



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

September 8, 2015

OMCA BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:08 pm.

Present: Bill McCormack, Jr., Board Co-Chair; Virginia Thomas, Board Co-Chair; Jonathan Edelson, Vice-Chair; Kay Wisniewski, AC Chair; Paul Verchinski; Marcia White; Bill Woodcock; Brigitta Warren, Event & Administrative Coordinator

Absent: Reginald Avery, CA Board; Sandy Cederbaum, Village Manager

Also Present: Jeff Cooper, Senior Asset Manager, HC Housing Commission; Bainbridge Witherspoon, HC Housing Commission; Lynn Engelke, NEAC Committee Co-Chair; See Resident List

Opening of Meeting (Ms. Wisniewski stepped out of the meeting for 5 minutes).

- **Mr. Verchinski** motioned that the agenda for September 8, 2015 (ATTACHMENT "A") be approved. Ms. **White** seconded and the motion passed (5-0-0).
- **Mr. Edelson** motioned to accept the August 11, 2015 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Woodcock** seconded and the motion passed (5-0-0).

New Business

Grand Pointe Apartment Complex Discussion

- **Mr. McCormack** gave background information regarding the possibility of Howard County Housing submitting a bid to purchase Grand Pointe.
- Jeff Cooper, Howard County Housing Commission Senior Asset Manager described what has occurred thus far. He stated that the County had been notified that the complex was up for sale. Given the OM Village Community Center Plan, Howard County felt that the purchase of Grand Pointe might be a good strategic move for both Oakland Mills and Howard County. The goal would be to bring in vibrant young families to rebuild Oakland Mills village.
- Bainbridge Witherspoon, Howard County Housing, was also present. She stated she had met with many Howard County teachers at the Howard County new teacher orientation to get a feel of what would inspire them to move to Howard County. She stated younger families cannot currently afford to live in Howard County. Howard County purchasing Grand Pointe and investing in Oakland Mills would also give investors a reason to invest in Oakland Mills.

- Resident Perry Lynch stated that there does not need to be any more low income housing in Oakland Mills, there is already too much. Mr. Cooper responded that the County is not talking about low income housing, it is talking about housing affordable for civil servants. He stated that the new rentals could include a senior component.
- Ms. Bainbridge stated that currently Grand Pointe has 4.6% of total units are subsidized housing; 11% of Autumn Crest is subsidized housing and 11.2% of Verona is subsidized housing.
- Resident Lynch asked if there was going to be a public definition of “low income.” Mr. Cooper responded that it was defined in an email he sent to **Mr. McCormack**.
- **Mr. Edelson** asked that due to the fact that all of the Oakland Mills elementary schools are already overcrowded, what would be the plan to work with the school system to accommodate.
- Mr. Cooper stated that the plan would be to work with the school system. It is not Howard County’s plan to hold the community down with low income housing, but rather the County is looking for opportunities and partnerships. The specifics are still being worked out.
- **Ms. Thomas** stated that Tom Carbo, Howard County Director of Housing, will be at The Other Barn on September 21st.
- Ms. Bainbridge gave three options that Howard County is looking into for Grand Pointe: 1) 75 of the 520 units make moderate and affordable – other units would be at market rate; 2) No rental units, only townhouse purchasing – a portion of them would be MIHU’s (a lottery would be held); 3) Similar to number 2, there would some townhomes plus other types of housing, possibly a plan for a senior housing component which would be MIHU’s.
- Resident Jon DiTimasso stated that it is difficult to understand the proposed options. He represents the Oakland Mills Improvement Association and indicated that a majority of the people that are part of the OMIA are not against subsidized housing they just do not want any more subsidized housing in Oakland Mills.
- Resident Danny Singer stated that Oakland Mills has been cut off from receiving anymore subsidized housing, it is all concentrated in a small section and attracting young families is not the problem, but rather keeping the families in Oakland Mills as their children go on to middle school. He liked the idea of a senior housing component.
- Resident Claudia Hollywood asked if higher income level can be a part of the housing equation. The current housing stock looks terrible and getting nowhere.
- Resident Daniel Kirk-Davidoff stated that he thinks it is great that Housing Commission is interested in Oakland Mills. He stated that perhaps some facts are missing when looking at Grand Pointe such as what are people currently paying to live in the complex; what is the median income of people who live in Grand Pointe, what is the County going to invest. He is looking for some definitive numbers.
- Resident Sandra McCray stated that she works for the federal government in the Civil Rights Division and suggested looking into the case that was recently brought up against the city of Dallas Texas by the federal government regarding current policies having a disparate impact on where people are being placed.
- Resident Jervis Dorton stated that Oakland Mills needs upscale housing to support the village. He asked the Housing Commission to explore other options.
- Resident Kevin Smith stated he does not want any more low income housing.
- Ann DeLacy, Howard County School Board, stated that work force housing is needed. There should not be a concentration of low income housing in Columbia. She stated that western Howard County schools are under enrolled.
- Resident Bill Vector stated that Howard County is so enmeshed in incredible housing bureaucracy.
- Resident Gary Street stated that we do not have to finance the local community, most residents do have cars. He suggested the idea of sports rinks.
- Resident Ian Kennedy, Housing Commission, stated the problem was Howard County was built without zoning requirements. He sees this purchase as an opportunity to reinvest in older neighborhoods.

- **Mr. Verchinski** stated that Mr. Cooper said Oakland Mills needed affordable housing when actually Oakland Mills has the most in the County. The OM VCCP focuses on high end housing. He stated Howard County has not done anything to Verona in two years.
- **Mr. Woodcock** thanked Mr. Cooper and Ms. Bainbridge for coming out. He liked option 2 and 3 that were suggested. He is not ready to trust the Howard County Housing Department yet. The Howard County Housing Department has shown arrogance toward housing in Howard County.
- **Ms. Wisniewski** stated that the timing is terrible. A County wide comprehensive housing plan is needed. It is an improvement that Howard County housing has to come to OM before the deal is done.
- **Ms. White** agreed with all that was being said. OM is not going to attract high end housing. Suggested thinking outside the box. There are already plenty of renters in OM; need more cash flow. **Mr. Edelson** appreciates that the Housing Commission came. He asked if the Housing Commission could bring answers back to the Oakland Mills community at the September 21st meeting. The options that the Housing Commission has offered this evening are based on the 524 units at Grand Pointe and Verona and the land that comes with it; what happens if they don't get Grand Pointe? What's the contingency plan for the two Verona parcels minus Grand Pointe?
- **Ms. Thomas** appreciates that the Housing Commission is coming to OM earlier than before. She requested a more detailed presentation on September 21st and allow ample opportunity for OM to respond. Oakland Mills must have something to attract people to come. She thanked the County Executive for committing to \$50,000 for a feasibility study for a sports complex in OM.
- **Mr. McCormack** thanked Mr. Cooper and Ms. Bainbridge for attending. He showed everyone the OM VCCP and told them to read it. He pointed out page 11 that has the OM village map on it with "opportunity areas". All of the developers that he and **Ms. Thomas** met with stated that Oakland Mills needed more disposable income. He also reiterated the need for a full spectrum of housing. He requested that Howard County not bid on the complex. He suggested other areas in Howard County that they should bid on.

NEAC Covenant Violations Process, Sec. C: Timeline

- **Ms. Wisniewski** took over the meeting to discuss the changes suggested to the OM Board by the CA attorneys, Sheri Fanaroff and Ed Scheideman. (ATTACHMENT "C")
- She stated that the meeting held with the attorneys on September 1st was a great meeting and they were impressed at the proposed policy. Discussion was held regarding changes proposed to the NEAC Covenant Violations Process, Section C: TimeLine. **Ms. Thomas** motioned to accept the NEAC Covenant Violations Process Section C: Timeline as amended. **Mr. Verchinski** seconded and the motion passed (6-0-0).
- **Ms. Thomas** thanked the NEAC and OM Board for putting the document together.
- **Ms. Wisniewski** and Ms. Engelke discussed a few additional changes to the Policy.
- **Ms. Thomas** motioned to accept the "NEAC Covenant Violation Process Section C Timeline" (as revised)

1. *"Receipt of complaint by Covenant Advisor.*
2. *When a complaint is received, it is promptly* dated, a complaint case number is assigned, and it is entered into the official Oakland Mills data reporting and tracking database, the Covenant Compliance Log. A copy of the complaint is sent to the Architecture Committee Chair and the Village Manager.*
3. *After a case number is assigned and the complaint is entered into the Covenant Compliance Log, the Covenant Advisor and an Architecture Committee member coordinate to make a prompt visit to the site (jointly or individually)*

to assess reported violations. A copy of the complaint with its validation status is sent to the complainant who is notified based on their stated preferred method of communication.

4. *If violations are confirmed, the property owner is notified by letter, setting firm deadlines for response and/or correction, as follows:*
 - *A first letter is sent within five working days of the inspection via regular mail, notifying the property owner of the violations and setting a deadline for each violation correction. The letter also will indicate that if there is no response within 15 days, a 360° inspection review of the property will be conducted. A 360° inspection review means an inspection of the front yard, side yards, back yard, all visible building exteriors and any other structures on the lot such as decks, sheds, trash enclosures, and proper maintenance of lawns, trees and shrubbery. etc.*
 - *If there is no response from the property owner within 15 days of the first letter, a 360° inspection is conducted and a second letter is sent, including both the original violations and any discovered during the 360° inspection and re-stating the deadline for correction.*
 - *If there is no response from the property owner within 15 days of the second letter, a third letter is sent, re-stating the deadline for correction.*
 - *If there is no response from the property owner within 15 days of the third letter, the Village Board sends a 15-day warning notice via regular mail to the property owner.*

**Precise number of days to be defined in the performance goals of the Covenant Advisor.*

5. *If there is no response to the 15-day warning notice and if violations are not corrected, the Village Board approves submission of the case to the Columbia Association Architectural Resource Committee (ARC) for action.*

Note that, for fairness, this process is the same for all complaints. However, in certain circumstances at the discretion of the Architecture Committee, extensions with respect to any aspect of the process can be authorized by the Architecture Committee Chair, in consultation with the Village Board. Any extensions given to a property owner must be adhered to as the process continues.”

- **Mr. McCormack** seconded and motion passed (4-0-0). (**Mr. Verchinski** and **Ms. Wisniewski** did not vote as they were discussing specific wording).
- **Ms. Thomas** proposed writing a letter to the County Executive and the County Council that it was very important to change the current process and eliminate the process of fee in lieu. **Mr. Woodcock** motioned to write the proposed letter. **Mr. McCormack** seconded and the motion passed (5-0-0). (**Ms. Wisniewski** stepped out of the meeting and did not vote).

Marketing Committee (ATTACHMENT “D”)

- **Mr. Edelson** read into the minutes the Marketing Committee’s guiding principal *“The Oakland Mills Marketing Committee will work to promote Oakland Mills as a residential, business and recreational destination. Objectives/How we will accomplish our mission: We will market to potential new homeowners by highlighting the benefits of living in OM through social media, print media and collaboration WITH Columbia Association. Howard County, Howard County Public Schools and local real estate agents. Using similar tools and partnerships, we will market Oakland Mills’ many amenities*

to potential visitors and businesses. We will market Oakland Mills as a potential incubator for new technology. We will market to people of all ages to live, work, and play in Oakland Mills.”

- **Ms. Thomas** motioned to approve the guiding principles of the Marketing Committee. **Mr. McCormack** seconded and the motion passed (6-0-0).
- **Mr. Verchinski** asked what the priorities are. **Mr. Edelson** stated that the committee will be getting to the priorities.

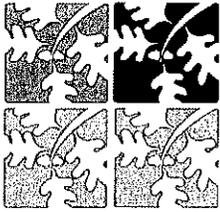
Education (ATTACHMENT “E”).

- **Mr. Edelson** discussed the fact that needed renovations of Oakland Mills HS that were originally proposed have been moved further back in the State timeline of new construction projects. He requested the OM Board should take action. The OM Board will look into the matter.

Ms. Wisniewski voted to move the meeting to a closed session to discuss legal and personnel issues. **Mr. Edelson** seconded and the motion passed (6-0-0).

The regular OMCA Board meeting was adjourned at 9:21 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator



oakland mills
we value connections

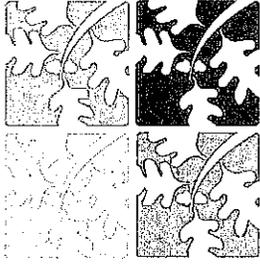
**Oakland Mills Community Association
Village Board Meeting AGENDA**

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

**September 8, 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 August 11, 2015 meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**
Grand Pointe Apartment Complex Discussion, Oakland Mills Board
The Grand Pointe Apartment Complex is for sale.
Howard County Housing Commission may evaluate the possibility of submitting a bid.
- NEAC Covenant Violations Process**
Sec. C: Timeline
- 7:45 p.m. Board Co-Chair Remarks, Virginia Thomas and Bill McCormack**
- 7:55 p.m. Columbia Board of Directors Report, Reginald Avery**
- 8:05 p.m. Manager's Report, Sandy Cederbaum**
FY 16, 1st Quarter Financial Report
Program Update: Real Estate Seminar and Educational Seminar
- 8:20 p.m. Committee Reports**
Education, Jonathan Edelson
Marketing, Jonathan Edelson
Safety, Bill Woodcock
Housing, Bill McCormack
Arts Advisory, Marcia White
Neighborhood Enhancement Advisory Committee, Paul Verchinski
Architectural, Kay Wisniewski
- 8:50 p.m. Board Bulletin Board**
- 9:00 p.m. Adjourn**
Upcoming Events:
Sept. 19, OM Flea Market, 9-noon
Sept. 22, OMCA Board, 7:00 p.m.
Sept. 30, Real Estate Seminar
Oct. 3, 2015, Fall Festival, 11 - 4



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

August 11, 2015

OMCA BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:04 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; Paul Verchinski; Marcia White; Bill Woodcock; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator

Also Present: Lynn Engelke, NEAC Committee Co-Chair; See Resident List

Opening of Meeting

- **Ms. Wisniewski** motioned that the agenda for August 11, 2015 (ATTACHMENT "A") be approved. **Mr. Edelson** seconded and the motion passed (7-0-0).
- **Ms. Wisniewski** motioned to accept the July 23, 2015 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Edelson** seconded and the motion passed (7-0-0).

Resident Remarks

- Resident Julia McCready talked about marketing Oakland Mills. She referred to the *Oakland Mills is Awesome* Facebook page that has been promoting all of the positives of Oakland Mills. She stated when she read the recent article in the Columbia Flier "it took the wind out of my sails." She felt it undid the work that had been done the past year. She suggested that no Oakland Mills group can reach out to the press without first having the OMCA Board vote on it. She stated that it is very important as to how Oakland Mills is promoted.
- Resident Janice Santiago asked to revisit the installation of calming bumps on Kilimanjaro near the Oakland Mills MS and Oakland Mills HS. She also talked about the continuous trash that she finds on the median on Kilimanjaro. She asked if there was something that can be done as a community to take care of the trash. Resident Margaret Mauro responded relating to the calming bumps that Ms. Santiago should start with Howard County. **Ms. Cederbaum** stated that she will look at her previous notes regarding this issue.

Marketing Committee

- **Mr. Edelson** provided an overview of what the marketing committee is all about. He stated that its purpose is to get the word out about Oakland Mills. **Mr. Edelson** discussed the proposed new resident

survey (Attachment "C"). He is hoping the Board will approve the survey for distribution. **Mr. Edelson** read the proposed mission statement of the Marketing committee: *"The Oakland Mills Marketing Committee will work to promote Oakland Mills as a residential, business, and recreational destination. Objectives/How We Will Accomplish Our Mission: We will market to potential new homeowners by highlighting the benefits of living in OM through social media, print media, and collaboration with Columbia Association, Howard County, Howard County Public Schools, and local real estate agents. Using similar tools and partnerships, we will market Oakland Mills' many amenities to potential visitors and businesses. We will market Oakland Mills as a potential incubator for new technology. We will market to people of all ages to live, work, and play in Oakland Mills."*

- **Ms. Thomas** complimented the Marketing committee for their work. She also stated she would like to see the survey be approved with the understanding that minor changes may be made and any significant changes should be brought back before the Board.
- **Mr. Verchinski** motioned to accept the Marketing Resident Survey as submitted. **Ms. Thomas** seconded and the motion passed (7-0-0).

Neighborhood Enhancement Advisory Committee (ATTACHMENT "D")

- **Mr. Verchinski** described the Neighborhood Enhancement Committee and what their purpose is. He acknowledged the policy and the proposed changes to be made. He requested that a straw vote be taken on each item. If there are enough Board members that agree with item, put forth a motion; if not enough Board members, have each Board member who does not agree with the particular item, explain his or her reasons as to why not.
- Committee Chair Lynn Engelke gave the timeline for the development of the proposed policy changes. She did state that the NEAC did not alert the media which resulted in the aforementioned published Flier article. She stated the committees' reasons for putting forth these policy changes.
- **Mr. McCormack** requested to go through the proposed policy changes section by section, voting on each one at a time.
- Resident Matthew Threefoot questioned the process of voting on each individual section as opposed to voting on the entire document.
- **Ms. Cederbaum** clarified that the document that was being amended was a CA document titled "Covenant Enforcement Policy." Ms. Engelke stated that the NEAC was looking to elaborate on the process in the "Covenant Enforcement Process" document.
- **Ms. White** stated that per their request she would like to meet with CA counsel before voting on anything in the policy. **Mr. McCormack** stated that when we get to the discussion regarding that section, **Ms. White** should make that comment.
- **Ms. Thomas** motioned to accept Section A. Goals and Objectives as written. **Mr. Verchinski** seconded.
- Resident Janice Rattley requested that before anything is changed, could the OMCA Board explain why the existing process is not working. **Mr. Verchinski** stated several issues that residents had brought up which led to the need for a change. He stated that in order for an outside developer to want to come into Oakland Mills, we have to make OM marketable.
- A vote was taken and the motion passed (7-0-0).
- **Ms. Wisniewski** motioned to add the following to the "Covenant Compliance Process," dated January 8, 2006 to be inserted below Item A.6 "7. The Covenant Advisor enters every complaint into the Covenant Compliance Log (Created in August 2015) that tracks in detail the status of each complaint until full resolution. Effective August 12, 2015, all complaints submitted to the Covenant Advisor will be recorded and tracked in this log. All preexisting open complaints shall also be entered and tracked." **Ms. Thomas** seconded the motion.
- A resident asked for clarification as to where the motion fits into proposed changes. A resident asked if databases will be available to the public. **Mr. McCormack** stated no, they will not be available to the

public. **Ms. Wisniewski** stated that a resident can follow up with a complaint that he/she made by asking the Covenant Advisor or Board member the status of the complaint.

- A vote was taken and the motion passed (7-0-0). **Mr. Verchinski** stated that once a case is submitted to the CA, it becomes public information.
- **Ms. White** asked for clarification regarding B. 3, bringing the complainant into the enforcement process. **Ms. White** disagreed with this and felt like it would be opening up a big can of problems. **Ms. Thomas** stated the complainant does not have to choose to be involved. Resident Margaret Mauro wanted the OMCA Board members to keep in mind the other side and not to forget those neighbors with less, some a lot less and to make resources available. She stated that no mercy should be taken towards the banks or for absentee landlords.
- **Ms. Thomas** stated that the Board is interested in finding out if there is pattern. Ms. Engelke stated that there is an asterisk that was added to acknowledge residents who may need outside help.
- A resident asked how the current system works. Ms. Engelke stated that CA defines the current system as a complaint driven system. A resident asked for clarification regarding the use of the word “staff member,” any staff member? **Mr. McCormack** stated that “Staff member” should be changed to Covenant Advisor. Resident Heidi Knott if sometimes might the complaint be retaliatory. **Mr. McCormack** stated that a violation is a violation.
- Resident Rattley asked if the covenant advisor has the authority to make the change to the property. **Mr. McCormack** stated that yes; the covenant advisory has the authority to request that the change be made. Resident Rattley asked if the covenant advisor can enforce it. **Mr. McCormack** stated no, the process is followed and then CA enforces it if necessary.
- **Mr. Verchinski** motioned to amend Section B. 3, the second sentence, change “staff member” to Covenant Advisor. **Mr. Edelson** seconded and the motion passed (7-0-0).
- **Ms. Thomas** motioned to accept the amended Section B. Process. **Mr. Woodcock** seconded and the motion passed (7-0-0).
- **Mr. McCormack** requested to go to Section D first and go back to section C.
- **Ms. Thomas** motioned that the OMCA Board set up a subcommittee to actually hear from the Board and any AC member some things that you want addressed in terms of evaluation of pros and cons of coming up with a staffing change. **Mr. McCormack** seconded. **Ms. Thomas** suggested the following individuals to be a part of his committee: Bill Woodcock, Lynn Engleke, Phil Engelke, Sandy Cederbaum, Charles Thomas, Reginald Avery. **Mr. Edelson** suggested using the new data collection system and monitoring to see how long each part of the process takes. **Mr. Verchinski** called for a straw vote. **Mr. Woodcock** stated that somewhere along the lines there is a disconnect; the OMCA Board manages the Village Manager who manages the staff; so the OMCA Board has to own the process a little bit. **Mr. Avery** read Robert’s Rules of Order, pg. 15 regarding a request for a straw vote: *“A motion to take an informal straw poll to “test the water” in not in order because it neither adopts nor rejects a measure and hence is meaningless and dilatory. If the assembly wishes to discuss and take a vote on a matter without the vote constituting final action by the assembly, it may instead vote to go into committee of the whole or a quasi-committee of the whole.”*
- A vote was taken and the motion passed (6-1-0). **Mr Verchinski** opposed the motion.
- **Mr. Edelson** proposed two changes to Section C. Timeline: number 2; should wait until the complaint is verified and number 3 is more of an administrative thing. **Mr. McCormack** asked if **Mr. Edelson** had proposed language. Take the sentence “A copy of the complaint is sent to the complainant...and put it in Section 3. The language should be changed to “The complainant is notified based on their stated preference.” A discussion about proper placement ensued.
- **Mr. Verchinski** reiterated the definition of a 360 degree review per a resident request. He also requested to change the 4 letter process, to 3 letters. He wanted the process to be that there are 3 letters sent out by the Covenant Advisor and then have it go to CA. **Ms. Wisniewski** clarified the amount of time required by CA. There are certain legal minimums. **Mr. Verchinski** read from the CA Covenant Enforcement Process that stated “optional 3rd letter sent with 15-21 days...” **Mr. Edelson** stated that

more letters in a shorter time is more effective. **Ms. White** stated she thinks the timeline is fair and stated that she was with the understanding that the OMCA Board cannot vote on this section until they have met with the CA attorneys. A discussion took place regarding the appropriate timeline for letters to be sent and how letters are sent to ensure delivery in proper timeframe. **Mr. Edelson** proposed 2 timelines, one if the property owner does respond and one if they do not.

- Resident Jon Ditimasso does not agree with the 360 degree review proposed in the new changes. He also questioned whether it was necessary for the AC to become involved in the complaint right at the beginning as proposed. He stated that the initial observation of the property should be left up to the paid staff member assigned to do that. A discussion ensued as to when the AC should get involved. **Mr. Avery** cautioned the OMCA Board regarding the AC getting involved too early.
- **Mr. McCormack** suggested that the Board vote on Section C. after modifications have been made and the OMCA Board has met with the CA attorneys during a closed meeting on September 1st at 7pm. All of the Board agreed.
- **Mr. McCormack** discussed Section E. Oversight. *“Covenant enforcement is the legal responsibility of the Village Board. The enforcement process is carried out by the Violation Covenant Advisor, who reports to the Village Manager. The Village Manager discusses difficult cases with the Board on a case-by case basis and seeks their advice. The Village Manager and the Architectural Committee Chair oversee the entire covenant enforcement process.”* He proposed three changes: in the 2nd sentence delete “Violation”; 3rd sentence, place “Village Manager” with AC Chair; and the final sentence should state, “The ultimate responsibility of the enforcement of the covenants rests with the OMCA Board. **Mr. McCormack** motioned to accept Section E with his proposed amendments. **Ms. Thomas** seconded and the motion passed (7-0-0).

New Business

- **Mr. McCormack** announced the Real Estate Education Seminar to be held at The Other Barn on September 30, 2015 from 7pm to 8:30pm. **Mr. McCormack** also announced that he and **Ms. Thomas** along with village staff are working on an additional educational seminar (ATTACHMENT “E”).

CCR Report

- **Mr. Avery** stated that CA headquarters will be moving to its new location on Friday August 21st.

Manager’s Report

- **Ms. Cederbaum** distributed her report (ATTACHMENT “F”).

Committee Reports

Arts Advisory

- **Ms. White** stated that last week she and the Food Lion manager were able to get into the vacant spot next to Food Lion. She stated it would be a great space for her proposed art program, “Artomatic.” The Food Lion manager proposed it to his upper manager who responded “hold off.” She asked what her next steps should be. **Mr. McCormack** to possibly ask what the exact issues were. **Ms. White** stated she will continue to work on this. She is also considering the old Columbia Bank space.

Education

- **Mr. Edelson** stated that the HC BOE central office sent him the question responses from the State of Our Schools meeting. They are available on the OM website. The Oakland Mills cluster now has a new BOE representative, Ellen Flynn Giles. Stevens Forest ES is testing the electronic sign in front of the school to share multiple messages at a time.

- **Mr. Avery** stated that Dr. Foose announced that Oakland Mills MS will be an extension of the early school model this coming year.

Board Bulletin Board

- **Mr. Woodcock** asked what the next steps are as far as following up with the County Executive regarding the Bridge. He does not want it to fall off of the radar.
- **Mr. Edelson** stated that the Forest Ridge backyard Bible study has built a new pathway from the building to the playground.
- **Ms. Cederbaum** thanked **Ms. Warren** for the OM community best pool party ever. She also thanked all of the OMCA Board member who were present.
- **Mr. Verchinski** announced the Solar Coop Presentation that will be held August 12th from 7-8pm in The Other Barn.
- **Ms. Thomas** read thank you letter from the Girl Scouts.

The regular OMCA Board meeting was adjourned at 9:50 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

Follow Up:

DRAFT

Revised - 9/8/15

GOOD NEIGHBORS • GOOD NEIGHBORHOODS
Oakland Mills Neighborhood Enhancement Advisory Committee

OAKLAND MILLS COVENANT ENFORCEMENT PROCESS: PROPOSED UPDATE
August 11, 2015

A. Goals and Objectives

One of the reasons Oakland Mills is a special place is that all property is subject to the Oakland Mills Covenants. These covenants are designed to, among other things:

- Encourage environmental excellence
- Preserve the design integrity and architectural quality of Oakland Mills land and dwellings
- Maintain aesthetic standards that make Oakland Mills an attractive and desirable place to live
- Prevent the deterioration of neighborhoods by following the original philosophy of enforcing good maintenance and property standards
- Ensure that structures and use of property remain harmonious with the general plan of development and use of property in Oakland Mills

These objectives are accomplished through the architectural review system and covenant enforcement. The Covenants give the Architectural Committee the responsibility to set rules and procedures for architectural controls, as well as the power to interpret the covenants ~~and allow exceptions to their restrictions~~. There are similar covenants for each of the other Villages in Columbia.

Oakland Mills is over 40 years old. What were acceptable building practices 40 years ago may not be today, just as what is acceptable today may not be five years from now. Available and popular colors, material, and design features will differ from the developers' original concepts for Oakland Mills. Furthermore, the maintenance demands for older properties are much different from those the community faced even 20 years ago. Therefore, it is imperative that the Board review and revise the covenant procedures regularly to ensure that Oakland Mills continues to prosper.

B. Process

Residents who have a complaint regarding property maintenance, concerns about residential exterior changes, and other issues pertaining to covenant enforcement, are welcome to submit a covenant complaint form. This form is available online and in print. The form is completed and dated by the Oakland Mills Covenant Advisor and copies go to the Oakland Mills Village Manager and the Architecture Committee Chair. The Covenant Advisor enters every complaint into the Covenant Compliance Log (created

August, 2015) that tracks in detail the status of each complaint until full resolution. Effective August 12, 2015 all complaints submitted to the Covenant Advisor will be recorded and tracked in this log. All preexisting open complaints shall also be entered and tracked. In submitting a complaint, a resident may choose to (1) ~~remain anonymous~~not give their name, (2) be named only in the Village records, or (3) be named both in Village records and in discussions with the property owner cited in the complaint. ~~The Covenant Advisor evaluates the complaint to determine which organization is responsible.~~ Depending on the nature of the complaint, issues ~~will~~may be dealt with by the Covenant Advisor directly or ~~will~~may be referred to the Columbia Association, the Howard County Public Works Department, or another organization.

C. Timeline – This section has not been voted on as of 8/11/15 and will be discussed with OMCA Board and CA General Counsel on 9/1/15.

1. Receipt of complaint by Covenant Advisor.
2. Within ~~three working~~1-14 days of receiving the complaint, it is dated, a complaint case number is assigned, and it is entered into the official Oakland Mills data reporting and tracking database, the Covenant Compliance Log. A copy of the complaint is sent to the Architecture Committee Chair and the Village Manager.
3. ~~Within three working days of date of complaint~~After a case number is assigned and the complaint is entered into the Covenant Compliance Log, the Covenant Advisor and an Architecture Committee member coordinate to visit the site jointly or individually to assess reported violations. A copy of the complaint with its validation status is sent to the complainant who is notified based on their stated preferred method of communication.
4. If violations are confirmed, the property owner is notified by letter, setting firm deadlines for response and/or correction, as follows:
 - A first letter is sent within ~~three~~1-14 working days of the inspection via certified regular mail, notifying the property owner of the violations and setting a deadline for each violation correction. The letter will specify that even if unforeseen complications arise all violations must be remedied within six-months of the date of this first letter.* The letter also will indicate that if there is no response within 15 days, a 360° inspection review of the property will be conducted. A 360° inspection review means an inspection of the front yard, side yards, back yard, all visible house exteriors and any other structures on the lot such as decks, shed, etc.
 - If there is no response from the property owner within 15 days of the first letter, a 360° inspection is conducted and a second letter is sent, including both the original violations and any discovered during the 360° inspection and re-stating the deadline for correction.
 - If there is no response from the property owner within 15 days of the second letter, a third letter is sent, re-stating the deadline for correction.

- If there is no response from the property owner within 15 days of the third letter (i.e. ~~six weeks from the date of the original complaint~~), the Village Board sends a 15-day warning notice via ~~certified~~ regular mail to the property owner.

5. If there is no response to the 15-day warning notice and if violations are not corrected, the Village Board approves submission of the case to the Columbia Association Architectural Resource Committee (ARC) for action.

** Note that, for fairness, this process is ~~tightly followed and is the same for all complaints. However, in special-certain circumstances at the discretion of the Architecture Committee, extensions with respect to any aspect of the process can be authorized by the Architecture Committee Chair, in consultation with the Village Board. Any extensions given to a violator-property owner include follow-up timeframes that must be strictly kept adhered to, or the process continues.~~*

D. Implementation - This section has not been voted on. The Board voted to establish a subcommittee to gather workload data and obtain additional input from the community and staff regarding how best to staff covenant functions to best serve Oakland Mills residents.

There are two separate Covenant Advisors – one for applications, one for violations.

The role of the Applications Covenant Advisor is to assist applicants seeking approval for property alterations from the Resident Architectural Committee. The Applications Covenant Advisor, among other things, provides help in submitting applications, refers applicants to the Architectural Guidelines available in the Oakland Mills Village Association office, gives advice about available resources, and educates residents about the Covenants and the Covenant process.

The role of the Violation Covenant Advisor is to ~~enforce the legal documents~~ facilitate the covenant enforcement process where a covenant violation may exist ~~all Oakland Mills property owners signed in a manner that is impartial and friendly, but firm.~~ The Violation Covenant Advisor receives and records complaints received from residents, employs knowledge of residential and commercial construction and maintenance practices to assesses the complaint, sets deadlines, and follows up on each violation until the work is completed satisfactorily.

E. Oversight

~~Covenant enforcement is the legal responsibility of the Village Board. The enforcement process is carried out by the Covenant Advisor, who reports to the Village Manager. The Architecture Committee Chair may discuss difficult covenant enforcement cases with the Village Board on a case-by-case basis and seeks their the Board's advice. The Village Manager and the Architectural Committee Chair oversee the entire covenant enforcement process. The ultimate responsibility for the promotion of social welfare in~~

the Village of Oakland Mills, including the enforcement of the covenant enforcement process,s rests with the OMCA Board.

**Marketing Oakland Mills
Help Us Tell Our Story!
September 8, 2015**

1. New Resident Survey Implementation: CA can get us the list of recent buyers, but due to the move they asked us to delay the request for a week. Sandy will follow up when she returns to the office. The plan is to send postcards to new owners and share the survey with property managers at the apartment complexes so they can distribute to new renters through their channels. We also plan to make the survey available at the Oakland Mills Festival on October 3.

2. Tell Your Story! Research indicates that effective communications and marketing strategies employ multimedia that can be shared virtually and linked from many sites. The committee discussed a video "Share your Story" campaign. We will set up opportunities to record short (about 30 seconds maximum) videos where residents, visitors, and businesses can record an answer to a question. These videos would be featured on our website and Facebook page, and they would also be archived on a YouTube channel. Questions may include:

- What do you love about living (or working) in OM?
- Have you had any interesting wildlife encounters in OM?
- What attracted you to OM?
- What is your favorite thing about OM?
- What is your favorite indoor/outdoor thing to do in OM?
- What makes OM a great location?
- Tell us something we don't know about OM?
- What would you say to someone who wants to move to OM?
- Have you ever seen an act of kindness in OM?
- What's your favorite OM tradition?

We plan to kick this off at the Fall Festival.

3. Website: Sandy and Brigitta are working on website functionality upgrades to make committee information and reports easier to find. We are also discussing how to make the housing section more inclusive of all options available in OM.

**Oakland Mills Education Committee Report
September 8, 2015**

Results of tonight's meeting will be reported next month, unless an urgent item needing immediate attention comes up.

Town Hall Response Discussion: We talked briefly but agreed to table comprehensive discussion until the September meeting when we expect higher attendance. Only one PTA rep was available to attend in August.

New Board of Education Cluster Representative: Ellen Flynn Giles is our new cluster representative. We plan to form questions and invite her to attend an upcoming meeting.

School News: The most imperative late-breaking news is the renovation schedule and where OMHS fits in. There is an opportunity to go on the record supporting renovations to OMHS at the September 17 BOE meeting. The more who attend to speak out, the better. In preparation, the Education Committee co-chair has requested a copy of the infrastructure review used to determine renovation needs and schedules.

SFES PTA will sell snow cones at the OM Fall Festival.

SFES PTA has accepted a Bingo Night offer from the OM staff. They extended an offer to TSES PTA through the Education Committee and we are awaiting a response.