

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held November 14, 2019**

Approved December 12, 2019

A meeting of Columbia Association's Board of Directors was held on Thursday, November 14, 2019 at Columbia Association (CA) headquarters. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret. Also present was CA Vice President/CFO Susan Krabbe. Board member Rafia Siddiqui was not present.

**1. Call to Order:** The Board of Directors Meeting was called to order at 9:28 p.m. by Chairman Andrew Stack. Mr. Stack announced the directors in attendance and reminded attendees that the meeting was being live-streamed and recorded.

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

CA's **Board of Directors** held a closed meeting on November 11, 2019 at Columbia Association (CA) headquarters. Members present were Chairman Andrew Stack, Vice Chair Virginia Thomas, Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret. The vote to close the meeting was 9-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 7:05 p.m. until 9:29 p.m. for a discussion with legal counsel concerning a personnel issue.

The **Architectural Review Committee** held a closed meeting on November 11, 2019. Members present were Deb Bach, Ed Gordon, Anne McKissick, and Carl McKinney. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 or other legal matters. The meeting was closed from 1:05 p.m. until 2:40 p.m. to discuss new and ongoing covenant cases.

The **Audit Committee** held a closed meeting on July 23, 2019 at CA headquarters. Members present were James Young, Tim Redmond, Renee DuBois, and Dick Boulton. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 7:55 p.m. until 9:17 p.m. for a review of internal control matters with external and internal auditors.

The **Architectural Review Committee** held a closed meeting on July 8, 2019. Members present were Deb Bach, Carl McKinney, and Gordon MacPhee. The vote to close the meeting was 3-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 or other legal matters. The meeting was closed from 1:08 p.m. until 2:25 p.m. to new and ongoing covenant cases.

The **Risk Management Committee** held a closed meeting on June 27, 2019 at CA headquarters. Members present were Susan Krabbe, Milton W. Matthews, Nancy McCord, Richard Shaw, and Lin Eagan. The vote to close the meeting was 5-0-0.

The closed meeting was authorized under the Maryland Homeowners Association 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 or other legal matters. The meeting was closed from 6:07 p.m. until 6:48 p.m. to review the general liability self-insurance program and specific incidents and claims.

CA's **Board of Directors** held a closed meeting on June 25, 2019 at CA headquarters. Members present were Chairman Andrew Stack, Vice Chair Virginia Thomas, Dick Boulton, Renee DuBois, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, Rafia Siddiqui, and Shari Zaret. The vote to close the meeting was 7-3-0.

For: Mr. Stack and Mmes. Eagan, Evans, McCord, Siddiqui, Thomas, and Zaret  
Against: Messrs. Boulton and Klein and Ms. DuBois  
Abstain: None

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(iii), Consultation with legal counsel on legal matters and (viii), discussion of individual owner assessment accounts. The meeting was closed from 7:10 p.m. until 9:05 p.m. to discuss related legal matters and specific accounts – residential and commercial – tied to the annual charge.

CA's **Board of Directors** held a closed session on April 25, 2019 at CA headquarters. Members present were Chairman Andrew Stack, Dick Boulton, Renee DuBois, Lin Eagan, Alan Klein, Milton W. Matthews, Nancy McCord, Gregg Schwind, Virginia Thomas, and Shari Zaret. The vote to close the meeting was 9-0-0.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(i), Discussion of matters pertaining to employees and personnel. The meeting was closed from 10:43 p.m. until 11:55 p.m. to discuss a personnel issue.

### **3. Approval of Agenda**

**Action:** Ms. Thomas moved to approve the agenda. Ms. Evans seconded the motion.

Ms. Evans made a motion to add a vote on the “Columbia Association Policy Regarding Vehicular Traffic in Symphony Woods” to the agenda. Ms. Zaret seconded the motion, which was approved unanimously.

Mr. Klein made a motion to add a vote on “who to invite to the January 16, 2020 session on neighborhood centers.” Ms. McCord seconded the motion, which was approved by a vote of 7-0-2.

For: Messrs. Boulton and Klein, and Mmes. DuBois, Eagan, Evans, Thomas, and Zaret  
Against: None  
Abstain: Mr. Stack and Ms. McCord

Mr. Stack called for a vote to approve the amended agenda. The amended agenda was approved unanimously.

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

### **5. Consent Agenda**

(a) Approval of Minutes – October 24, 2019 Board Meeting - Approved by consent

## 6. Board Votes

### 1. Reallocation of Funds for the Chrysalis Pathway

CA staff requested approval to repurpose funds originally granted for design of a pathway from Little Patuxent Parkway to the Chrysalis in Symphony Woods. It was noted there was a minor change in the alignment of the pathway to alleviate some issues with drainage and to reduce the number of trees needing to be cut to construct the pathway. The change was not substantial enough to revise the original design and Board members were offered two opportunities to walk the proposed new alignment.

**Action:** Mr. Boulton moved to reallocate remaining funds for pathway design and engineering services to pathway construction-related activities. Ms. McCord seconded the motion, which passed by a vote of 8-1-0.

For: Messrs. Boulton and Stack, and Mmes. DuBois, Eagan, Evans, McCord, Thomas, and Zaret

Against: Mr. Klein

Abstain: None

### 2. Revised Columbia Association Policy regarding Vehicular Traffic in Symphony Woods

**Action:** Ms. McCord moved that CA's Board of Directors adopt the revised Policy regarding Vehicular Traffic in Symphony Woods. Mr. Boulton seconded the motion, which was approved unanimously.

**Action:** Ms. Evans made a motion that CA's Policy regarding Vehicular Traffic in Symphony Woods be provided to the Howard County Department of Planning and Zoning. Mr. Klein seconded the motion, which was approved unanimously.

### 3. Invitees to the January 16, 2020 Open Session on Neighborhood Centers

**Action:** Ms. Thomas moved that members of the village boards of directors and the village managers be invited to the January 16, 2020 open session on neighborhood centers. Ms. Zaret seconded the motion.

The Board suggested having groups of village invitees and CA Board members at tables, and that a recorder for the table be designated. The session will be open to the public. A survey to garner public opinion will be available in advance of the meeting. CA Board members were asked to take this information back to their villages.

Mr. Stack called for a vote on the motion. The motion passed by a vote of 6-2-1.

For: Messrs. Boulton and Stack, and Mmes. Eagan, McCord, Thomas, and Zaret

Against: Mr. Klein and Ms. DuBois

Abstain: Ms. Evans

## 7. Chairman's Remarks

Mr. Stack referred to his written report, and also thanked CA staff members for their work and participation in the Veterans' Day Parade and Ceremony on November 10.

## 8. Reports/Presentations

- (a) Report from the CA Representatives to the Inner Arbor Trust Board of Directors  
Ms. Eagan provided a report in writing.

## 9. Tracking Forms

- (a) Board Requests – No comments were received.  
(b) Resident Requests – No comments were received.

## 10. Possible New Topics

None were suggested.

## 11. Talking Points – Ms. Loughran recited the talking points.

**12. Adjournment** – The meeting was adjourned at 10:13 p.m.

Respectfully submitted,

Janet F. Loughran  
Executive Assistant to the President/CEO