

Minutes of the  
BOARD OF DIRECTORS MEETING  
Held November 12, 2020

Approved December 10, 2020

A virtual meeting of the Columbia Association’s Board of Directors was held on Thursday, November 12, 2020 beginning at 7:08 p.m. Present were: Chairman Andrew Stack; Vice Chair Virginia Thomas; and Directors Dick Boulton, Renee DuBois, Jessamine Duvall, Lin Eagan, Janet Evans, Alan Klein, Milton W. Matthews, Nancy McCord, and Shari Zaret, who joined shortly after the roll call. Other participants were CA Vice President/CFO Susan Krabbe; General Counsel Sheri Fanaroff; Director of Audit and Advisory Services Jackie Tuma; Director, Office of Planning and Community Affairs Kristin Russell; Senior Community Planner Jessica Bellah; Director, Department of Sport and Fitness Dan Burns; and Director, Department of Open Space and Facility Services Dennis Matthey.

**1. Call to Order:** The Board of Directors meeting was called to order at 7:08 p.m. by Chairman Andrew Stack. Mr. Stack read prepared remarks outlining how the meeting would be conducted. The meeting was live streamed and recorded. Mr. Stack then proceeded with a roll call to determine which Directors were participating.

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

CA’s **Board of Directors** held a closed virtual work session on November 12, 2020 at 6 p.m. Members present were Dick Bolton, Renee DuBois (joined at 6:05 p.m.), Jessamine Duvall (joined at 6:03 p.m.), Lin Eagan, Janet Evans, Milton W. Matthews, Nancy McCord, Vice Chair Virginia Thomas, Chairman Andy Stack, and Shari Zaret (joined at 6:09 p.m.). The vote to close the meeting was 6-0-0.

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 6:02 p.m. until 7:05 p.m. to discuss a legal issue.

**3. Approval of the Agenda**

**Action:** Mr. Bolton moved to approve the agenda. Ms. McCord seconded the motion, which was approved unanimously with no discussion or objections.

**4. Resident Speak out**

None

**5. Consent Agenda**

The following item was approved by consent:

**(a)** Approval of Minutes – October 22, 2020

## 6. Board Votes

(a) Proposed Major Capital Projects to be included in the draft FY22 budget  
Before the vote on the FY22 draft capital budget, Ms. DuBois requested the Board vote on individual categories of the budget instead of the entire budget. Mr. Stack granted her request.

**Action:** Ms. DuBois moved to accept the Category I portion of the draft capital budget as presented by staff. Ms. Evans seconded the motion, which was approved unanimously.

Board members and CA staff discussed several issues related to the Category II budget items, including lack of a tot lot policy, putting new capital projects on hold, switching to a line-item budget, trying harder and sooner to get grants from other government entities for projects, the soundness of the budget, the safety and maintenance focus of budget items, budget flexibility, and the difference between the capital and the operating budget.

**Action:** Ms. Thomas suggested an amendment to Wilde Lake and Lake Elkhorn dam improvements that would request the staff to look hard at any potential funding contributions from the federal, state, and county governments. Ms. Faranoff commented that CA staff currently spends a good deal of time looking for grant funds for projects. Mr. Matthews requested that the Board not tie dam maintenance to getting grants, as dam maintenance is a life/safety issue and CA is responsible for maintenance of dams by state law. No one seconded the amendment and no vote was taken.

**Action:** Ms. Zaret moved to take out tot lot money (\$350,000) from Category II in the draft capital budget and postpone refurbishment until the Board approves a tot lot policy. Ms. McCord seconded the motion. Ms. Thomas proposed an amendment to leave the money in the budget, contingent upon completion of a Columbia-wide tot lot study, resulting in a proposed policy that will be presented to the Board for approval. The amended motion would be "caveated" that no money can be spent on tot lots until the Board approves a tot lot policy. Ms. Zaret agreed to the amendment. The motion failed by a vote of 4-6-0.

For: Mmes. DuBois, McCord, Thomas and Zaret

Against: Messrs. Bolton, Klein and Stack: and Mmes. Duvall, Eagan, and Evans

Abstain: None

**Action:** Ms. DuBois made a motion to table the discussion on the entire capital budget until a determination is made on how much money will be spent on Sport and Fitness in total versus neighborhood centers and other things. Ms. Zaret seconded the motion, which failed by a vote of 3-7-0.

For: Mmes. DuBois, McCord and Zaret

Against: Messrs. Bolton, Klein and Stack: and Mmes. Duvall, Eagan, Evans, and Thomas

Abstain: None

**Action:** Mr. Stack made a motion to adopt the Category II portion of the budget as submitted. Ms. Duvall seconded the motion, which passed by a vote of 9-1-0.

For: Messrs. Bolton, Klein and Stack; Mmes. Duvall, Eagan, Evans, McCord, Thomas, and Zaret  
Against: Ms. DuBois  
Abstain: None

Some Board members had concerns about the Category III portion of the budget. Mr. Stack reminded them that Board members receive a briefing on the budget, the financial reports, and budget book to improve understanding of the budget, and assured the Board that they have not lost the ability to control the budget process.

Ms. McCord inquired when the Board would have a tot lot policy. Mr. Matthews responded that information regarding criteria that can be used to create the policy will be provided to the Board prior to the December 10 meeting.

## **7. Board Discussion**

### **(a) Easement Requests**

- (1) Referred to consent agenda for Dec 12, 2020 BOD meeting
- (2) Mr. Klein suggested that some of the more technical easements might not need to be brought before the Board.

### **(b) Budget**

#### **(1) Status Report on FY21 Operating Budget**

Mr. Klein asked if income fell on assessments by 8+ percent. Ms. Krabbe answered that CA will not know until the end of the fiscal year. Mr. Klein added that villages should share in loss or gains in assessments.

#### **(2) Preliminary October P&Ls**

Ms. Thomas asked Ms. Krabbe if School Age Services income might do better in the future. Ms. Krabbe said she cannot predict one way or the other, and that parents may be having difficulty deciding how to handle care for their children during the virtual learning period of the school year.

### **(c) Pre-filed State Legislation – None**

### **(d) Most Recent Development Tracker**

Presented by Kristin Russell and Jessica Bellah

#### **1. Development Related Meetings**

- BA-19-004S Howard Community College (HCC) - sign variance request – 11/12/20
- ZB-1119M HRVC Limited Partnership, C/O – Preliminary Development Plan amendment – 11/18/20
- ZB-1118M – Erikson at Limestone Valley – re-zoning proposal – 12/2/20

2. Correction of development related meeting time
  - Pre-submission community meeting - HCC proposal to construct new Mathematics and Athletics complex on campus. Accidentally posted as 11/9/20; should be 11/19/20.
3. Select project of Interest:
  - Pre-submission community meeting - Patuxent Commons – apartment complex that includes units for adults with disabilities.

(e) Capital Projects and Open Space Updates – presented by Dennis Matthey

(1) PowerPoint viewable on CA board website (see Packet)

(2) Board members had no questions

#### **8. Chairman’s Remarks**

(a) Mr. Stack submitted a written report.

#### **9. Reports/Presentations**

(a) Report from the CA Representatives to the Inner Arbor Trust Board of Directors  
Mr. Bolton asked, “How can Board members and others see presentation of proposed plan for Symphony Woods?” Chairman Stack will email briefing to Board members.

(b) Financial Reports – None

#### **10. For Your Information**

(a) Clarification of the community building management analysis

Written report submitted by CA as a follow-up to original presentation in October 2020

#### **11. Tracking Forms**

(a) Tracking Form for Board Requests – No comments were initially received. Mr. Klein’s topic suggested under Item 12 was added to the form.

(b) Tracking Form for Resident Requests – No comments were received.

#### **12. Possible New Topics**

Mr. Klein - Further clarification on the tot lot removal process – Item was added to the Board Request Tracking Form

Ms. Eagan - Timeline for addressing the Inner Arbor Trust Revised Concept Plan

Ms. Zaret - Add several initiatives from past year to the Board task list

**13. Talking Points** – No talking points were given

**14. Adjournment** - The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Wendy Trilling

Recording Secretary