



**oakland mills**  
we value connections

# Oakland Mills Community Association

## Village Board Meeting Minutes

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045

**Board Members:** Bill McCormack, Jr., Co-Chair~ Ginny Thomas, Co-Chair  
Jonathan Edelson, Vice-Chair ~ Kay Wisniewski, AC Chair ~ Paul Verchinski  
Marcia White ~ Bill Woodcock  
Reginald Avery, Columbia Council Representative

**June 23, 2015**

### Regular OMCA BoD Meeting

**Mr. McCormack** called the regular meeting of the OMCA Board of Directors to order at 7:05 pm.

**Present:** Bill McCormack, Jr., Board Co-Chair; Virginia Thomas, Board Co-Chair; Jonathan Edelson, Vice-Chair; Kay Wisniewski, AC Chair; Reginald Avery, CA Board; Marcia White; Bill Woodcock; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator

**Absent:** Paul Verchinski

**Also Present:** Bernadette Allen, SFES Crossing Guard; Officer Luke Buchanan; Gerry Witte, PSAC; See Resident List

### Opening of Meeting

- **Ms. Thomas** motioned that the agenda for June 23, 2015 (ATTACHMENT “A”) be approved. **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Ms. Thomas** motioned to accept the June 9, 2015 OMCA Board meeting minutes (ATTACHMENT “B”). **Mr. Woodcock** seconded and the motion passed (6-0-0).

### Certificate of Appreciation to Ms. Bernadette Allen, Crossing Guard, SFES

- **Mr. Edelson** presented and read a certificate of appreciation to Ms. Bernadette Allen, the crossing guard for Stevens Forest ES. Ms. Allen was also presented with flowers and a small gift of appreciation.

### Resident Remarks

- Resident Karen Gary expressed what a nice presentation that was. She also asked for the OMCA Board’s support and possible volunteers for the July 4<sup>th</sup> Bridge Walk. Bridge Columbia members will be standing at the beginning of the bridge from 7-8:30pm. If any Board member is available to help, please let Ms. Gray know.
- Resident Rob Lance was present to discuss the controversy regarding the increased noise level at Merriweather Post Pavilion. He stated he is currently working on finding a harmonious solution for all residents regarding this issue. He indicated he wanted to know who was in control of Merriweather and asked to be informed regarding what is going on with Merriweather. He is looking to have Maryland

State Legislation HB 1415 repealed as he feels this bill is the reason for the increased leniency of noise levels at Merriweather.

- **Mr. Avery** stated that the CA Board will be discussing this issue at their upcoming meeting this Thursday, June 25, 2015.
- **Mr. McCormack** asked what the required noise level was. He asked who has the equipment to measure the noise level. **Mr. McCormack** stated that the OMCA Board will wait to see what the CA Board discusses and decides and then will make a decision as to how the OMCA Board want to proceed.
- **Ms. Wisniewski** asked if the ending time for a concert at Merriweather is still 11:30pm.
- **Ms. Cederbaum** read the summary of HB 1514.
- **Mr. Avery** stated there is a fine if a performer extends beyond the contracted time. He also stated for everyone to keep in mind that if additional restrictions are placed on performers, there could be the possibility that performers would not want to come to Merriweather.
- **Mr. Avery** stated that Symphony Woods is still owned by CA, but an easement was given to the Inner Arbor Trust. The Inner Arbor Trust was asked to do a sound study.
- **Ms. Wisniewski** put forth a motion that stated the Oakland Mills Community Association is concerned about the recent spike in noise levels emanating from Merriweather Post Pavilion. The OMCA Board favors a systematic data gathering by the County that will be available to the public to determine the extent of the problem. **Mr. Woodcock** seconded and the motion passed (6-0-0).

### **HCPD Officer Luke Buchanan, Introduction and Community Policing Update**

- Officer Luke Buchanan introduced himself as the new Oakland Mills Community Resource Officer. He thanked the OM Board for recognizing the SFES crossing guard. He previously worked as the patrol officer in Wilde Lake. He also served 6 years active duty in the Coast Guard. He is a Columbia resident. He stated some of the problems he has noticed since he began patrolling Oakland Mills. He stated that if residents have a concern, they should call the non-emergency HC Police number and complain. He stated communication with the public is very important. The best way to communicate with him is through his email: [LBuchanan@howardcountymd.gov](mailto:LBuchanan@howardcountymd.gov).
- **Ms. Thomas** asked if Officer Buchanan had been in touch with the Youth and Teen Center. He stated he had not, but would do that.

### **New Business**

#### **Open Space Management Plan – Proposed Budget Testimony to CA**

- Gerry Witte was present as the Public Space Advisory Committee Chair. He stated he is working with HCPSS and CA Open Space to landscape an area around SFES. He is also currently talking to other villages about creating Public Space Advisory Committees and working collaboratively.
- Mr. Witte stated he is concerned with the amount of money allotted by CA for Public Space Activities. He proposed a suggestion he had to make the distribution of funds more equitable (ATTACHMENT “C”).
- **Mr. Edelson** stated that the “RBI” idea is “neat” but some consideration should also be given to the return on the investment. He also stated that he is concerned with the general safety of the open space areas.
- **Mr. Avery** stated he thought it would be good for the CA Board to support this.
- **Ms. Wisniewski** stated she supports the proposal wholeheartedly, but is concerned with the deer herd problem and Lyme Disease and would like to see this mentioned in the proposal.
- **Mr. McCormack** asked Mr. Witte to add requested language and bring back to the OMCA Board for their approval.
- **Mr. Edelson** stated he would send Mr. Witte the “HC Deer Management Task Force Report.”

## Co-Sponsorship of Bridge Columbia BridgeWalk

- **Ms. Thomas** motioned to sponsor the Bridge Columbia Bridge Walk and contribute \$75 towards glow sticks for the event. **Ms. White** seconded and the motion passed (5-0-0).

## Old Business

- **Mr. Edelson** motioned to approve the OMCA Donation Policy with revisions (ATTACHMENT “D”). **Ms. Thomas** seconded and the motion passed (6-0-0).
- **Ms. Wisniewski** motioned to accept the FY 15 4<sup>th</sup> Quarter and Year End Financials (ATTACHMENT “E”). **Ms. Thomas** seconded and the motion passed (6-0-0).

## Board Co-Chair Remarks, Virginia Thomas and Bill McCormack, Co-Chairs

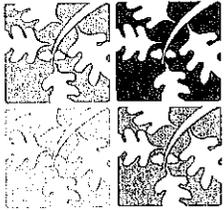
- **Mr. McCormack** asked each person who was at the Bridge Columbia Roundtable meeting to give their synopsis. **Ms. Cederbaum** stated that there is still a lot of work to do to make the Bridge a priority in Howard County. Having the particular individuals present at the roundtable was a great accomplishment. She stated that the 3<sup>rd</sup> interchange set for 2035 should not derail Bridge Columbia. Bridge Columbia should continue to work with officials that do support the Bridge.
- **Ms. Gray** stated that the Bridge Columbia group should encourage officials to see how the bridge will fit in to the area ALL around them not just what is surrounding the Bridge directly.
- **Ms. White** stated that she felt the elected officials present did seem to get the idea that it is important; overall a productive meeting.
- **Mr. Avery** stated that Bridge Columbia, the OMCA Board, the TC Board should sit down with Howard County officials.
- **Ms. Wisniewski** asked where the HC Economic Development Authority was.
- **Mr. Woodcock** felt that the meeting sounded realistic as it will be a long process.
- **Ms. Thomas** stated that before progress on the bridge is made, the multi-use Path must be approved by the County. The OMCA Board should pick the Bridge option that they support.
- **Ms. Wisniewski** stated that in order to get federal funding, Howard County has to make it a top priority.
- **Mr. McCormack** stated that the OMCA Board will stay in close contact with Bridge Columbia and will pick one of the options provided. The OMCA Board will get input from Town Center. The OMCA Board will work on Howard County making the Bridge a top priority.
- **Ms. Cederbaum** stated that Bridge Columbia does not support option one which is to give the current bridge a facelift. **Mr. McCormack** asked **Ms. Cederbaum** to draft a letter thanking County Executive Kittleman for putting this meeting together.

## Board Bulletin Board

- **Ms. Warren** announced Family Movie Night that will take on Thursday, June 25<sup>th</sup> at 6:30pm at The Other Barn.
- **Mr. Avery** stated that as of July 1<sup>st</sup> he will be the new PTACHC President.
- **Mr. Edelson** stated that SFES is getting a new canopy installed in the front of the school for students to stand under when waiting to be picked up.

The regular OMCA Board meeting was adjourned at 9:08 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator



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**Oakland Mills Community Association  
Village Board Meeting AGENDA**

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045

**Board Members:** Virginia Thomas, Co-Chair; Bill McCormack, Co-Chair,  
Jonathan Edelson, Vice Chair; Kay Wisniewski, Architecture Chair  
Paul Verchinski; Marcia White; Bill Woodcock  
Reginald Avery, Columbia Council Representative

**June 23, 2015**

**Oakland Mills Board of Directors Meeting**

**7:00 p.m.**

**The Other Barn**

- 7:00 p.m. Opening of meeting**  
Approve the agenda for tonight's meeting  
Approve the minutes from the June 9, 2015 meeting
- 7:05 p.m. Certificate of Appreciation Presentation to Ms. Bernadette Allen,  
Crossing Guard, SFES, Entire Board**
- 7:15 p.m. Resident Remarks**
- 7:20 p.m. HCPD Officer Luke Buchanan, Introduction and Community Policing Update**
- 7:50 p.m. New Business**  
**Open Space Management Plan ~ Proposed Budget Testimony to CA,**  
Gerry Witte, OM Public/Open Space Committee Chair, Full Board
- 8:10 p.m. Old Business**  
**Donation Policy – Approve revised OMCA Donation Policy**  
**FY 15 4<sup>th</sup> Quarter & Year End Financials**
- 8:20 p.m. Board Co-Chair Remarks, Virginia Thomas and Bill McCormack**
- 8:30 p.m. Board Bulletin Board**
- 9:00 p.m. Adjourn**

**Upcoming Events:**

June 25, OMCA Family Movie Night "Finding Nemo", 6:30 p.m.

July 14, OMCA Board meeting w/Councilman Ball, 5:00 p.m. at Luckys followed by 7:00 p.m. Board Meeting at Other Barn

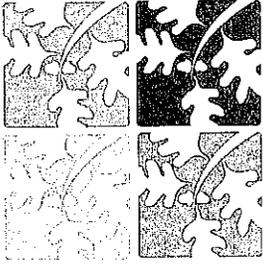
July 23, Presentation on Lyme Disease, Basics/Prevention/Treatment/Living with Lyme Disease, 7:00 p.m.

July 28, OMCA Board, 7:00 p.m.

August 4, OMCA Pool Party and National Night Out

August 11, OMCA Board, 7:00 p.m.; August 25, OMCA Board, 7:00 p.m.

August 30, Jazz in the Mills Presents Kristine Key, 5:00 p.m.



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## Oakland Mills Community Association Village Board Meeting Minutes

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045

**Board Members:** Bill McCormack, Jr., Co-Chair~ Ginny Thomas, Co-Chair  
Jonathan Edelson, Vice-Chair ~ Kay Wisniewski, AC Chair ~ Paul Verchinski  
Marcia White ~ Bill Woodcock  
Reginald Avery, Columbia Council Representative

**June 9, 2015**

### Regular OMCA BoD Meeting

**Mr. McCormack** called the regular meeting of the OMCA Board of Directors to order at 7:03 pm.

**Present:** Bill McCormack, Jr., Board Co-Chair; Virginia Thomas, Board Co-Chair; Jonathan Edelson, Vice-Chair; Reginald Avery, CA Board; Marcia White; Sandy Cederbaum, Village Manager

**Absent:** Kay Wisniewski, AC Chair; Paul Verchinski; Brigitta Warren, Event & Administrative Coordinator

**Also Present:** Pam Kasemeyer; John Herdson, CA Director of Aquatics; Ken Zachmann, CA Manager, Outdoor Pools; Sarah Schurman, Assistant Manager and Coach, SF and TS Pools.

### Opening of Meeting

- **Ms. Thomas** motioned that the agenda for June 9, 2015 (ATTACHMENT "A") be approved. **Ms. White** seconded and the motion passed (5-0-0).
- **Ms. Thomas** motioned to accept the May 26, 2015 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. McCormack** seconded and the motion passed (5-0-0).

### Resident Remarks

- Ms. Pam Kasemeyer was present on behalf of Rick Levitan to give an update on the Fueling Station Task Force. The County Council reviewed the task force recommendations now DPZ will issue a staff report. Ultimately the Planning Board will schedule a hearing. OMCA supported the Task Force recommendations with one comment about distance between stations in NT. There will be an opportunity to show support when the Planning Board schedules a ZRA on the Fueling Station Report. Brief discussion followed about the Snowden River (Royal Farms) property and proposed station and car wash. Planning Board is scheduled to discuss this on June 18 though that discussion may be delayed.
- **CA Aquatics: John Herdson, CA Director of Aquatics** thanked the board for the opportunity to meet with them. Updates included the repairs to the shell at the Thunder Hill Pool, furniture replacement at the Thunder Hill Pool, early season opening and late season closing for Stevens Forest Pool, new cover for Stevens Forest Pool. CA will hold member appreciation days at all pools. Talbott Springs event was held on June 7, member appreciation will be held at Stevens Forest on July 22 and

Thunder Hill on July 23, 2015.

Stevens Forest and Thunder Hill have steady attendance, even with the addition of the slide and bubbler, attendance at Talbott Springs remains near the lowest of all 23 outdoor pools. However, it was noted that Talbott Springs has had a positive feel and community spirit. Mr. Avery asked again if there were any Spanish speaking lifeguards assigned to the Talbott Springs Pool. Mr. Herdson said no but that is their goal. He mentioned the obstacles of the lifeguards having transportation to Talbotts and the shortage of lifeguards. OM Board members suggested that CA recruit OM students and train as lifeguards. Ms. White asked if CA hires foreign lifeguards is done all over the Country. CA does not.

Ms. Thomas asked if lifeguards have gotten feedback about language barrier issues. Assistant Manager Sarah S. said she is quite proficient in Spanish and is able to converse with pool attendees and that in general there has been no communication problem.

Mr. Zachmann also thanked the board and spoke very highly of the OM Aquatics Staff. He talked about the qualities he instills in the lifeguards and that the guards learn a value structure and CA guards leave with great values and are developing leaders.

## **New Business**

● **Donation Policy:** The board discussed the following revision to the current donation policy: **All donations should be submitted by October 15 of each year. The Oakland Mills Board will consider all donation requests at one time.** Ms. Cederbaum will draft the policy with revisions and send to the board for review and adoption at the next board meeting.

● **Fueling Station Task Force:** The board reiterated its support of the Fueling Station Task Force Report. There is no action necessary at this time. Board also discussed the Snowden River (Royal Farm) service station and upcoming planning board hearing. The board took no action on this.

● **Streetscape 175 – Whiteacre:** Resident Sandra Braxton Riley wrote to Ms. Thomas to ask if in the board's letter to the County regarding streetscape and grass island was included between 175 to Oakland Mills Road. The letter did not include the island to extend that far. After discussion it was decided that Ms. Cederbaum will draft a letter to the County and ask if the grass island could be added in addition to bike lanes and on street parking.

## **Board Co-Chair Remarks, Virginia Thomas and Bill McCormack, Co-Chairs** (all covered under New Business)

### **Columbia Council Representative, Reginald Avery**

Mr. Avery mentioned that CA has been getting a lot of calls regarding the noise emanating from Merriweather concerts. CA doesn't have authority over Merriweather. This past year MD HB 1514 was passed and increased sound limits. Mr. Avery suggested that those with concerns should contact their state representatives. Mr. Avery mentioned the CA Ethics issue with CA Board member Alan Klein. At this point the issues appear to be over.

Due to CA Board member scheduling conflicts there will be no board meeting on June 11. The board will hold a work session on June 18 and one topic will be Bridge Columbia.

## **Manager's Report, Sandy Cederbaum (ATTACHMENT "C")**

Ms. Cederbaum distributed the Manager's Report and the draft of the FY15 4<sup>th</sup> Quarter and Year-End Financials. Board members should review the financials and if need be discuss with Ms. Cederbaum. Board will vote on financials as the next board meeting.

## **Committee Reports:**

### **Housing, Bill McCormack, Chair**

Mr. McCormack said the committee is planning on having local realtor John Toner give a presentation to the community on the housing market in Oakland Mills. Presentation is tentatively planned for Sept/Oct. 2015. Committee will work with Marketing Committee to focus on positives and address issues that are holding the community back. Housing committee also would like to create a housing section on the OM website which will give guidance to people to improve their property.

Ms. Thomas attended the last reinventing Long Reach meeting and shared a housing survey that attendees at the meeting received. Information can be obtained on the County's website.

### **Safety, Bill Woodcock, Chair**

Mr. Woodcock had a good conversation with HCPD Officer Luke Buchanan who is the new Oakland Mills Community Policing officer. Officer Buchanan will attend the next board meeting on June 23, 2015.

Ms. Cederbaum invited Ms. Bernadette Allen, SFES Crossing Guard (Kilimanjaro/Stevens Forest Road) to attend the June 23rd board meeting so that the board can present her with a Certificate of Appreciation.

Resident John DiTomasso commented on a quick response to a recent non-emergency call. Mr. Edelson mentioned the positive interaction with Officer Buchanan and the community at the recent SFES Spring Fling.

### **Education Committee, Jonathan Edelson and John DiTomasso, Co-Chairs**

Committee met on June 9 to "wrap up" committee events of the year and positive outcome from BOE Candidate Forum and State of Our Schools. Committee suggested that forum be held in BOE election year and that State of the Schools be a yearly event. Mr. Edelson is following up with HCPSS to get answers to question submitted at the forum. Committee reviewed and retained the its objectives.

### **Marketing, Jonathan Edelson, Chair**

Organization meeting scheduled for June 23, 2015 from 6 – 7 p.m. Mr. Edelson would like to engage new residents to find out what attracted them to Oakland Mills.

### **Arts Advisor Committee, Marcia White, Chair**

Ms. White has spent the last couple of weeks educating herself. She met with Ms. Bach and toured the village center finding out who owns each parcel of land. She has ideas and said she would like to tour with Ms. Thomas to know what ideas Ms. Thomas has about art in the center. Ms. White would like to see Robert Oliver Place enhanced and mentioned that we need to repaint the "logo" blocks on the sidewalk. Ms. White would also like to explore use of the empty space next to Food Lion to see if it could accommodate "ArtoMatic" which is free use of space for artists to exhibit. Mr. McCormack mentioned the Ellicott City window art in the late 50's/ early 60's and how great that was.

## Board Bulletin Board

- Ms. Thomas mentioned the letter received from the County Executive's office regarding the County Executive's support of affordable housing in Downtown.
- Ms. Cederbaum is working with CA on scheduling a Solar Co-Op Presentation for August 12 and will ask all villages to be co-sponsors along with CA.
- Mr. Avery mentioned that he was nominated by the County Executive to be a member of the Adequate Public Facilities Task Force. The task force will begin with assessing Fire, Police and School needs. Mr. Avery has been elected to serve as President of the PTA Council of Howard County (PTACH) which represents 2600 PTA representatives.
- Mr. Edelson reminded everyone of the need for food donations for the June 20<sup>th</sup> food distribution which will be the last. He mentioned the research being done by Ms. Cederbaum to find a permanent location for an Oakland Mills Food Pantry.
- Mr. Woodcock noticed the start time of board meetings was incorrect on the OM Website. Mr. Woodcock participate in the Thunder Hill Elementary School 5K and thanked everyone for their well wishes on his daughter's High School graduation.

The regular OMCA Board meeting was adjourned at 9:10 pm.

Respectfully submitted: Sandy Cederbaum, Village Manager

**Draft Resident Speakout for the CA FY16-17 Fiscal Year Budget Planning Process**

My name is Gerry Witte. I have been a resident of Columbia since 1970. I am speaking this year as the Chair of the Oakland Mills Public Space Advisory Committee (OM PSAC) and my recommendations are supported by the OM Village Board.

The direction and objectives of the Columbia Association are generally fine. But there are two areas I would like to comment on. I intend for these recommendations to be helpful and objective.

**Recommendation #1**

The first recommendation focuses on how to objectively allocate portions of the CA budget to particular line items. I feel that CA often assigns too much of the overall budget to line items that have an impact on a low percentage of Columbia residents. Perhaps each line item should reflect the percentage of affected residents. Call it a Resident Benefit Index (RBI), Resident Impact Index (RII), or something similar.

For example, most line items in the Open Space Management Division budget affect all Columbia residents either directly or indirectly because the benefits of Open Space are available to everyone. Perhaps that RBI is 100%. On the other hand, the impact on residents for such items as the Hobbits Glen Clubhouse Renovation or Haven on the Lake impact perhaps less than 5% of the total Columbia population. Those indices would be ~5%.

Budget line items that have an impact on large percentages of Columbia Residents should, in my opinion, have the highest funding priority to the extent that those essential services should be fully funded. Only after the high percentage budget items are funded should the low percentage budget items be funded.

I recommend the Board consider developing this idea and make it a formal part of the budgeting process.

## Recommendation #2

The CA Open Space Management Division (OSMD) provides many good services to residents. CA funded surveys always indicate that Columbia **residents** feel (1) Open Space maintenance, (2) outdoor pools, and (3) after-school sponsored activities should have the highest budget priority. Yet for FY14 only 16.6% of the CA expenses are assigned to the OSMD while ~48% of its revenue comes from the residential and commercial annual charge.

Perhaps for this reason, the beauty of Open Space seems to be declining. There is considerably more invasive vegetation, apparent less frequent mowing, less acreage being mowed, deteriorating tot lots, etc.

It's been 50 years since an open space management plan was developed. It is time to take a fresh look at the current status and develop a comprehensive plan for the future. That plan should include recommendations for managing Invasive Species Vegetation in accordance with State Regulations, identifying what improvements are needed for existing forested and existing mowed areas, identifying recommendations for new plantings, etc.

This is not a trivial task. It is beyond the scope of exiting staff. It should be undertaken by a nationally recognized urban landscaping architectural planning firm that will work with the CA OSMD to develop a viable, long term Columbia-wide plan for probably its most valuable asset - Open Space which *has an RBI of 100%*.

This Comprehensive Plan is a concept first described to me by Jervis Dorton who was a landscape architect at The Rouse Company for 30 years, a former OM VB Member and who is now on the OM PSAC.

Thank you for listening. I hope you will take these recommendations under consideration.

Gerhart Witte - Oakland Mills Village Resident  
OM Public Space Advisory Committee Chair  
(410) 730-0339(H)

## **Oakland Mills Community Association Donation Policy**

The Oakland Mills Community Association, Inc. may contribute funds as donations to other organizations, groups, or persons, if such funds are used to benefit the common good of the Oakland Mills community.

Donation requests must be submitted in writing to the Oakland Mills Board. All requests should be submitted prior to the October 15 deadline in each calendar year.

The Oakland Mills Board will review all requests at one time at a Board meeting. The Board will then vote on requests at a board meeting following the one that the requests were reviewed. This process allows time for board members to consider the requests.

Donations will be made in a fair and equitable manner.

The Oakland Mills Community Association, Inc. may raise funds or collect donated items at any time for the purpose of addressing the needs of Oakland Mills and the greater Columbia community. The Oakland Mills Board, at its discretion, may amend the rules of this policy on an as needed basis.

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### **Procedure for Requesting A Donation From the Oakland Mills Community Association:**

Donation request should be submitted in writing to the OMCA Board of Directors no later than October 15 of each year.

Request should indicate the **name of the organization requesting funds**, the donation **amount requested** along with a short description of exactly **how the funds** will be used and **how the donation will benefit the Oakland Mills community**. A copy of the organizations 501(C3) status should be submitted with the request.

Request should include the entity to which the donation check should be payable to and the name and address of where the donation should be mailed to.

OMCA will make only one donation per requestor per year.

New text highlighted in yellow.

~~Deleted text has a strikeout through it.~~

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Donation requests must be submitted in writing to the Oakland Mills Board. All requests should be submitted prior to the October 15 deadline in each calendar year.

~~The Oakland Mills Board will review all requests for donations at board meetings. Discussion and decision on the donation requests will be made at the meeting following the meeting when the donation was requested.~~

The Oakland Mills Board will review all requests at one time at a Board meeting. The Board will then vote on requests at a board meeting following the one that the requests were reviewed. This process allows time for board members to consider the requests. ~~If, in certain instances, waiting until the next meeting is not possible, the board may decide to consider the request at the time it is made.~~

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Donation request should be submitted in writing to the OMCA Board of Directors no later than ~~September 30~~ October 15 of each year.

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**Oakland Mills Community Association  
The Other Barn  
5851 Robert Oliver Place  
Columbia, MD 21045**

**June 23, 2015**

TO: Jane Dembner, CA Director of Community Planning

FROM: Sandy Cederbaum, Village Manager, Oakland Mills Community Association

SUBJ: FY2015 4<sup>th</sup> Quarter and Year-End Financial Statements

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**Revenues:**

**1 CA Assessment Share:**

Revenue includes the \$10,000 received as a CA Community Development Grant and reimbursement for CA Package Plan fringe benefit taxes for "grandfathered" Employees and reimbursement for a portion of the gas charges for the Stevens Forest Pool/Neighborhood Center.

**5 Special Events**

Revenue from Jazz in the Mills concert and Plant Sale and Festival account for Increase in special events revenue.

**7 Miscellaneous**

Revenue from the sale of HOA packets, many more resale packets than anticipated.

**Expenses:**

**15 Fees** associated with new web site less than anticipated and budgeted attorney fees which have not been used. Did not incur attorney fees for FY15.

**16 Operating Expenses**

Increase in operating supplies which included more purchasing copier paper/copier machine supplies, replacement fax machine

**19 Advertising**

We entered into a new advertising contract with a wedding site, The Knot and were paying the final four months of advertising with The Berry Company (online and phone book). This duplication accounted for an increase in advertising expense along with greater than anticipated fees with for print advertising.

**21 Other Printing**

Increase was due to the increase in number of election newsletters printed, and two sets of flyers sent to all elementary school students along with a fall newsletter and business cards for all board members. Had not budgeted for the increase in printing.

**23 Special Events**

The variance in special events expenses is due to Jazz in the Mills concert expenses (an unbudgeted special event) and from Plant Sale expenses that were deferred from FY14 and also the FY15 expense for the plant sale.

**29 Depreciation:** Items purchased needed to be depreciated.

Input cells

Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4  
 Date Prepared: 5-Jun-15

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Assessment Share	96,774	396,066	383,028	13,038	339,835
A. CA Base Assessment	86,199	352,772	343,214	9,558	302,503
B. CA Medical Reimbursement	9,558	30,256	39,814	(9,558)	34,838
C. Other CA Reimbursement	1,017	13,038	0	13,038	2,704
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	29,933	166,974	171,545	(4,571)	168,557
A. Room Rentals	21,594	143,758	152,795	(9,037)	144,925
B. Leases	7,229	18,946	18,250	696	18,804
C. Retained Deposits	1,110	4,270	500	3,770	4,828
3 Tuition & Enrollment	0	90	550	(460)	390
A. Classes		36	250	(214)	234
B. Camps		0	0	0	
C. Other		54	300	(246)	156
4 Interest	2	96	100	(4)	100
5 Special Events	3,220	21,341	10,700	10,641	16,837
6 Fees	152	565	570	(5)	608
A. Copier	8	38	50	(12)	71
B. Late Fees		0	0	0	
C. Postage	10	39	0	39	18
D. Notary	50	178	220	(42)	174
E. Other	84	310	300	10	345
7 Miscellaneous	467	1,919	1,240	679	1,674
A. Sales	464	1,916	1,240	676	1,674
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		0	0	0	
D. Other	3	3	0	3	
8 Gain/loss on Disposal of Asset		0	0	0	
<b>Total Income</b>	<b>130,548</b>	<b>587,051</b>	<b>567,733</b>	<b>19,318</b>	<b>527,801</b>

Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	71,311	306,473	292,270	14,204	279,282
10 Janitorial Wages	324	5,242	5,000	242	4,652
11 Contract Labor	0	18	450	(432)	99
12 Payroll Benefits	12,444	57,792	55,000	2,792	54,644
13 Payroll Taxes	5,533	25,321	29,100	(3,779)	24,031
14 Janitorial Expense	9,360	43,167	45,010	(1,843)	39,520
A. Cleaning Service	4,641	20,257	22,800	(2,543)	19,603
B. Setup & Breakdown	3,954	18,123	16,780	1,343	15,350
C. Floors, Carpets and Windows		170	600	(430)	150
D. Supplies	785	4,617	4,830	(213)	4,387
15 Fees	1,552	7,423	18,200	(10,777)	13,925
A. Accounting		0	0	0	
B. Legal		0	5,000	(5,000)	3,900
C. Performance		0	0	0	
D. Audit		0	0	0	4,844
E. Web	200	1,711	8,000	(6,289)	1,546
F. Other	1,352	5,712	5,200	512	4,736
16 Operating Expenses	3,241	9,660	6,180	3,480	8,213
A. Office Supplies		310	0	310	0
B. Program Supplies	904	4,631	3,500	1,131	3,787
C. Cost of Goods Sold		200	180	20	280
D. Postage	2,055	3,613	2,100	1,513	3,144
E. Staff Development	282	680	400	280	1,028
F. Catering/Food Service		0	0	0	
G. Other		226	0	226	
17 Business Expenses	2,189	3,931	3,350	581	2,432
A. Mileage	270	1,105	1,000	105	828
B. Food (Business Meals)	1,382	1,926	2,100	(174)	1,512
C. Other	537	900	250	650	94
18 Insurance	0	6,963	7,000	(37)	6,290
19 Advertising	2,924	9,755	6,600	3,155	6,566
20 Newsletter	5,165	20,862	22,000	(1,138)	15,876
21 Other Printing	7,657	10,987	5,000	5,987	9,220
22 Donations/Contributions	(100)	2,800	3,000	(200)	2,900
23 Special Events	8,430	28,333	17,610	10,723	19,891
24 Taxes	(397)	(256)	380	(636)	381
25 Utilities	13,614	40,105	36,400	3,705	36,717
A. Gas & Electric	11,377	33,079	29,500	3,579	29,950
B. Water & Sewer	649	1,933	1,800	133	1,652
C. Telephone	1,388	5,093	5,100	(7)	5,115
26 Repairs & Maintenance	5,328	16,357	19,410	(3,053)	16,560
A. Building	4,275	12,863	15,000	(2,137)	12,660
B. Equipment	1,052	3,494	4,410	(916)	3,880
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	215	2,490	2,000	490	2,650
28 Total Expenses Before Depreciation	148,790	597,423	573,960	23,464	543,879
29 Depreciation	2,090	4,453	3,156	1,297	3,154
30 Total Expenses	150,880	601,876	577,116	24,761	547,033
Increase/(Decrease) in Unrestricted Net Assets	(20,332)	(14,825)	(9,383)	(5,442)	(19,232)

Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4  
 Date Prepared: 5-Jun-15

**SUMMARY STATEMENTS OF ACTIVITIES**  
**May 1 - April 30**

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<b><u>REVENUES</u></b>						
1 CA Assessment Share	96,774	396,066	383,028	13,038	Requires Comment	339,835
2 Lease & Rental	29,933	166,974	171,545	(4,571)		168,557
3 Tuition & Enrollment	0	90	550	(460)		390
4 Interest	2	96	100	(4)		100
5 Special Events	3,220	21,341	10,700	10,641	Requires Comment	16,637
6 Fees	152	565	570	(5)		608
7 Miscellaneous	467	1,919	1,240	679	Requires Comment	1,674
8 Gain/loss on Disposal of Asset	0	0	0	0		0
<b>Total Revenue</b>	<b>130,548</b>	<b>587,051</b>	<b>567,733</b>	<b>19,318</b>		<b>527,801</b>
<b><u>EXPENSES</u></b>						
9 Staff Salaries	71,311	306,473	292,270	14,204		279,282
10 Janitorial Wages	324	5,242	5,000	242		4,682
11 Contract Labor	0	18	450	(432)		99
12 Payroll Benefits	12,444	57,792	55,000	2,792		54,644
13 Payroll Taxes	5,533	25,321	29,100	(3,779)		24,031
14 Janitorial Expense	9,360	43,167	45,010	(1,843)		39,520
15 Fees	1,552	7,423	18,200	(10,777)	Requires Comment	13,925
16 Operating Expenses	3,241	9,660	6,180	3,480	Requires Comment	8,213
17 Business Expenses	2,189	3,931	3,350	581		2,432
18 Insurance	0	6,963	7,000	(37)		6,290
19 Advertising	2,924	9,755	6,600	3,155	Requires Comment	6,566
20 Newsletter	5,165	20,862	22,000	(1,138)		15,876
21 Other Printing	7,657	10,987	5,000	5,987	Requires Comment	9,220
22 Donations/Contributions	(100)	2,800	3,000	(200)		2,900
23 Special Events	8,430	28,333	17,610	10,723	Requires Comment	19,891
24 Taxes	(397)	(256)	380	(636)	Requires Comment	381
25 Utilities	13,614	40,105	36,400	3,705		36,717
26 Repairs & Maintenance	5,328	16,357	19,410	(3,053)		16,560
27 Furniture & Fixtures	215	2,490	2,000	490		2,650
28 Total Expenses Before Depreciation	148,790	597,423	573,960	23,464		543,879
29 Depreciation	2,090	4,453	3,156	1,297	Requires Comment	3,154
30 Total Expenses	150,880	601,876	577,116	24,761		547,033
Increase/(Decrease) in Unrestricted Net Assets	(20,332)	(14,825)	(9,383)	(5,442)		(19,232)

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Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4  
 Date Prepared: 5-Jun-15

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - April 30**

	<u>2015</u>	<u>2014</u>	<u>Variance</u>
<b>ASSETS</b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	136,641	109,300	27,341
Cash (Savings Accounts)	97,416	146,854	(49,448)
Short term investments	20,446	20,436	10
Total Cash and Investments	<u>254,603</u>	<u>276,700</u>	<u>(22,097)</u>
Accounts Receivable	774	131	643
Loan Receivable			0
Prepaid Expenses	355	3,318	(2,963)
Inventory			0
Other Current Assets	<u>1,129</u>	<u>3,449</u>	<u>(2,320)</u>
Furniture, Fixtures and Leasehold Improvements	90,974	84,779	6,195
Accumulated Depreciation	(80,654)	(76,261)	(4,393)
Net Furniture and Fixtures	<u>10,320</u>	<u>8,518</u>	<u>1,802</u>
<b>TOTAL ASSETS</b>	<b><u>266,052</u></b>	<b><u>288,667</u></b>	<b><u>(22,615)</u></b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	10,329	3,463	6,866
Amount Payable to Contingency Fund		30,781	(30,781)
Security Deposits	22,775	24,025	(1,250)
Sales Tax			0
Deferred Revenue - CA	97,941	94,461	3,483
Deferred Revenue - Other	24,132	18,202	5,930
Accrued Liabilities - Payroll	34,098	27,635	6,463
Accrued Liabilities - Other	1,501		1,501
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	<u>190,779</u>	<u>198,567</u>	<u>(7,788)</u>
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year	90,098	109,331	(19,233)
Increase/(Decrease) in Unrestricted Net Assets for Year	<u>(14,825)</u>	<u>(19,232)</u>	<u>4,407</u>
Net Assets - Year-to-Date	<u>75,273</u>	<u>90,099</u>	<u>(14,826)</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b><u>266,052</u></b>	<b><u>288,666</u></b>	<b><u>(22,614)</u></b>

Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4  
 Date Prepared: 5-Jun-15

**SCHEDULE TO COMPUTE CASH RESERVES LIMITATION**

1)	Fiscal Year Expenses (exclusive of Depreciation)		<u>597,423</u>
2)	Percentage Calculation *	x	<u>0.15</u>
3)	<b>Operating Reserve</b>		<u>89,613</u>
4)	Village Association Cash and Investment Accounts:		<u>254,603</u>
5)	Adjustments **		
	Accounts Payable	(+)	<u>10,329</u>
	Security Deposits	(+)	<u>22,775</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>97,944</u>
	Deferred Revenue - Other	(+)	<u>24,132</u>
	Accrued Liabilities - Payroll	(+)	<u>34,098</u>
	Accrued Liabilities - Other	(+)	<u>1,501</u>
	Accounts Receivable	(-)	<u>(774)</u>
	Prepaid Expenses	(-)	<u>(355)</u>
	<b>Total Adjustments</b>		<u>189,650</u>
6)	Reserve Account (line 4 minus line 5)		<u>64,953</u>
7)	Excess Cash Reserves (line 6 minus line 3)		0
8)	Audit fee allowance ***		<u>2,000</u>
9)	<b>Remittance amounts (Line 7 minus line 8)</b>		<u>0</u>

\* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 15% of the total expenses of the village for that year exclusive of depreciation and capital expenditures except that it should be no more than 20% in the year prior to a planned capital expenditure greater than \$10,000 and it should be no more than 25% in the year prior to a planned major CA-funded renovation to a Community Center. The Contingency Fund will be capped at 20% of CA's total village allocation for a given year. Any excess will be returned to Columbia Association.

\*\* Adjustments do not include accounts payable to the Contingency Fund for excess cash reserves.

\*\*\* Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3 (the year the

Village: Oakland Mill Community Association  
 Fiscal Year: 2015  
 Quarter: 4  
 Date Prepared: 5-Jun-15

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**SCHEDULE A**

**BEGINNING CASH**

1 Cash and Investments 276,700

**SOURCES OF FUNDS**

2 Bank Loans & Other Loans during period (Increases Only)  
 a) Loan #1  
 b) Loan #2  
 c) Subtotal - Bank Loans & Other Income 0

3 Total Revenue - Year-to-Date 587,051

4 Proceeds from Sale of Capital

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 863,751

**USES OF FUNDS**

6 Total Expenses - Year-to-Date 601,876

7 Capital Expenditures Made During Period not Included in Line 6 above 6,257

8 Subtotal - all disbursements (Lines 6 + 7) 608,133

9 Less Depreciation & Other Non-cash Charges Recorded in Line 6 Above 4,453

10 Disbursements Less Depreciation (Line 8 less Line 9) 603,680

11 Subtotal - (Line 5 minus Line 10) 260,071

**OTHER CHANGES**

12 Other Current Assets - (Increases)/Decreases between 4/30 of current year and 4/30 of prior year 2,320

13 Short-term Liabilities - Increases/(Decreases) between 4/30 of current year and 4/30 of prior year (7,788)

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) (5,468)

**ENDING CASH**

15 Cash and Investments 254,603