Remind people of meeting being recorded/broadcast | |
| (c) Read Five Civility Principles | |
| 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. Resident Speakout | |
| 6. Chairman's Remarks | 10 min. |
| 7. Reports/Presentations | 45 min. |
| (a) President's Report – See written report – Follow-up questions from the BOD | <i>(10 min.)</i> |
| (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors | <i>(5 min.)</i> |
| (c) Financial Reports – None | |
| (d) Dashboard | <i>(30 min.)</i> |
| 8. Board Action | |
| (a) Consent Agenda | 1 min. |
| 1. Approval of Minutes – March 22, 2018 | |
| 2. Approval of General Counsel's Recommendations regarding Release/Non-Release of Minutes of Closed Board Meetings held on . . . <i>(fill in the dates)</i> | |
| 3. | |
| (b) Board Votes | xx min. |
| 1. Fairway Hills Beverage Cart | <i>(5 min.)</i> |
| 2. | <i>(xx min.)</i> |
| 3. | <i>(xx min.)</i> |

9. Tracking Forms **5 min.**
 - (a) Tracking Form for Board Requests
 - (b) Tracking Form for Resident Requests
10. Talking Points **2 min.**
11. Adjournment – Anticipated Ending Time: Approximately 9:00 p.m.
12. *A closed meeting of the Board of Directors will be held following adjournment of the open meeting. (Pending approval of the motion at the 3-22-18 BOD meeting)*

Upcoming Board Meetings

Thursday, May 10, 2018 – Organizational Meetings – 7:30 p.m.

Thursday, May 24, 2018 – Board Meeting – 7:30 p.m.

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.

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