

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held September 24, 2020**

Approved October 22, 2020

A virtual meeting of Columbia Association's Board of Directors was held on Thursday, September 24, 2020. Present were Chairman Andrew Stack; Vice Chair Virginia Thomas; and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, President/CEO Milton W. Matthews, Nancy McCord, and Shari Zaret. Also in attendance were Vice President/CFO Susan Krabbe; Sr. Manager, Media Relations & Communications Dannika Rhynes; Director, Office of Planning and Community Affairs Kristin Russell; Senior Community Planner Jessica Bellah; Director of Finance/Treasurer Lynn Schwartz; Director, Department, Open Space and Facility Services Dennis Matthey; and Director, Department, Sport and Fitness Dan Burns.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:00 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 virtual meeting on July 30, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans (arrived 5:34 p.m.), Alan Klein, Nancy McCord, and Shari Zaret. Also in attendance were Vice President/CFO Susan Krabbe, and General Counsel Sheri Fanaroff. The vote to close the meeting was 8-0-0; Ms. Evans arrived after this vote.

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 5:31 p.m. until 6:40 p.m. to discuss a legal issue.

CA's **Board of Directors** held a closed virtual meeting on September 7, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Nancy McCord, and Shari Zaret. The vote to close the meeting was 10-0-0.

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 6:05 p.m. until 6:54 p.m. to discuss personnel issues.

The **Audit Committee** held a closed meeting on September 21, 2020. Members present were Dick Boulton, Renee DuBois, Janet Evans, Timothy Redmond, and James Young. 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)(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 7:48 p.m. until 9:01 p.m. for review of audit reports and consultation with staff personnel on legal matters.

CA's **Board of Directors** held a closed virtual meeting on September 22, 2020. Present were Chairman Andrew Stack, Vice Chair Virginia Thomas, and members Renee DuBois, Jessamine Duvall, Janet Evans, Alan Klein, Nancy McCord, and Shari Zaret. The vote to close the meeting was 8-0-0.

The closed meeting was authorized under the Maryland Homeowners Association Act, Md. Code, Real Property §11B-111(4)(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 6:33 p.m. until 6:54 p.m. to discuss proposed contract award.

### 3. Approval of Agenda

- a) Mr. Stack called for a vote to approve the agenda. The agenda was approved 9-1-0.

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

Against: Mr. Klein

Abstain: None

### 4. Resident Speakout: There were no registrations for Resident Speakout

- Mr. Matthews introduced Dannika Rhynes, CA's senior manager, media relations & communications.

### 5. Consent Agenda

- a) Approval of Minutes – July 23, 2020 Board Meeting

- b) Approval of Easement Request – Water main connection -Swan Point Place and Cradlerock Way

Both topics were approved by consent.

### 6. Board Votes

- a) Approved recommendations for an operating budget parameter of \$35,000 (increase in net assets) for Fiscal Year 2022 and a capital budget of \$8M for Fiscal Year 2022.

**Action:** Mr. Boulton moved to approve the proposed Operating Budget Parameter. Ms. Eagan seconded the motion, which passed 9-1-0.

For: Messrs. Boulton, Klein, and Stack; and Mmes. Duvall, Eagan, Evans, McCord, Thomas, and Zaret

Against: Ms. DuBois

Abstain: None

- b) Approved a recommendation to keep the annual charge rate at \$0.68 and the cap at 3.5% for Fiscal Year 2022.

**Action:** Ms. Thomas moved to approve the proposed Annual Charge rate and cap. Ms. Eagan seconded the motion, which passed 8-2-0.

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

Against: Mr. Klein and Ms. Zaret

Abstain: None

- c) Approved a recommendation that Fiscal Year 2022 membership rates for non-residents should match the market and a 2-3% increase for residents, depending on the type of membership.

**Action:** Mr. Stack called the vote on the proposed Guidance for Membership Rates for Fiscal Year 2022 versus the choice of staff making recommendations of fees to meet specific targets. The former passed 7-2-1.

First Option: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Evans, McCord, and Thomas

Second Option: Mr. Boulton and Ms. Eagan

Abstain: Ms. Zaret

- d) Approved creating a reserve fund, starting with \$2 million in Fiscal Year 2022 with repayment of \$1 million to the general liability self-insurance trust in May 2021.

**Action:** Ms. Evans moved to approve the proposed creation of a Reserve Fund. Mr. Boulton seconded the motion, which passed 8-2-0.

For: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Eagan, Evans, McCord, and Zaret

Against: Mr. Boulton and Ms. Thomas

Abstain: None

- e) Approve a policy change to allow e-scooters on CA open space and the signing of a license agreement, on a one-year trial basis, to allow commercial e-scooters to operate on CA pathways in Downtown Columbia and the Gateway area. (Note: technological problems from approximately 9:07 p.m. to 9:35 p.m. interrupted the virtual meeting for all attendees during this discussion.)

**Action:** Ms. Eagan moved to allow commercial e-scooter sharing services to operate on CA pathways subject to a license agreement between the parties. Ms. Duvall seconded the motion, which passed by a vote of 8-0-2.

For: Messrs. Boulton, Klein, and Stack; and Mmes. DuBois, Duvall, Eagan, Evans, and Thomas

Against:

Abstain: Mmes. McCord and Zaret

**Action:** Ms. Duvall moved to change CA's open space policy to consider e-scooters as electric bicycles. and allow them to operate on CA's pathways. Ms. DuBois seconded the motion, which passed by a vote of 6-2-1, with Ms. McCord not yet rejoining the meeting after the technical problems.

For: Messrs. Klein and Stack, and Mmes. DuBois, Duvall, Eagan, and Evans

Against: Mmes. Thomas and Zaret

Abstain: Mr. Boulton

## **7. Board Discussion**

a) Pre-filed State Legislation – none

b) How to securely and manageably invite individuals, other than CA Board members and CA staff, to directly join virtual Board meetings and work sessions

Discussion focused on the platform to be used for accessing Board meetings and work sessions (Google Meet or Zoom), how the access should be made available, and ensuring network security. The current platform (Google Meet) will be retained, and the issues of access availability and network security will be discussed. Staff will also inquire how much it would cost to acquire the upgraded Google suite that would allow additional participants.

## **8. Chairman's Remarks**

Mr. Stack provided a written report.

## **9. Reports/Presentations**

a) Report from the President

Mr. Matthews provided a report in writing.

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

Ms. Eagan provided a report in writing.

c) Financial Reports

1) FY 2021 1<sup>st</sup> Quarter Financial Report

The 1<sup>st</sup> Quarter Financial Report was presented to the Audit Committee.

2) FY 2021 1<sup>st</sup> Quarter Financial Statement

Ms. Krabbe provided a report in writing.

## **10. Tracking Forms**

a) Board Requests – No comments were received.

b) Resident Requests – Concerns of Rosalind Danner from July 23, 2020 were addressed by Ms. Krabbe on July 30, 2020.

## **11. Possible New Topics - none**

## **12. Talking Points – Provided by Mr. Stack.**

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

Respectfully submitted,

Bonnie F. Butler  
Recording Secretary