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Oakland Mills Community Association

Village Board Meeting Minutes

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

Board Members: Bill McCormack, Jr., Co-Chair ~ Ginny Thomas, Co-Chair
Jonathan Edelson, Vice-Chair ~ Kay Wisniewski, AC Chair ~ Lynn-Steven Engelke
Judy Gottsagen ~ Paul Verchinski
Reginald Avery, Columbia Council Representative

September 27, 2016

OMCA Regular BoD Meeting

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

Present: Ginny Thomas, Co-Chair; Jonathan Edelson, Vice Chair; Lynn Engelke; Judy Gottsagen; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator
Bill McCormack, Co-Chair arrived at 7:18pm.

Also Present: Andy Stack, CA Board Chair; Dick Boulton, CA Board Vice-Chair; Bob Bellamy, See resident list.

Absent: Kay Wisniewski; AC Chair; Paul Verchinski; Reginald Avery, CA Rep.

Opening of Meeting

- **Mr. Edelson** motioned to approve the agenda for September 27, 2016 (ATTACHMENT “A”). **Ms. Engelke** seconded.
- **Ms. Thomas** motioned to amend the agenda to add “Process for Donations” under Board Co-Chair Remarks. **Mr. Edelson** seconded and the motion passed (4-0-0).
- **Ms. Engelke** motioned to amend the agenda to add Discussion of Personnel Management Policy Proposal under New Business. **Ms. Gottsagen** seconded and the motion passed (4-0-0).
- A vote was taken and the amended September 27, 2016 agenda was approved (4-0-0).
- **Mr. Edelson** motioned to accept the September 13, 2016 OMCA Board meeting minutes (ATTACHMENT “B”). **Ms. Engelke** seconded and the motion passed (4-0-0).

Resident Remarks

- No resident remarks.

New Business

Update from Columbia Association’s Board of Directors, Andy Stack, CA Board Chair

- Andy Stack, CA Board Chair, was present to provide an update from the Columbia Association Board of Directors. He referred to materials he had distributed electronically to the OMCA Board. Mr. Stack provided some additional insight to the “FY 2016 CA Board Highlights” (ATTACHMENT “C”).

(**Mr. McCormack** arrived at 7:18pm).

- **Ms. Thomas** asked Mr. Stack if CA has any plans for additional facilities in Long Reach. Mr. Stack responded no, CA does not own any additional land in Long Reach. He provided information about the indoor tennis courts that CA is building in Long Reach.
- **Ms. Engelke** asked about the CA Board Members serving as representatives on the Inner Arbor Trust Board of Directors. Mr. Stack responded that there are three members who serve on the Inner Arbor Trust Board of Directors. The Inner Arbor Trust Guidelines can be found on the CA April meeting information.
- Mr. Stack shared the “FY2016 Financial Summary Report” (ATTACHMENT “D”).
- Mr. Dorton asked if there was any progress regarding CA taking on the Royal Farms issue. Mr. Stack responded that CA lawyers are currently looking into this. CA is looking into pursuing to become caretakers for commercial covenant guidelines.
- Mr. Stack read through the “FY 2016 Capital Amount and Assessment Share – Oakland Mills” (ATTACHMENT “E”).
- **Ms. Thomas** asked about senior swim passes, clarification of new membership rates. Mr. Stack responded that seniors who have recreation membership packages, can use the therapy pool at the swim center. He stated he would get back to the OMCA Board with what exactly is included in the senior package. **Ms. Thomas** also asked about the removal of the circuit weights from the Supreme Sports Club. Mr. Stack stated he would look into this as well.
- Mr. Stack stated that there was \$2 million allocated in the FY 2018 Budget for Ice Rink rehab. Mr. Dorton asked Mr. Stack what the Ice Rink renovations consisted of. Mr. Stack responded that he is not certain; money was put in as a placeholder, but not sure what the renovations entail.
- October 13, 2016 is the CA Capital Budget Hearing; requests can be sent in electronically.

Covenant Advisor’s Report, 1st Quarter Covenant Violations Update

- **Mr. Bellamy** was present to distribute the truncated Covenant Violations Update. The Board members looked over the update, asked relevant questions and returned the report back to **Mr. Bellamy**.
- **Mr. Bellamy** distributed his August 9, 2016 Memorandum to the OMCA Board. (ATTACHMENT “F”). **Mr. Bellamy** stated he will be present at a meeting in November to discuss his Violation Updates for the 2nd Quarter.
- **Mr. Bellamy** stated that the DocuWear software will be in place soon and he and Carrie Wenholtz will be attending training this coming week.

FY18 Budget

- **Ms. Cederbaum** distributed OMCA’s CA FY 18 Budget Requests (ATTACHMENT “G”).
- **Ms. Cederbaum** stated she has added the Ice Rink to the list and will reevaluate in January following completion of the feasibility study. She also added the dumbwaiter to the request list. She stated she will continue to ask CA to review OMCA’s assessment share and is having an architect come to the Loft to look at the lighting.
- **Mr. McCormack** asked about getting bathroom upstairs in the Loft. **Ms. Cederbaum** stated that she has made that request.
- **Mr. Edelson** motioned to put forward the Oakland Mills Community Association’s CA FY 18 Budget Requests. **Ms. Gottsagen** seconded and the motion passed (5-0-0).
- **Mr. Edelson** distributed the proposed Staff Management Policy. **Ms. Thomas** asked if the discussion of this policy could be moved to the end of the meeting. This discussion was moved to the end of the meeting.

Board Co-Chair Remarks

- **Ms. Thomas** announced that there will be a Feasibility Study Community Meeting with Bolan-Smart consultants on Tuesday, November 15, 2016 at 7pm at the Oakland Mills Middle School. **Ms. Thomas** motioned to adopt the proposed OMCA Donation Policy (ATTACHMENT “H”). **Mr. Edelson** seconded and the motion passed (5-0-0).

Manager’s Report

- **Ms. Cederbaum** distributed her report (ATTACHMENT “I”) and asked if there were any questions.
- **Ms. Cederbaum** announced that the Volunteer Dinner will be held on November 4th at 6:30pm. There will be dinner and entertainment. She asked if the OMCA Board could forward all volunteer names to her.
- **Ms. Cederbaum** asked for recommendations for an organization that the Board can make a donation to in honor of the Oakland Mills volunteers. Board will discuss again on October 6, 2016.
- **Ms. Cederbaum** distributed the FY17 1st Quarter Financials (ATTACHMENT “J”) and asked for any questions.
- **Mr. Edelson** motioned to accept the FY17 1st Quarter Financials as submitted. **Ms. Gottsagen** seconded and the motion passed (5-0-0).
- **Ms. Warren** announced the Oakland Mills Fall Festival that will be held outside in the village center on Saturday, October 8th from 11am to 4pm. Over 50 vendors will be present, the OMHS Band will be kicking off the event, live entertainment all throughout, festival food and ice cream, a children’s area, health screenings and much more.

Safety and Security Committee Report

- **Ms. Gottsagen** stated that she will send her notes from the September 20th meeting to the OMCA Board. She stated that crime is down in Oakland Mills.

OMCA Staff Management Policy

- **Mr. Edelson** distributed the proposed “OMCA Staff Management Policy” (ATTACHMENT “K”).
- A discussion whether the policy should be discussed in a closed or open session took place.
- **Mr. McCormack** thanked **Mr Edelson** for putting this policy together but asked that the OMCA Board have a closed session to discuss the issues that precluded this policy before discussing the policy.
- **Ms. Thomas** stated she agreed. However, the Board continued in open session. **Ms. Thomas** also stated that she would like to see the policy amended to include all Board members.
- Suggestions were made regarding amending the policy.
- **Ms. Engelke** motioned to approve the amended staff management policy which reads: “Per Section 4.02 of the Oakland Mills Community Association Bylaws, the Oakland Mills Community Association Board of Directors (“the Board”) shall in each year elect one person to serve as the Manager of the Association. As such, the Village Manager reports to the Board in its entirety. To facilitate effective supervision of the Village Manager by the Board, the Board agrees to this staff management policy:
 - All staff of the Oakland Mills Community Association, other than the Village Manager, report to the Village Manager for purposes of hiring, termination, timekeeping, leave, performance planning and evaluation, discipline, and other administrative matters.
 - Meetings with the Village Manager to discuss Board issues, policy, performance, personnel

issues, and/or administration of the Community Association and its properties shall be held with the Board Chair(s), the Board Vice Chair, or another member of the board on a rotating basis.

•The Vice Chair of the Board will coordinate the Village Manager's Performance Plan and will draft mid-year and annual evaluations, based on aforesaid plan with advice and consent of the Board.”

Ms. Gottsagen seconded and the motion passed (5-0-0).

The OMCA Board meeting was adjourned at 9:55pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

Action Items from September 27, 2016 OMCA Board Meeting

FOR BOARD MEMBERS:

Ms. Gottsagen: Forward Safety and Security report to the Board.

FOR STAFF: Ms. Cederbaum: Oct. 6 – have board select an organization to receive a donation in honor of OM Volunteers