

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

45 **6. Board Votes**

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

50

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

53

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

59

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

67

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

75 For: Mmes. DuBois, McCord, Thomas and Zaret

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

77 Abstain: None

78

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

83 For: Mmes. DuBois, McCord and Zaret

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

85 Abstain: None

86

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

89 For: Messrs. Bolton, Klein and Stack; Mmes. Duvall, Eagan, Evans, McCord,
90 Thomas, and Zaret
91 Against: Ms. DuBois
92 Abstain: None
93

94 Some Board members had concerns about the Category III portion of the budget. Mr.
95 Stack reminded them that Board members receive a briefing on the budget, the financial
96 reports, and budget book to improve understanding of the budget, and assured the Board
97 that they have not lost the ability to control the budget process.
98

99 Ms. McCord inquired when the Board would have a tot lot policy. Mr. Matthews
100 responded that information regarding criteria that can be used to create the policy will be
101 provided to the Board prior to the December 10 meeting.
102

103 **7. Board Discussion**

104 (a) Easement Requests

105 (1) Referred to consent agenda for Dec 12, 2020 BOD meeting

106 (2) Mr. Klein suggested that some of the more technical easements might not need
107 to be brought before the Board.
108

109 (b) Budget

110 (1) Status Report on FY21 Operating Budget

111 Mr. Klein asked if income fell on assessments by 8+ percent. Ms. Krabbe
112 answered that CA will not know until the end of the fiscal year. Mr. Klein added
113 that villages should share in loss or gains in assessments.
114

115 (2) Preliminary October P&Ls

116 Ms. Thomas asked Ms. Krabbe if School Age Services income might do better in
117 the future. Ms. Krabbe said she cannot predict one way or the other, and that
118 parents may be having difficulty deciding how to handle care for their children
119 during the virtual learning period of the school year.
120

121 (c) Pre-filed State Legislation – None 122

123 (d) Most Recent Development Tracker

124 Presented by Kristin Russell and Jessica Bellah

125 1. Development Related Meetings

126 ➤ BA-19-004S Howard Community College (HCC) - sign variance request –
127 11/12/20

128 ➤ ZB-1119M HRVC Limited Partnership, C/O – Preliminary Development Plan
129 amendment – 11/18/20

130 ➤ ZB-1118M – Erikson at Limestone Valley – re-zoning proposal – 12/2/20
131

- 132 2. Correction of development related meeting time
133 ➤ Pre-submission community meeting - HCC proposal to construct new
134 Mathematics and Athletics complex on campus. Accidentally posted as
135 11/9/20; should be 11/19/20.
136 3. Select project of Interest:
137 ➤ Pre-submission community meeting - Patuxent Commons – apartment
138 complex that includes units for adults with disabilities.
139

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

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

142 (2) Board members had no questions
143

144 **8. Chairman’s Remarks**

145 (a) Mr. Stack submitted a written report.
146

147 **9. Reports/Presentations**

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

152 (b) Financial Reports – None
153

154 **10. For Your Information**

155 (a) Clarification of the community building management analysis
156 Written report submitted by CA as a follow-up to original presentation in October
157 2020
158

159 **11. Tracking Forms**

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

162 (b) Tracking Form for Resident Requests – No comments were received.
163

164 **12. Possible New Topics**

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

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

168 Ms. Zaret - Add several initiatives from past year to the Board task list
169

170 **13. Talking Points** – No talking points were given
171

172 **14. Adjournment** - The meeting was adjourned at 9:11 p.m.
173

174 Respectfully submitted,

175
176 Wendy Trilling

177 Recording Secretary