



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

March 22, 2016

OMCA Regular BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:06 pm.

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

Also Present: See Resident List

Mr. McCormack announced **Ms. Thomas** motioned to go into closed session. **Ms. Wisniewski** seconded and the motion passed. The closed meeting was held from 6:00pm to 7:02pm to “discuss matters pertaining to employees and personnel” and for “consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation.”

Mr. McCormack announced that an electronic vote was taken regarding permission for **Mr. McCormack** to give testimony at the County Budget Hearing on March 14, 2016 regarding the Comprehensive County-Wide Housing Plan (ATTACHMENT “C”).

Opening of Meeting

- **Mr. Wisniewski** motioned that the agenda for March 22 2016 (ATTACHMENT “A”) be approved. **Mr. Edelson** seconded and the motion passed (6-0-0). (**Ms. Thomas** stepped out of the meeting). **Mr. Edelson** motioned to accept the March 8, 2016 OMCA Board meeting minutes (ATTACHMENT “B”). **Ms. Wisniewski** seconded and the motion passed (6-0-0).

(**Ms. Thomas** returned to the meeting).

Resident Remarks

- Resident Tom Stanton was present to share his opinion regarding the property standards evaluations draft survey that was distributed: asked when going through the properties and citing repairs needed, if many residents need the same thing, possibly having contractors names that are able to provide a group discount and that if there is a request for firewood, trashcans, etc. to be moved, please provide an alternative location for these items.
- Resident Jon DiTimasso and Resident Carol Brain were present to give an update regarding the roundabout at Farewell Road and Stevens Forest Road and the bus stop on Stevens Forest Road. The bus stop location is determined by the State. Special Assistant Kim Pruim is working on having the bus

stop moved. Buck Boehner is working on the design of roundabout. Affirmation by signature is needed by the 4 residents who will be directly affected by the roundabout. **Ms. Thomas** asked **Ms. Cederbaum** to double check whether the four signatures are necessary.

- Resident Janice Rattley was present to express her complaint regarding trash cans and recycle bins in neighborhood not being stored in the right location on residents' property. Bob Bellamy, Covenant Advisor, stated he has sent letters to the residents as she requested. **Ms. Wisniewski** clarified process.
- Resident Liz Crammond, General Manager of the Howard County Food Bank, was present to discuss the possibility of a local food bank in Oakland Mills.

New Business

Neighborhood Enhancement Advisory Committee

(**Mr. Avery** arrived).

- **Mr. Verchinski** thanked **Ms. Cederbaum** for providing all of the information in preparation for tonight's meeting. He provided information regarding the NEAC recommendations that have been successful since the committees' initiation. **Mr. Verchinski** stated that there had been no comments offered by the OMCA Board regarding this recommendation so he is with the understanding that the OMCA Board accepts this recommendation.
- **Mr. Verchinski** motioned that this recommendation (ATTACHMENT "D") be adopted by the Oakland Mills Board. **Mr. Woodcock** seconded.
- Discussion ensued regarding the recommendation.
- **Mr. Edelson** made a point of order that he made no response regarding the recommendation as **Mr. Verchinski** previously asked for all comments to be withheld until tonight's meeting.
- **Ms. White** stated she is in support of the Property Standards Inspection as in recent weeks going door to door to campaign she has seen some real serious violations. **Ms. White** was concerned if the two brand new staff members are ready to handle all that will be brought their way.
- **Mr. Verchinski** responded that it will take some time to put everything in place. There is also a recommendation that everything be digitized, Microsoft Access form or possibly even an app.
- **Ms. Wisniewski** stated her concerns: 1)CA legal – credibility as an HOA is the understanding that if you go through the process all the way and you continue to defy the CA, you will be brought to the courts; the reason for CA legal high success rate is that judges look favorably on a complaint based process; 2)have not really publicized the new current process yet; need time to test this process out; and 3)concerned about the morale of the village; OM is an older village that is economically challenged; trying to clean up worst problems. She is not in favor of the property standards evaluation for at least six months.
- **Mr. Edelson** generally agreed with both **Ms. White** and **Ms. Wisniewski**. He stated if OM has a well publicized complaint system and it can be done anonymously, then he does not know how it will come across if we do an entire village property inspection. He stated that the 180 degree inspection needs to be defined better; how it is being looked at and what is being looked at. Treat all residents equally; different access to different properties based on where and how they are located.
- **Mr. Woodcock** stated that most residents do not even know what the Village Board does. He stated something needs to be done. The property standards evaluation is an extension of the complaint driven process; need an inventory and assessment as to where the village is at. We need to go through this process as a village to triage what we have. **Mr. Woodcock** suggested providing resources for homeowners to utilize; residents want some help. There are a lot of unknowns but are worth stepping into this process.
- **Mr. Avery** gave examples of situations that might not be best as violations; process has to be equitable and unbiased.
- **Ms. Thomas** stated she understands the frustration of the people who have been working on this issue;

1) Data system was created; currently testing it out; need more time; 2) changed OM's system and now have two covenant advisors; 3) need a directory of resources, discounts available; and 4) timeline has improved. Need to give the process time to work; a property standards evaluation is premature; still has some unanswered questions: funding, HOA's and exactly how they work with the OM covenants; apartments; what exactly is being covered, resources provided.

- **Mr. Verchinski** stated that a complaint driven process is not a viable way of doing business. Think about the upcoming Columbia's 50th birthday celebration; what are they going to say about Oakland Mills. He stated that the goal is to get a developer into OM, we need to improve the look of the village.
- Resident Claudia Hollywood stated that there was a lot of ignorance in the village as to what you can or cannot do. The OM Housing Committee has researched resources that are available to residents. Ms. Hollywood proposed to do sections of the village at a time.
- Resident Jon DiTimasso asked if trash cans and recycle bins not in the proper location, does no response mean they did not fix it, does this trigger a 360 degree inspection as he voted against that originally. Eventually the trash can complaint could equal a CA court case?
- Resident Jervis Dorton stated that the residents need to be reminded that there are covenants and that residents are expected to live by them. He stated to not get bogged down by details. The 50th anniversary of Columbia is upcoming and it would be wonderful to get the property inspections done before then.
- Resident Liz Crammond thanked the committee for taking the time to look at this process. She suggested perhaps phasing in areas; how is it going to be phased in; what areas will be targeted first. She agreed with the idea of a resource guide.
- Resident Janice Rattley is in support of the property standards evaluation. She asked for more specifics about the process. What will be the process of people who have violations, but do not have the money to fix it? She asked when residents are told to fix things and cannot afford to, possibly provide avenues to help them.
- **Mr. Bellamy** gave insight to the process that is followed. **Mr. Bellamy**, Covenant Advisor, stated that there is a new structure and a new process which is fair, but it takes some time. Residents are not necessarily aware of the new process. Communication is critical. As the covenant advisor, he would be against the property standards evaluation at this time.
- Resident Judy Gottsagan stated that the residents need to be educated on resources and educated on inspections. Residents should be advised of the inspections so they know they will be happening.
- **Mr. McCormack** suggested stating a set time for the complaint driven current process to work, 6-9 months. At the end of that time see where OM is at and where OM needs to go from there. He suggested appointing a committee of people to listen to the tape of this meeting and work out all of the details to make the property standards evaluation work properly.
- **Mr. Edelson** stated that there are many questions about the process still unanswered. What does the process get OM and does it get us resolution?
- **Mr. Edelson** motioned to table the motion. **Ms. Wisniewski** seconded and the motion to table failed (3-4-0).
- **Mr. Woodcock** asked for a point order. He stated that now Board members are on the second round of discussion when everyone has already spoken once and when you are putting a motion on the floor you have to dispense of the motion on the floor first.
- **Ms. Warren** clarified that a motion to table that has been seconded takes precedence.
- **Mr. McCormack** motioned to amend the original motion to include a 6 month waiting period, formation of a subcommittee to work out all the details on how the survey would work and at the end of the 6 months get a committee report and then we vote on the survey. **Mr. Avery** seconded. A vote was taken (5-2-0). **Mr. Verchinski and Mr. Woodcock** voted against the amendment.
- **Mr. McCormack** reread the original motion with the amendment and motioned to accept the

recommendations of the NEAC for the survey with a six month wait period before we vote on the actual survey and during that time, form a subcommittee to work out all the details as to exactly how the survey would work. A vote was taken (3-1-0); 3 members did not vote.

- Clarification was needed. A request to restate the motion and revote was made.
- **Mr. McCormack** amended the original motion 1)to create a subcommittee to deal with the details covered tonight (3/22/16) and 2)we have a 6 month wait period before we vote on whether to do the survey or not. **Ms. Thomas** seconded and the motion passed (4-3-0). (**Mr. Verchinski, Ms. White and Mr. Woodcock** voted against the amendment).
- A vote was taken on the amended original motion (4-3-0). (**Mr. Verchinski, Ms. White and Mr. Woodcock** voted against the amended original motion).

Volunteer of the Year

- **Ms. Thomas** asked the OMCA Board to consider resident John DiTomasso as Volunteer of the Year for all the work he has done on the Education committee as the co-chair and throughout the Oakland Mills community. The OMCA Board were all in agreement.

Draft Oakland Mills FY17 Budget

- **Ms. Cederbaum** distributed the Draft Oakland Mills FY17 Budget (ATTACHMENT “E”).
- **Mr. Edelson** asked about the reductions in the budget for advertising, printing and special events. **Ms. Cederbaum** responded stating operational changes have been made in these areas that allow for the FY17 proposed reductions. She also stated that some monetary additions to the budget were made that were not in the FY16 budget and therefore it was necessary to reduce other line items to accommodate.
- **Mr. Avery** asked about the decrease in janitorial wages. **Ms. Cederbaum** explained the proposed decrease and what is included in janitorial wages
- **Mr. Avery** also asked about the “contract labor” line item. **Ms. Cederbaum** responded that **Ms. Thomas and Mr. McCormack** had requested a placeholder of \$26,000 to look into possibly hiring a contractor to look at land use and density and zoning issues.
- **Ms. Thomas** stated that originally the OMCA Board had applied to CA for \$10K for tasks that were needed by the OMCA Board regarding covenants, land use development, zoning potential, and overseeing what comes up with the consultants and issues that come up regarding that. **Ms. Thomas** suggested hiring a professional contractor, not another employee, for a limited amount of time. She asked to possibly have some money dedicated to this in the current budget and then additional funding in the new budget to assist with issues that may come up with the housing committee, the education committee, and other OMCA committees. She suggested this hired contractor have experience on a federal, state and county level and be able to look into issues relating to Bridge Columbia and issues that **Mr. Verchinski** often needs assistance with. **Ms. Thomas** suggested up to \$10K that is surplus in the FY16 budget be used to hire a contractor immediately. She stated that a limit of \$10K would be set, but probably not more than \$2K or \$3K would actually be needed. This would make up for the \$10K that the OMCA Board did not get from CA.
- The OMCA Board accepted the Draft FY17 Budget and agreed to have it posted for the Oakland Mills residents to view.

Board Co-Chair Remarks

- **Ms. Thomas** announced that summer hot meals will be provided per HCPSS at Talbott Springs ES for ages 2-18. More information will be forthcoming and **Ms. Thomas** will pass it along.

Board Bulletin Board

- **Mr. Woodcock** stated that the staff performance subcommittee met. Performance standards for each staff member will be created by June 30, 2016.
- **Mr. Woodcock** asked about the status of the Oakland Mills Farmers Market. **Ms. Cederbaum** gave an update regarding what the current situation is. **Ms. Cederbaum** received an email from the Property Manager for Cedar Property Management, Tim McNally, which she will forward to the Howard County Economic Development office to follow up with.
- **Mr. McCormack** asked for the legal guidance information provided by Pam Siroto, Esquire, be distributed to all OMCA Board members. He also stated that any comments regarding the details of the NEAC survey should be emailed to **Ms. Cederbaum**.
- **Mr. Edelson** announced the SFES PTA Auction that will be held on April 8th at 6pm. Dinner is \$5. Please go to the SFES PTA website for details. The Oakland Mills Community Food drive has plenty of volunteers, but is very much in need of food donations. The combined SFES PTA and OMCA Bingo was a huge success with over 160 people in attendance.
- **Mr. Avery** announced that a Forum for the Board of Education candidates will take place on April 4th at 7:30pm at the Homewood School. Bridegway Community Church will be hosting their annual Leadership Conference.
- **Ms. White** stated that the armed robbers that had been discussed at a previous OMCA Board meeting have been arrested.
- **Ms. Cederbaum** announced the Meet the Candidates night on April 5th at The Other Barn beginning at 7pm. The Property Pride document that had been created and shared with the OMCA Board at the last meeting would serve as a great educational piece. She requested that any homeowner resources that the Housing Committee has found, please share with the OMCA staff.

The OMCA Board meeting was adjourned at 9:20 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

Action Items from March 22, 2016 OMCA Board Meeting

FOR BOARD MEMBERS:

FOR STAFF:

FY17 Budget Draft: Ms. Cederbaum: Post on the Oakland Mills website.

Covenant Related: Ms. Cederbaum and Ms. Warren: Pull together and create a resource list for homeowners to utilize regarding home repairs.

Traffic/Roadway: Ms. Cederbaum to ask Special Assistant Kim Pruiem regarding the statement that 4 neighbors have to approve the roundabout and signatures must be obtained. (Roundabout at Stevens

Forest/Farewell). Ms. Cederbaum to draft a letter to Krish Jagarupa, Buck Boehner with a cc to County Councilman Calvin Ball regarding the funding availability for the roundabout.

Board Related: Send legal comments from Attorney Pam Sorota to all Board Members

NEAC Discussion

List of Contractors

List of contractors who will provide group discounts

List of Resources

Ability to answer the questions: Where did the last PSE get Oakland Mills and what will another PSE do for Oakland Mills?

Need to determine if properties will get a 180 or 360 inspection and regardless of where a property is located, it needs to get the same type of review, no less or no more than any other house.

Will HOAs, Townhomes, Condos and Apartments conduct their own PSE or will Oakland Mills cover all inspections.

Review how new covenant process and complaint reporting has gone for six months before deciding whether or not to conduct PSE.

Make sure that the PSE is fair and equitable, not arbitrary and capricious so that cases can hold up in a Court of Law. Make sure PSE is equitable and unbiased.

Residents need to be educated on covenants, guidelines, AC process, Complaint driven system and need to comply with covenants.

Need to have Oakland Mills look good for Columbia's 50th.

Better analysis of costs involved, what is the scope of work of PS Evaluator, what work will be left for covenant advisors

Where will money for PSE come from?

Who will create the digitized reporting system - cost



**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

***Closed Session of the Oakland Mills Board**

6:00 p.m. – 7:00 p.m. The Board will meet in closed session to discuss Personnel issues.

March 22, 2016

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 March 8, 2016 meeting

7:05 p.m. Resident Remarks

7:10 p.m. New Business

Neighborhood Enhancement Advisory Committee: Discussion of committee proposal for village wide Property Standards Evaluations (curbside inspections of all properties in Oakland Mills. Please review the two attachments from the NEAC:

ATTACHMENT A ATTACHMENT B

New ATTACHMENT - Sample Property Standards Evaluation Form From River Hill

Volunteer of the Year, Board Discussion

Draft Oakland Mills FY17 Budget, Board discussion

8:10 p.m. Board Co-Chair Remarks,

Virginia Thomas and Bill McCormack Jr.

8:20 p.m. Board Bulletin Board

9:00 p.m. Adjourn

Closed Session: The OMCA Board will meet in closed session to discuss matters pertaining to employees and personnel.

Upcoming Events: for details on all events visit: oaklandmills.org

March 22, 6 p.m. OM Neighborhood Enhancement Committee Meeting

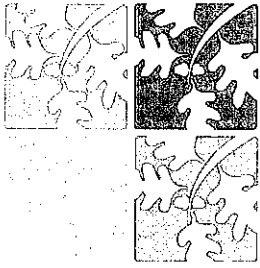
March 22, 6 p.m. OM Board Closed Session Meeting

March 22, 7 p.m. OM Board Meeting

April 3, 5 – 7 p.m. Jazz in the Mills

April 5, 7 – 8 p.m. OMCA Meet the Candidates
April 8, 10 a.m. Lively Arts presents Chris Campbell
April 9, 10 a.m. Searching for Spring at Columbia Sports Park
April 12, 6:00 p.m. OM Education Committee
April 12, 7:00 p.m. OMCA Board of Directors
April 23, Columbia Cleans event
April 26, 6:00 – 7:00 p.m. OM Marketing Committee
April 26, 6:00 – 7:00 p.m. OM Neighborhood Enhancement Advisory Committee
April 26, 7:00 p.m. – OMCA Board of Directors
April 30, 8:30 a.m. – 5:30 p.m. Election Day voting
April 30, 9:00 a.m. – 1:00 p.m. Annual Plant Sale

DRAFT



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Jonathan Edelson, Vice-Chair ~ Kay Wisniewski, AC Chair ~ Paul Verchinski
Marcia White ~ Bill Woodcock
Reginald Avery, Columbia Council Representative

March 8, 2016

OMCA Regular BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:07 pm.

Present: Bill McCormack, Board Co-Chair; Jonathan Edelson, Vice-Chair; Kay Wisniewski, AC Chair; Reginald Avery, CA Board; Paul Verchinski; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator

Also Present: See Resident List

Absent: Ginny Thomas, Board Co-Chair; Marcia White; Bill Woodcock

Opening of Meeting

- **Mr. Edelson** motioned that the agenda for March 8, 2016 (ATTACHMENT "A") be approved. **Ms. Wisniewski** seconded and the motion passed (4-0-0).
- **Mr. Edelson** motioned to accept the February 23, 2016 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Verchinski** seconded and the motion passed (4-0-0).

New Business

Discussion of Neighborhood Community Policing Office (Satellite Office)

(**Mr. Avery** arrived at 7:09 pm).

- A clarification was made regarding the idea of a physical space for the police versus the physical presence of an officer in Oakland Mills.
- **Ms. Cederbaum** stated she had spoken with HCPD's Sgt. Thorsvik about the current satellite station and what possible alternatives might be.
- Possible suggestions for an alternative site for the satellite office included space at either The Other Barn or Teen Center, inside the former Columbia Bank building or in an apartment at Verona were made by residents and members of the OM Board. (These were suggestions but none have been looked into as viable alternatives.) Some members of the Board were not in favor of keeping the trailer in the Oakland Mills Village Center parking lot, but wanted the police officer assigned to Oakland Mills to remain.
- **Mr. Verchinski** motioned that this particular trailer should be removed provided that we can find alternative space within the village that will work for the police. **Ms. Wisniewski** seconded. Discussion regarding motion ensued.
- **Ms. Cederbaum** wanted to change the "we" to they.
- **Mr. Verchinski** added "within three months" to motion.

- **Ms. Wisniewski** proposed a discussion with the police regarding this issue.
- **Ms. Wisniewski** asked to table the motion for 60 days. **Mr. McCormack** seconded and the motion was tabled (3-1-0). **Mr. Verchinski** opposed tabling the motion.
- **Mr. Edelson** proposed **Mr. Avery** should be a part of the discussion, representing the Columbia Association.
- **Ms. Cederbaum, Mr. Woodcock, Ms. Wisniewski and Mr. Avery** will hold a discussion with the police officer in charge.

Discussion of Round-About at the intersection Stevens Forest Road and Farewell Road

- Resident Carol Brain discussed the reasoning as to why there is a need for a roundabout at this location. She gave background regarding the steps she and Resident John DiTimasso have done to get this accomplished. She asked for the OMCA Board's support for a roundabout in the form of a letter to be sent to Howard County.
- Resident Jon DiTimasso gave more background on this this issue and stated that he and Ms. Brain were told to request a letter from the OMCA Village Board addressed to Traffic and Engineering regarding the roundabout at Farewell Road and Stevens Forest Road showing their support.
- Owen Brown Resident Harry Glass (resides on Soft Shade off of SF Road) was present to discuss the reduction of speed on Stevens Forest Road. He gave his support for the roundabout at the above mentioned location.
- **Mr. Avery** made a motion that the OMCA Board send a letter of support to Traffic and Engineering to support the installation of a roundabout at Stevens Forest Road and Farewell Road. **Ms. Wisniewski** seconded. Discussion took place regarding the proposed motion.
- **Mr. McCormack** motioned to amend the original motion to include studying Stevens Forest Road at Kilimanjaro Road to Broken Land Parkway for sight line issues and speeding issues to make the road as safe as possible. **Mr. Verchinski** seconded and the motion passed (3-0-1). **Ms. Wisniewski** abstained.
- **Mr. Edelson** made a motion to continue the study of the road all the way to the 4 way stop sign at Stevens Forest/Camelback Road/ Santiago Road. **Mr. Avery** seconded and the motion passed (3-0-1). **Ms. Wisniewski** abstained.
- **Mr. Avery's** original motion was voted on and passed (4-0-0).

Public and Open Space Committee (PSAC) Report

- Resident Gerry Witte, PSAC Committee Chair, was present to give a committee update (ATTACHMENT "C").

Discussion of FY17/FY18 Proposed CA Management Contract

- **Ms. Cederbaum** distributed the Draft Management Contract and Exhibits along with a Comment Sheet (ATTACHMENT "D") and explained its' contents.
- **Ms. Cederbaum** distributed the "Exhibit A Facility Capital Projects, Repairs and Maintenance (ATTACHMENT "E") and discussed the village managers' recommendations.
- **Ms. Wisniewski** motioned to support with the understanding that we take the lawyer's comments into account as needed. **Mr. Avery** seconded and the motion passed (4-0-0).

CCR Report

- **Mr. Avery** stated that the CA Board is currently working on whether the CA President's contract will be renewed and if so, for how long.
- The CA Board has begun discussing Columbia's 50th Birthday celebration.

- The CA Board is looking at an additional two possible sister cities in Africa and China.
- **Mr. Verchinski** asked about the purpose of the upcoming meeting on membership rates. **Mr. Avery** responded that the CA Board will be given a presentation about CA membership rates.

Managers' Report

- **Ms. Cederbaum** distributed her report. (ATTACHMENT "F").
- **Ms. Cederbaum** asked the Board to vote on the proposed By-law amendment pertaining to uncontested elections for inclusion on the 2016 election ballot.
- **Ms. Cederbaum** also asked the Board to vote on the electronic voting language needed for a by-law amendment that was proposed even though Oakland Mills will not be doing electronic voting at this time.
- **Ms. Wisniewski** motioned to approve the By-law amendment pertaining to uncontested races to be added to the 2016 election ballot using the language that was drafted by **Ms. Cederbaum** and distributed to the OMCA Board prior to the meeting. **Mr. Avery** seconded and the motion passed (4-0-0).
- **Ms. Wisniewski** motioned to enable the online voting as an option when if it is set-up. **Mr. Avery** seconded and the motion failed (0-4-0).
- **Ms. Cederbaum** distributed the FY16 3rd Quarter Financials (ATTACHMENT "G"). **Mr. Avery** motioned to accept the FY16 3rd Quarter financials. **Mr. Edelson** seconded and the motion passed (4-0-0).
- **Ms. Cederbaum** distributed the proposed Property Pride letter to be included in the election mailing (ATTACHMENT "H"). The Board agreed this was a great document and that it should be mailed out with election newsletter.
- **Ms. Wisniewski** motioned to send testimony advocating strongly for the inclusion of Bridge Columbia in the Bike Master Plan. **Mr. Edelson** seconded and the motion passed (4-0-0).

Architecture Committee Report

- **Ms. Wisniewski** distributed her report (ATTACHMENT "I").

Arts Advisory Committee

- See distributed report (ATTACHMENT "J").

Education Committee Report

- See distributed report (ATTACHMENT "K").
- If the OMCA Board has topics they would like to be addressed at the April 12th meeting with Ellen Flynn Giles, please forward them to **Mr. Edelson** prior to the meeting.

NEAC Report

- **Mr. Verchinski** gave a wrap up of the 3 R's workshop. The survey that people completed and turned in after the workshop will be used to determine how to go forward.
- **Ms. Thomas, Committee Co-Chair Lynn Engelke and Mr. Verchinski** met with the owner of the Exxon lot to discuss current status.

Marketing Committee Report

- See distributed report (ATTACHMENT "L").

Safety Committee Report

- See distributed report (ATTACHMENT "M").

Board Bulletin Board

- **Mr. Verchinski** stated that he went to the Columbia's 50th Birthday celebration meeting; March-June will be about looking back and June-October will be about looking forward.
- **Ms. Warren** announced that the Baby Expo will be held this Saturday, March 12, 2016 from 10am to 2pm at the Owen Brown Community Center.

The OMCA Board meeting was adjourned at 9:31 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

Action Items from March 8, 2016 OMCA Board Meeting

FOR BOARD MEMBERS:

Safety: Mr. Avery, Mr. Woodcock, Ms. Wisniewski, Ms. Cederbaum to meet with HCPD to discuss possibilities for police satellite office.

Traffic/Roadway: Mr. McCormack will check on the status of the roundabout that was proposed in the Streetscape presentation; was it approved.

FOR STAFF:

Bridge Columbia: Ms. Cederbaum: Write letter for testimony regarding the inclusion of Bridge Columbia in the BikeMaster Plan.

Covenant Related: Ms. Cederbaum: Speak to other village managers and village covenant advisors regarding the notification process to an applicant when applying at HC Planning and Zoning and possibly Licensing and Zoning and DILP for permits to also apply with their village RAC.

Traffic/Roadway: Ms. Cederbaum to draft a letter to Chief of Traffic/Engineer supporting a roundabout at Stevens Forest/Farewell.

Safety: Ms. Cederbaum to schedule a meeting with Sgt. Thorsvik et al regarding the Satellite Police office.

Sandy Cederbaum

From: Paul Verchinski <verchinski@yahoo.com>
Sent: Friday, March 11, 2016 7:34 PM
To: Bill Woodcock; Jonathan L. Edelson
Cc: Bill McCormack Jr; Reginald Avery; Sandy Cederbaum; Ginny Thomas; Marcia White; Paul & Kay Wisniewski
Subject: Re: Comprehensive County-Wide Housing Plan

Works for me

Paul Verchinski 5475 Sleeping Dog Lane Columbia, MD 21045 410.997-3879

From: Bill Woodcock <billwoodcock17@gmail.com>
To: Jonathan L. Edelson <jledelson@gmail.com>
Cc: Bill McCormack Jr <william.r.mccormack@verizon.net>; Reginald Avery <rtavery@verizon.net>; Sandy Cederbaum <manager@oaklandmills.org>; Ginny Thomas <cgthomas65@verizon.net>; Paul Verchinski <verchinski@yahoo.com>; Marcia White <marciajwhite@verizon.net>; Paul & Kay Wisniewski <terpsalleycats@verizon.net>
Sent: Friday, March 11, 2016 11:19 AM
Subject: Re: Comprehensive County-Wide Housing Plan

I am also in favor of this

Bill

On Fri, Mar 11, 2016 at 11:18 AM, Jonathan L. Edelson <jledelson@gmail.com> wrote:
I'm in favor of this.

On Fri, Mar 11, 2016 at 11:16 AM, Bill McCormack Jr <william.r.mccormack@verizon.net> wrote:
Hi Team,

I forgot to cover this at our board meeting Tuesday night. Attached is a letter to the County Executive which I would read as testimony Monday, March 14th, in his budget hearing. It supports funding in the budget for a Comprehensive County-Wide Housing Plan.

As you can see in the letter, I reference that our VCCP supports the plan.

Sandy advised me that all seven of us have to vote through emails sent to all us for the letter/testimony. At our next board meeting the letter and email votes would be entered into the record.

Thx,
Bill

Jonathan L. Edelson
jledelson@gmail.com

Sandy Cederbaum

From: Marcia White <marciajwhite@verizon.net>
Sent: Saturday, March 12, 2016 7:28 AM
To: Bill McCormack Jr
Cc: rtavery@verizon.net; manager@oaklandmills.org; jledelson@gmail.com; cgthomas65@verizon.net; verchinski@yahoo.com; terpsalleycats@verizon.net; billwoodcock17@gmail.com
Subject: Re: Comprehensive County-Wide Housing Plan

I'm in favor of this.

Marcia

Sent from my iPad

On Mar 11, 2016, at 11:16 AM, Bill McCormack Jr <william.r.mccormack@verizon.net> wrote:

Hi Team,

I forgot to cover this at our board meeting Tuesday night. Attached is a letter to the County Executive which I would read as testimony Monday, March 14th, in his budget hearing. It supports funding in the budget for a Comprehensive County-Wide Housing Plan.

As you can see in the letter, I reference that our VCCP supports the plan.

Sandy advised me that all seven of us have to vote through emails sent to all us for the letter/testimony. At our next board meeting the letter and email votes would be entered into the record.

Thx,
Bill

<Comprehensive County-Wide Housing Plan.docx>

Sandy Cederbaum

From: Ginny Thomas <cgthomas65@verizon.net>
Sent: Saturday, March 12, 2016 12:03 PM
To: Kay and Paul
Cc: paul verchinski; Bill McCormack; rtavery@verizon.net; manager@oaklandmills.org; Jonathan Edelson; marciajwhite@verizon.net; billwoodcock17@gmail.com
Subject: Re: Comprehensive County-Wide Housing Plan

Ditto
Thanks Bill for handling this.
{ Ginny }

On Mar 12, 2016, at 7:30 AM, Paul & Kay Wisniewski <terpsalleycats@verizon.net> wrote:

I missed it too. Yes, I favor Bill's proposed testimony in favor of a Comprehensive Countywide Housing Plan.

It's formally identified as an Implementing Action of the VCCP. (As you all no doubt remember!)

{ Kay }

On 3/11/16 7:39 PM, Paul Verchinski wrote:

Bill, this is kind of buried unless you read the Email. Suggest if we need to vote - add in the subject line - VOTE NEEDED - in caps . I get a lot of emails and skim thru unless a subject line appears important. Helps a lot.
Paul Verchinski 5475 Sleeping Dog Lane Columbia, MD 21045 410.997-3879

From: Bill McCormack Jr <william.r.mccormack@verizon.net>
To: rtavery@verizon.net; manager@oaklandmills.org; jledelson@gmail.com; william.r.mccormack@verizon.net; cgthomas65@verizon.net; verchinski@yahoo.com; marciajwhite@verizon.net; terpsalleycats@verizon.net; billwoodcock17@gmail.com
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Neighborhood Enhancement Advisory Committee
A committee established by the Oakland Mills Board of Directors

NEAC REVISED RECOMENDATION FOR BOARD ADOPTION

Columbia will celebrate its 50th Birthday in 2017. The Oakland Mills Community Association (OMCA) wants to recognize and prepare for this event by highlighting our Village as a community of which we are all proud.

As part of our efforts to achieve this goal, the Oakland Mills Village Board will conduct a Property Standards Evaluation. This evaluation is intended to: (1) maintain the good physical appearance of the Village, (2) ensure that all Oakland Mills property owners are aware of Oakland Mills legally-binding covenants, (3) notify property owners about observed Covenant violations so that they may be rectified, and (4) alert the Village Board about the prevalence and scope of any issues.

The Property Standards Evaluation will follow the timeline outlined below.

2016

As soon as possible, the Oakland Mills Village Board will:

- Employ a Property Standards Evaluator to perform curbside inspections of all properties (single family, townhouses, condominiums, apartments, and commercial) within Oakland Mills.
- Request funding of \$25,000 from the Village Contingency Fund.
- Send a letter from the Village Board co-chairs to all property owners, notifying them that the Property Standards Evaluation will be conducted and including a copy of the evaluation form that will be used. (NEAC recommends using a modified version of the River Hill form, attached.)

Following the completion of each curbside evaluation, the Oakland Mills Village Board will:

- Notify property owners of any observed property violations via postcard. Send any needed subsequent notifications according to the Oakland Mills Covenant Enforcement Process Timeline approved by the Oakland Mills Board on September 8, 2015.
- Note for further follow up any residential or commercial property that appeared to be abandoned or foreclosed.
- Maintain records of each Property Standards Evaluation in the Oakland Mills Covenant Compliance Log database.

2019

Beginning in Spring 2019, the Oakland Mills Village Board will:

- Conduct a Property Standards Evaluation (single family, townhouses, condominiums, apartments, and commercial) of each Oakland Mills neighborhood (Stevens Forest, Talbot Springs, and Thunder Hill) once every three years, on a rotating basis.
- Allocate funding for the Property Standards Evaluation through the annual assessment returned from the Columbia Association through the consolidated Columbia Association-Oakland Mills Community Association Management Agreement.

Neighborhood Enhancement Advisory Committee (NEAC)
A committee established by the Oakland Mills Board of Directors

December 7, 2015

THE OMCA BOARD REMANDED THE FOLLOWING TO THE NEAC FOR FURTHER STUDY AT THE JULY 28, 2015 BOARD MEETING

NEAC ORIGINAL RECCOMENDATION

"Every three years, on a rotating basis (one neighborhood each year), the Oakland Mills Village Association will employ a Property Standards Evaluator to perform curbside inspections of all properties (single family, townhouses, condominiums, apartments, and commercial) within Oakland Mills. These evaluations are intended to make the Village Board aware of the prevalence and scope of issues and to make property owners/residents aware of observed violations. Notification will normally be made via postcard and will list the items on the property that may need to be addressed. The Oakland Mills Village Association also will also maintain a copy of each property evaluation. "

Many questions were posed by several Board members and by the NEAC.

The following is respectfully submitted and recommended to the OMCA Board for approval after further research by the NEAC done in August, September, October, and November with assistance from the Village Manager, Sandy Cederbaum:

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BACKGROUND

The following are questions and answers related to the recommendations made above and summarize information from the NEAC minutes/notes provided to the OMCA Board since June, 2015 (more detailed information has been provided to the Board in the NEAC monthly reports). The NEAC attempted to be as exhaustive as possible, but some details will still need to be addressed by the OMCA Board as part of a PSE.

1. Frequency and type of evaluation (curbside, 360°, 180°)?

A curbside 180 degree inspection and as much of the sides of the property should be done for each neighborhood on a three year rotating schedule. If a property appears to be run down and not maintained (a judgment call), then a 360 degree inspection should be done with the approval of the Architectural Committee chair.

2. Number and required hours for evaluators?

One evaluator should be hired so that the evaluations are consistent. Evaluator should work a 40 hour work week but be classified as a temporary employee. Suggested pay would be \$20 per hour.

3. Cost and funding source?

Cost is estimated at \$25,000 per the estimate made by CA staff. Funding as recommended by CA staff is from the Village Contingency Fund. Cost could be less than \$25,000 if sub-HOAs are doing their own reviews and could co-ordinate with OMCA. A meeting with the sub-HOAs and the OMCA Board should be done soon to ascertain

sub-HOA capabilities. Likewise, the four apartment complexes should be reviewed with each apartment complex manager.

4. Items evaluated?

The committee found the River Hill Property Evaluation Form(PEF) a good model to be utilized by OM. (Since it is in tabular format it could be set up as a digitized form and directly entered on to a tablet and then into the property file.) This is a 2 page form and each item was discussed and approved or deleted or modified. The column headings were approved with some modifications noted in the Other/Notes column for that item. Also discussed was the review of non-property items such as streetlights, cable boxes, county sidewalks, etc. The consensus was that these should also be reviewed since minimal time would be spent to assess these items.

Modifications to River Hill's form is as follows:

First page adopted with Driveway, House Numbers, Walkway, Unlicensed Vehicle/Wrecked Vehicle deleted (items are on the second page): added items were shed, fence, roof flues/fans, and chimneys; modified items were siding/brick/wood and shrubbery/trees; items added for clarity in Other/Notes column for Trash Can and Recycle Bins was Out of Sight; Y/N, Windows – Must Match, Shrubby/Trees – trimmed.

Second page adopted with Property deleted: Walkway to House modified with wood added. A new category of Miscellaneous Prohibited Items added (check if applicable)

1. Window AC Units
2. Above ground pools
3. Front yard garden
4. Chain link fence
5. Woodpile (only in backyard)
6. Front yard fence (except in Patio Homes)
7. Vehicles parked on lawns

5. Method for notifying residents of upcoming evaluation?

A letter from the OMCA co-chairs should be sent along with a copy of the PSE to be used.

6. Method for issuing notification of violations and actions required?

Use postcards that can be auto filled from a form used on a portable tablet. Timeline adopted by the Board would be subsequently followed and the responsibility of the Covenant Advisors.

QUESTIONS ARE HIGHLIGHTED FROM BOARD MEMBERS

All villages were asked for information by Sandy Cederbaum, but only a few responded after repeated requests.

Edelson

-What has been the response in other villages that have done this recently or are currently doing it? None currently underway. Response from residents have been generally positive: River Hill, Hickory Ridge, and Wilde Lake

Are most residents happy with it? Yes, some education needed as to why done in the first place

Are the problems identified getting resolved promptly, is the cost/benefit favorable, etc?

-What items should the evaluator be instructed to look for? A short list of major aesthetic or structural issues, everything? The NEAC looked at items reviewed and decided on a comprehensive review since the last PSE in Oakland Mills was done in 2004.(See Q #4)

-What type of inspection will be done? 360 or curbside appeal? A modified curbside review similar to what was done in 2004 in OM (See Q#1)

-Will this be every three years in perpetuity, or will we do it once and then evaluate whether we see substantial change to determine how to proceed from there? After reconsideration and recognizing Columbia's 50th Birthday, the initial review should cover all neighborhoods. There after, a rotating three year cycle neighborhood review should start in 2019 and funding built into the OMCA annual budget(See Q#1).

Bill M

One person full time, two part time, etc.? The first time it was done, I think we trained three part time people to do a one-time evaluation. Issued OM Photo IDs.

One person should be used so that the evaluation is consistent. (See Q#2)

What

Evaluation of lots and homes to maintain, enhance property values.

When

Advance notice to residents (one month, two months?). Evaluation ongoing your neighborhood every year, two years, three years or just one time? A one month notice is suggested. (See Q#1 and NEAC Revised Recommendations)

Where

Survey from public property or on lot with a 360? (See Q#1)

How

Check list preprinted. Resident notified by mail of any violations. Follow up by evaluators to get violations fixed. Use a separate database with same fields as new complaint database approved 8-11-15.

Use Timeline adopted by OMCA Board on September 8

Why

Current complaint driven system is not catching all homes with violations. Neighbors reluctant to complain, but homes with violations have negative impact on property values. Therefore, evaluations.

Check other 9 villages for their experiences in doing evaluations. Get all the details. Numbers and percentages of homes with violations, how long to get fixed. Any lasting effect on better compliance? Are future evaluations being considered?

See River Hill Property Standards Evaluation Program: Final Report dated June 20, 2014 (attached)

Publicity to residents including who, what, when, where, why, how. Letter in U.S. Mail to each home with rationale and process, photos of evaluators, etc. See Q#4 and Q#5

Verchinski

1. What does a one time evaluation of all single family, townhouses, condos, apartments, and commercial/retail run? \$25,000 per CA staff analyses

2. What would a rolling evaluation by neighborhood cost (Village Center should be considered as a separate neighborhood) considering that each neighborhood is somewhat unique, i.e. Thunderhill all single family, Talbot Springs - single family, townhouses, condos, and apartments, Stevens Forest, single family, townhouses, apartments, Village Center - commercial, retail, institutional. Future cost would be determined by neighborhood when the all OM Village PSE is done.

3. What items should be evaluated? What did other Villages evaluate? Items evaluated were pretty consistent by Village.

2 Attachments: River Hill Final Report and River Hill Property Standards Evaluation Form

**VILLAGE OF RIVER HILL
PROPERTY EVALUATION FORM**

Address: _____ Photo Taken: Yes No

Date of 1st Evaluation: _____ Date of Visit _____ Date of Visit _____

Postcard: Send Date _____ 2nd Postcard: Send Date _____ Letter: send date _____

	Discolored/ Stained	Broken	Missing	Rotted	Other/Notes
<input type="checkbox"/> Sidewalk					
<input type="checkbox"/> Driveway					
<input type="checkbox"/> Walkway					
<input type="checkbox"/> Unlicensed/Wrecked Vehicles					
<input type="checkbox"/> Front Door					
<input type="checkbox"/> Trash Can					
<input type="checkbox"/> Recycle bins					
<input type="checkbox"/> Debris					
<input type="checkbox"/> House Numbers					
<input type="checkbox"/> Screen /Storm Door					
<input type="checkbox"/> Portico/Entryway					
<input type="checkbox"/> Lamp Post					
<input type="checkbox"/> Shutters					
<input type="checkbox"/> Windows					
<input type="checkbox"/> Siding					
<input type="checkbox"/> Front Door Lights					
<input type="checkbox"/> Garage Light/Door					
<input type="checkbox"/> Planters/Retaining Walls					
<input type="checkbox"/> Shrubbery					
<input type="checkbox"/> Landscape					
<input type="checkbox"/> Soffits/ Fascia					
<input type="checkbox"/> Gutters/Downspouts					
<input type="checkbox"/> Roof					
<input type="checkbox"/> Trim					

Minor: Should be corrected within a reasonable time period (postcard)

Marginal: Should be corrected within a specified time period (postcard)

Major: Requires immediate attention within specified time period (letter)

Driveway	spalling cracked weeds in cracks pitting	
Walkway	cement brick pavers pavers	
Grounds/ Landscaping	lawn shrubs trees debris weeds	
House Number	missing broken poor visibility	
Vehicles	Unregistered/ inoperable/ trailer boat /RV	
Property	maintenance	

Notes:

Basketball Hoop?

Streetlight?

Verizon/Comcast/BGE box?

Pathway

Cul de sac

Sidewalk (note whether it is property owner or county responsibility)

Fence

Street trees

Oakland Mills Community Association

FY 2017 Draft BUDGET		
REVENUES	Proposed FY17	FY16
CA Assessment Share	390,598	391,776
Lease & Rentals	186,000	175,584
Tuition & Enrollment	0	300
Interest	100	100
Special Events	19,000	18,500
Fees	320	550
Misc.	1,652	1,820
Gain/loss on Disposal of Asset	360	
TOTAL REVENUE	598,030	588,630
EXPENSES		
Administrative Salaries	308,500	299,000
Janitorial Wages Set/Break	4,500	5,600
Contract Labor	26,860	40
Payroll Benefits	44,000	63,000
Payroll Taxes	29,000	26,000
Janitorial Expenses & Supplies	42,000	45,300
Fees	17,000	10,700
Operating Expenses	7,300	9,140
Business Expenses	2,350	3,150
Insurance	12,040	9,000
Advertising	5,200	7,900
Newsletter	18,000	19,300
Other Printing	7,400	8,000
Donations/Contributions	4,000	4,000
Special Events	18,000	20,000
Taxes	380	380
Utilities	32,780	39,820
Repairs & Maintenance	15,220	15,800
Furniture & Fixtures	2,000	2,500
TOTAL EXPENSES BEFORE DEP.	596,530	588,630
Depreciation	3,000	2,360
TOTAL EXPENSES	599,530	590,990
Increase/(Decrease) in Unrestricted Net Assets		
	-1,500	-2,360