



**oakland mills**  
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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

**December 13, 2016**

### **OMCA Regular BoD Meeting**

**Mr. McCormack** called the regular meeting of the OMCA Board of Directors to order at 7:12 pm.

**Present:** Ginny Thomas; Co-Chair, Bill McCormack; Co-Chair, Jonathan Edelson; Vice Chair, Kay Wisniewski; AC Chair, Judy Gottsagen, Paul Verchinski, Reginald Avery; CA Rep (arrived at 8:10pm), Sandy Cederbaum; Village Manager, Brigitta Warren; Event & Administrative Coordinator, Bob Bellamy; Covenant Advisor

**Also Present:** See resident list.

**Absent:** Lynn Engelke

### **Opening of Meeting**

- **Ms. Thomas** motioned to accept the December 13, 2016 agenda (ATTACHMENT "A"). **Ms. Wisniewski** seconded.
- **Mr. McCormack** motioned to amend the agenda to include County Executive's hearing testimony discussion after the Maryland State Delegation discussion. **Ms. Thomas** seconded and the motion passed (6-0-0).
- **Ms. Thomas** motioned to accept the November 29, 2016 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Mr. McCormack** stated that the OMCA Board had researched Roberts Rules of Order and did not find anywhere where Board members were able to table residents' remarks. Residents will have up to three minutes as individuals and organizations up to five minutes to speak during Resident Remarks.
- **Mr. McCormack** stated that a Board member must have approval of the majority of the Board to put a Board generated document into a staff members file. A discussion took place regarding the exact wording that is necessary. The final wording decided upon was this: **A Board member must have approval of the majority of the Board to direct an employee to insert a document in an employee's personnel file.**

### **New Business**

#### **Covenant Advisor's 2<sup>nd</sup> Quarter Activity Report and Violations Log Update**

- **Mr. Bellamy** distributed his second quarter activity report (ATTACHMENT "C"). He also distributed the OMCA Violations Log to OMCA Board members only for their review.

- **Ms. Wisniewski** called to order a meeting of the Architecture Committee at 7:26pm.
- **Ms. Thomas** motioned to send the 15 day notice to CA and if no response from the owner a resolution to CA regarding 9592 Standon Place. **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Ms. Thomas** motioned to send the 15 day notice to CA and if no response from the owner a resolution to CA regarding 9446 Macomber Lane. **Mr. McCormack** seconded and the motion passed (6-0-0).
- The Architecture Committee meeting adjourned at 7:29pm.
- **Mr. McCormack** asked **Mr. Bellamy** if he was seeing any trends in Oakland Mills. **Mr. Bellamy** responded that with the economy getting better, houses are selling and residents are reinvesting in their property. **Ms. Wisniewski** stated that the Pacesetter models are being purchased and owners are working on giving them facelifts.
- **Mr. Verchinski** asked if houses that are being posted for sale are requesting letters of compliance. **Ms. Cederbaum and Mr. Bellamy** stated that there have been a record number of requests for letters of compliance.
- **Ms. Thomas** asked if **Mr. Dudek** goes out to see if a house that is for sale is in compliance per a request for a letter of compliance and there are problems, but they are not corrected, is anything done about it. **Mr. Bellamy** responded that **Mr. Dudek** follows up, but no flag is put on the house. **Ms. Cederbaum** stated that there are instances when a letter is sent out to the new owners. **Ms. Thomas** asked if this process could be modified. **Ms. Wisniewski** stated it is a Columbia wide process. **Mr. Bellamy** stated he would check with the other village covenant advisors as it is a common issue. **Ms. Verchinski** asked if it was a legal issue. **Ms. Cederbaum** stated that the sellers do not have to produce a physical letter of compliance, but, per Maryland law, must disclose non-compliant issues to buyer
- **Ms. Thomas** asked about residents parking their cars up on the grass because they are afraid of being hit. **Mr. Bellamy** responded that this is a violation and if a complaint is made he must follow up.

### **Board Discussion of Maryland State Delegation’s December 21<sup>st</sup> Public Hearing on drafted local legislation**

- **Ms. Thomas** asked if there was any legislation the OMCA Board should be concerned with for the hearing of testimony on December 21<sup>st</sup> at 7:30pm at the George Howard Building. **Mr. Edelson** responded that the Education committee discussed the three different versions of the Howard County Board of Education Election of School Board members. After hearing from the Education committee, he recommended that now is not the time to take a stand as a village board because the Education committee is not in an agreement over which option is the best.
- **Ms. Cederbaum** asked if someone from the OMCA Board wanted to testify regarding the *Howard County – Noise Control – Outdoor Concert Venues, Ho. Co. 18-17*. **Ms. Thomas** stated that the OMCA Board should look at the letter that was sent by the OMCA Board to the County Executive regarding this issue and see if the OMCA Board wants to make any changes to the bill. **Mr. McCormack** stated that he does not think it addresses the concerns that the OMCA Board had. **Ms. Thomas** stated she would work with Delegate Hill to possibly amend the bill. **Ms. Thomas** will contact HCCA to possibly assist her in proposing amending the bill. **Ms. Thomas** asked if she needed to bring the proposed amendments back before the OMCA Board. **Ms. Wisniewski** stated no, as long as she stayed with what was in the original OMCA letter.
- **Ms. Thomas** will be testifying at the County Executive’s Budget Hearing tomorrow, 12/14. (ATTACHMENT “D”).

### **Old Business**

#### **Board Discussion of evaluation criteria for evaluating the Village Manager**

- **Mr. Edelson** sent out edits of both the Village Manager Performance Document (ATTACHMENT “E”) and the Village Manager Position Description (ATTACHMENT “F”). He stated he would prefer to wait until **Ms. Engelke** was present to further this discussion. The OMCA Board will revisit these documents in January 2017.

### Board Co-Chair Remarks

- **Ms. Thomas** and **Mr. McCormack** attended a meeting with representatives from the Oakland Ridge Industrial Park today. **Ms. Thomas** thanked **Ms. Cederbaum** for arranging the meeting. The owners do not have staff to work with covenants currently. **Mr. McCormack** stated that all properties in Oakland Ridge pay the CA lien fees. He suggested for them to approach CA and ask for help with covenant enforcement. The village Board chairs will be meeting with Milton Matthews, CA President, and will be discussing this issue. **Mr. McCormack** thanked **Ms. Cederbaum** for setting up the meeting and he thanked Mr. Dorton and **Mr. Verchinski** for their persistence on this issue.
- **Ms. Thomas** stated she had spoken with Weis management and they do not own the empty space next to their store. Their current lease is a short lease and expires in 2018. **Ms. Gottsagen** asked what Weis said about their current security. **Ms. Thomas** responded that they are aware of the situations. **Mr. Edelson** suggested speaking with Cedar Properties about security since it is not all Weis’ property.

### Columbia Board of Directors Report

- **Mr. Avery** distributed a report from CA’s Vice President and CFO, Susan Krabbe, that shows how much funding CA has given Haven on the Lake from its conception to the present (ATTACHMENT “G”). He stated that CA is leasing the space in the building from Whole Foods.
- **Mr. Verchinski** asked about the capital costs. **Mr. Avery** stated he would ask and get back to the OMCA Board.
- **Mr. Avery** corrected his statements from the last OMCA Board meeting. CA has budgeted to making improvements to the current ice rink only.

### Manager’s Report

- **Ms. Cederbaum** had distributed her report electronically (ATTACHMENT “H”).
- **Ms. Cederbaum** also distributed the FY 17 2nd Quarter Financials and asked for them to be accepted by the Board.
- Currently the dumbwaiter is the biggest issue as it keeps on breaking down. **Ms. Cederbaum** will be writing a letter to Jane Dembner regarding this issue.
- **Ms. Thomas** asked about Board member names on Facebook. Mr. Edelson stated that names and contact emails are listed in the “About” section of the page.
- **Ms. Thomas** asked about the status of the Town Center legislation. **Ms. Cederbaum** responded that she just received this legislation today. She will be going through it and sending information out to the Board. **Ms. Thomas** will let **Ms. Cederbaum** know of the specific issues OMCA has regarding this legislation and **Ms. Cederbaum** will follow up.
- **Mr. McCormack** motioned to accept the FY 17 2<sup>nd</sup> Quarter Financials. **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Ms. Cederbaum** requested putting the proposed Employee Personnel Handbook on the January agenda for discussion.

## **Committee Reports Safety and Security**

- **Ms. Gottsagen** distributed her report (ATTACHMENT “J”). The next Safety and Security meeting will be held January 17<sup>th</sup> at 7pm.

## **NEAC**

- **Ms. Engelke** distributed her report along with information regarding the January 7, 2016 workshop. (ATTACHMENT “K”).

## **Education**

- **Mr. Edelson** stated that the Education committee met this evening.
- The committee has been discussing the Elementary School Readiness Model. Other schools that are currently using this model will be getting together to discuss. He will be advocating polling the parent population to get feedback regarding the ESRM to present to the HC Board of Education.
- Due to the recent racial incident at OMHS, the Education committee is working on a community event with the topic being inclusion in our community.
- Mr. DiTimasso had gone to the redistricting committee meeting. The outcome looks positive for a greater situation for socio economic diversity.

## **Arts Advisory**

- **Mr. Verchinski** stated that the OMHS Arts Honor Society have presented renderings for the police trailer. He shared the renderings with the Board and indicated where each rendering would possibly go on the trailer. He requested that the renderings be sent out in an eNews for the community to vote on which rendering they would like to see on the police trailer. He stated once the community has their input, a final decision could be made in January.
- **Mr. McCormack** asked if **Mr. Verchinski** had spoken with the police department. **Mr. Verchinski** responded yes, and they are receptive but have not made any formal commitment as of yet.
- **Mr. Verchinski** stated that the OMHS art students would possibly paint the trailer in the spring of 2017. He asked if the Board was in agreement with this. The Board responded yes.

## **Board Bulletin Board**

- **Ms. Warren** thanked **Mr. Avery** and **Mr. Edelson** for cooking in the kitchen during Breakfast with Santa. She stated that both the Gingerbread House Decorating and the Breakfast with Santa were huge successes.
- **Ms. Cederbaum** announced that the Jazz in the Mills holiday concert was also a huge success.
- **Mr. Avery** stated that after all these years the Army beat the Navy. He is also happy to have his wife and daughter back home for the holidays.
- **Mr. Edelson** complimented the Breakfast with Santa event. He also stated he received a thank you note from the Conflict and Mediation Center for the donation they received in appreciation for their assistance with the BOE Candidate Forum.
- **Mr. McCormack** wished everyone a Happy Hanukkah, Merry Christmas, Happy Kwanza, Happy New Year and a Happy Chinese New Year.

The regular OMCA Board meeting was adjourned at 8:49pm

The OMCA Board went into a closed session meeting at 8:50pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

### **Action Items from December 13, 2016 OMCA Board Meeting**

#### **FOR BOARD MEMBERS:**

**Ms. Thomas to speak with Delegate Hill about the proposed State legislation regarding noise levels at Merriweather.**

#### **FOR STAFF:**

**Ms. Cederbaum and Ms. Warren to send an email w/art drawings and ask residents to vote.**

**Ms. Cederbaum to continue review of Downtown Affordable Housing Legislation that could impact Oakland Mills.**



**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  
Lynn-Steven Engelke, Judy Gottsagen, Paul Verchinski  
Reginald Avery, Columbia Council Representative

**December 13, 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 November 29, 2016 meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**  
**Covenant Advisor's 2<sup>nd</sup> Quarter Activity Report and Violations Log Update,**  
Bob Bellamy, Covenant Advisory for Violations/Property Concerns
- Discussion of Maryland State Delegation's Dec. 21<sup>st</sup> Public Hearing on  
drafted local legislation - <https://www.howardcountymd.gov/About-HoCo/State-Delegation/Proposed-Local-Legislation>
- 7:35 p.m. Old Business**  
**Board Discussion of evaluation criteria for evaluating the Village Manager**
- 7:45 p.m. Board Co-Chair Remarks,** Virginia Thomas and William R. McCormack
- 7:55p.m. Columbia Board of Directors Report,** Reginald Avery
- 8:05 p.m. Manager's Report, Sandy Cederbaum**  
FY17 2<sup>nd</sup> Quarter Financials
- 8:15 p.m. Safety & Security Committee,** Judy Gottsagen and Steve Gottsagen  
**Neighborhood Enhancement Advisory Committee,** Lynn Engelke  
**Housing Committee,** Bill McCormack  
**Education Committee,** Jonathan Edelson and John DiTomasso  
**Arts Advisory,** Paul Verchinski  
**Architecture,** Kay Wisniewski
- 8:40 p.m. Board Bulletin Board**  
**8:45 p.m. Adjourn**
- 8:45 p.m. Board will be meeting in closed session to discuss staff bonuses**

**Upcoming Events: for details on all events visit: [oaklandmills.org](http://oaklandmills.org)**

**All events listed below are held at The Other Barn, 5851 Robert Oliver Place, Columbia, MD 21045**

**Dec. 13, 6:00 – 7:00 p.m. – OMCA Education Committee**

**Dec. 13, 7:00 p.m. – OMCA Board Meeting**

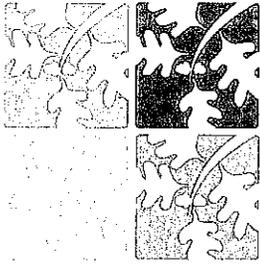
**Dec. 20, OMCA Safety and Security Committee will NOT meet, to be rescheduled**

**Dec. 27 – OMCA Board Meeting canceled and not rescheduled**

**Dec. 24 – Jan. 2, OMCA Office Closed**

**Jan. 7 (Snow Date Jan. 21) 9:30 – 12:30 p.m. Renew.Rehab.Replace. Workshop**

**DRAFT**



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Judy Gottsagen ~ Paul Verchinski  
Reginald Avery, Columbia Council Representative

**November 29, 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, Kay Wisniewski; AC Chair, Judy Gottsagen, Lynn Engelke (arrived at 7:15pm), Paul Verchinski, Reginald Avery; CA Rep, Sandy Cederbaum; Village Manager, Brigitta Warren; Event & Administrative Coordinator

**Also Present:** See resident list.

**Absent:** Bill McCormack; Co-Chair

### Opening of Meeting

- **Mr. Verchinski** motioned to amend the November 9, 2016 agenda to include an informal discussion about the November 15th consultant's presentation after the OMCA Committee Reports. **Ms. Wisniewski** seconded and the motion passed (5-0-0).
- **Mr. Avery** motioned to approve the amended November 9, 2016 agenda (ATTACHMENT "A"). **Mr. Edelson** seconded and the motion passed (5-0-0).
- **Ms. Wisniewski** motioned to accept the November 9, 2016 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Edelson** seconded and the motion passed (5-0-0).

### New Business

#### Draft Resource Guide Discussion

- **Ms. Warren** gave an overview of the process of compiling the draft Homeowners Resource Guide (ATTACHMENT "C") that will eventually be available on the Oakland Mills website. She asked for suggestions for changes.
- **Ms. Thomas** suggested that other Columbia villages could put it on their websites once it is complete. She also suggested that it could possibly go up on the Columbia Association website.
- **Mr. Verchinski** suggested adding more information with each of the websites as it was a little confusing to navigate and it might be difficult for residents to follow.
- **Ms. Cederbaum** stated that if it is too detailed it might be too hard to maintain. The idea was to empower the residents with the information provided.
- **Mr. Edelson** suggested putting the information on the columbiavillages.org website. **Ms. Cederbaum** stated she could look into that.
- **Mr. Engelke** stated that the NEAC had looked at the resource guide and they were behind it. She suggested launching the Homeowners Resource Guide on our website at the same time as the new

Architectural Guidelines were released. She also suggested doing the Resource Guide using a question and answer format.

- **Mr. Avery** stated that from a CA point of view it is very helpful to have a resource guide and this document is a good start.
- **Ms. Thomas** suggested adding phone numbers where available.
- **Mr. Edelson** suggested taking out the actual web addresses and making it a “Click Here” which links the user to the website.

### **Board Discussion of evaluation criteria for evaluating the village manager**

- **Mr. Edelson** distributed the proposed “Oakland Mills Community Association Village Manager Performance Document” (ATTACHMENT “D”). He gave clarification that this document is generalized evaluation criteria for the Oakland Mills Village Manager and not specific to the current Village Manager.
- **Mr. Edelson** gave an explanation as to how he came up with the evaluation document. He stated that the majority of the village boards had approved to hire an HR firm that had created position descriptions for each of the village positions. The evaluation document uses the position description for the village manager and lays out a rating scale.
- **Mr. Verchinski** stated that when the position description was done, the OMCA Board never reviewed it and accepted.
- **Ms. Wisniewski** motioned to adopt the Village Manager position description used to create the evaluation document. **Mr. Edelson** seconded.
- A discussion regarding the position description as well as the evaluation document took place; what should be included, the weight it should be given and the timeline.
- **Mr. Edelson** stated he will look at the feedback and continue to accept suggestions and make the revisions.
- **Ms. Wisniewski** withdrew her motion.

### **Old Business**

#### **Follow up Discussion of Stevens Forest Road Roundabout/Alternative Options**

- **Ms. Wisniewski** made a motion that the OMCA Board support the mini-roundabout option to address the safety concerns at the intersection of Stevens Forest and Farewell Roads. **Ms. Thomas** seconded and the motion passed (6-0-0).

### **Columbia Board of Directors Report**

- **Mr. Avery** stated that the CA Budget Book is being given out because the CA Board will be working on the CA budget between the months of January and February.
- The CA Board is currently working on Milton Matthews’s evaluation.
- The CA Board will be looking at each of its specific entities and how CA deals with the Columbia villages. They will be reviewing the formula for money given and money received between CA and the Columbia villages.
- **Ms. Thomas** asked about the amount of money CA is supplementing Haven on the Lake. **Mr. Avery** responded it is in the CA Budget Book from last year, but he does not know about this year. He stated he will follow up.

## Manager's Report

- **Ms. Cederbaum** distributed her report (ATTACHMENT "E") and asked if there were any questions.
- **Ms. Cederbaum** stated that Howard County will have its FY18 Citizen's Budget Hearing on December 14<sup>th</sup>. She has signed up the OMCA Board to testify. **Ms. Thomas** asked **Ms. Cederbaum** to draft a letter with all of the relevant issues for testimony.
- **Ms. Thomas** asked about the contingency fund and the status of the electronic voting.
- **Ms. Cederbaum** responded that the majority of the village Boards voted to look into it. Village managers have not moved forward due to a variety of reasons. An attorney did look at village by-laws to see if electronic voting was possible.
- **Ms. Thomas** asked if the OMCA Board voted no.
- **Ms. Cederbaum** responded yes, the OMCA Board voted no, but the majority of the village boards voted yes.
- **Ms. Thomas** stated she will revisit with the village Board chairs at their next meeting. She suggested possibly taking it off the table.

## Committee Reports

### Architecture Committee

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

### Education

- **Mr. Edelson** stated that the next Education meeting will be held on December 13<sup>th</sup> at 6pm.
- He relayed the sad news that Jennifer Anderson, Assistant Principal at TSES, has passed away.
- **Mr. Edelson** announced that Thunder Hill ES was listed #14 as the Best Public School in the Baltimore Region in the Niche ratings. Oakland Mills MS and Oakland Mills HS were in the top 40 and TSES and SFES were in the top 50.

### NEAC

- **Ms. Engelke** distributed her report. (ATTACHMENT "G").
- **Ms. Engelke** stated that the AC Review committee is meeting again next Tuesday to go over the final draft of the revised Architectural Guidelines.
- The workshop that will be held January 7<sup>th</sup> has been firmed up.
- There will be no NEAC meeting in December, but if individuals want to help with the workshop in January, please let **Ms. Engelke** know.
- A NEAC meeting was held today where lots of ideas as to how to engage the Latino population were discussed with a variety of presenters.

### Safety and Security

- **Ms. Gottsagen** distributed her report (ATTACHMENT "H"). **Ms. Gottsagen** announced that there will be no meeting in December and the next meeting will be held January 13<sup>th</sup>.
- **Ms. Cederbaum** stated that there is a new HC Youth Police Liaison and she will forward **Ms. Gottsagen** his name.

## Feedback Regarding Feasibility Study Consultants November 15<sup>th</sup> Report

- **Mr. Verchinski** stated that he sent in direct comments through the comment form on the website. He indicated that the overall consideration of the Consultant's report they did not look at the school playing fields. **Mr. Verchinski** suggested that Blandair fields are not in use during the day and asked why it was necessary to have separate playing fields when the Blandair fields could be used by the schools.. There is a possibility for dual use. Oakland Mills should maximize the use of what they already have. He stated that he did realize there may be some potential conflicts. **Mr. Verchinski** also stated that there was no discussion on Bridge Columbia, the consultants never gave an answer regarding when Weis' lease expire and what is the plan for something in their place if they walk away and in regards to the Exxon lot, more research needs to be done.
- **Mr. Edelson** stated that looking at the school fields for land is not at all okay. If word got out that there was any consideration about the school fields being taken away there would be a lot of angry parents and students. He stated it is definitely the wrong way to go. If OMCA is trying to sell their village, it would not look good to try and sell schools that do not have athletic fields.
- **Mr. Avery** stated that as the President of the Howard County PTA Council, he can safely say that there would be more than just Oakland Mills school PTA's that would be upset regarding taking away the school fields. The use of school fields for building is a bad idea.
- **Ms. Engelke** stated that the school field issue is a non-starter. She also stated that the zoning and the deed of the Exxon site were not part of the feasibility study deliverables. Howard Hughes currently has the covenants on the land use for the Exxon lot. She stated she was disappointed there was no discussion of the pedestrian bridge and the impact it will have.
- **Ms. Wisniewski** stated that when the VCCP was written the goal was to create a new focus for the village. The amount of supermarket competition in Columbia, lead the need for another focus. She stated she was disappointed that the consultants did not go to upper level management at Weis to see what the future looks like.
- **Mr. Edelson** stated that he agreed, the consultants should have gone to upper level management at Weis. He also stated that regarding the Exxon lot, something has to be done and we did not need the VCCP or the feasibility study to know that.
- **Mr. Avery** stated that something needs to be done with the Exxon lot regardless.
- **Ms. Engelke** stated that she also thinks something needs to be done with Sam's Mart. She stated that based on the findings of the feasibility study if Oakland Mills "plays ball" with what might be suggested as feasible for development, it would benefit possible further development. Development signals something is happening.
- Resident Michael Smith stated that the school fields are not underutilized as outside organizations use the fields. He stated that Blandair Park fields are not necessarily used during the day. He suggested getting information out to residents about the things that go on at Blandair Park. **Ms. Thomas** suggested putting the information on the HC Recreation and Parks website.
- **Ms. Engelke** stated that Blandair Park is at our doorstep and it should be utilized.
- **Mr. Edelson** stated that the village is missing out on an opportunity to let visitors to Blandair Park know what is in Oakland Mills.
- Resident Claudia Hollywood asked if CA wants to make the ice rink bigger and better. **Mr. Avery** responded that there is money in the CA budget for improvements to the ice rink. **Ms. Thomas** asked if the CA has taken any position on the ice rink. **Mr. Avery** stated that the ice rink is in the CA's plan to look at.
- **Mr. Edelson** stated that he is not convinced of the parking limitations that were mentioned in the consultant's report. He suggested using other areas for overflow parking.
- A resident asked if CA was open to putting townhomes on the pathway along the Shadow Oaks Condominiums.

- **Ms. Thomas** responded that her understanding was the suggestion was to move the path in front of the village center stores.

### **Board Bulletin Board**

- **Ms. Warren** announced the Gingerbread House Decorating on December 7<sup>th</sup> and the Breakfast with Santa that will take place on December 10<sup>th</sup>.
- **Ms. Cederbaum** stated that Jackie Colvin, an OM resident, has volunteered to put together the Flier ad and work on Jazz in the Mills flyers.
- **Mr. Avery** stated that if anyone is planning to go to the presidential inauguration in January, please use caution and know that there will be a high level of security.
- **Mr. Edelson** announced the Girls on the Run 5K that will take place this Saturday, December 3<sup>rd</sup>; TSES, THES, SFES and OMMS will be participating.

The OMCA Board meeting was adjourned at 8:57pm

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

### **Action Items from November 29, 2016 OMCA Board Meeting**

**FOR BOARD MEMBERS: Send additional comments to Ms. Warren for Resource Guide**

**Mr. Edelson: Revise draft of village manager criteria for evaluation and revise Village Manager job description based on board discussion.**

**Mr. Avery: Provide Board past CA subsidy for Haven on the Lake and what is the proposed subsidy in FY 18 Budget**

**FOR STAFF: Ms. Warren: Post Resource Guide on web.**

**Ms. Cederbaum: Print letter regarding roundabout for SF/Farewell for board chairs signatures**

**Ms. Cederbaum: Draft testimony of for 12/14 County Exec. Citizen Budget Hearing**

**Ms. Cederbaum reviewed the HC Rec and Park website and there are no listings of schedule of activities at the parks.**



**Oakland Mills Community Association**  
**The Other Barn**  
**5851 Robert Oliver Place, Columbia, MD 21045**  
**410-730-4610**  
<http://oaklandmills.org>

**Memorandum**

Date: December 13, 2016

To: Members of the Oakland Mills Village Board

Thru: Sandy Cederbaum, Village Manager

From: Bob Bellamy, Covenant Advisor for Violations

Re: Activity Report

Below is the Activity Report for Covenant Violations/Complaints for the first and second quarters of FY 17:

	Q-1 (May-July)	Q-2 (Aug-Oct)
New Complaints/Violations by Quarter FY 17	73	77
Cleared from this period	<u>62</u>	<u>59</u>
Still Active from this period (at period end)	11	18

Complaints FY 17 YTD - October 31	
Total	150
Cleared	<u>121</u>
	29
Prior Complaints/Violations	
FY 16 (5/1/15 to 4/30/16)	94
Cleared	68
Cases still with CA	<u>18</u>
Still Active not with CA	8

Total open violations not at CA Thru Oct (includes violations from FY 16 and 17)	<b>37</b>
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Examples of open violations reasons:

1. EAA approved awaiting construction/renovation
2. Work in progress or out to bid
3. Second or third letters sent awaiting response from resident or Board action for 15-day final
4. Case is with CA or in Court
5. Owner is disputing violation
6. New violations reported in the last 15-30 days
7. Keeping open to monitor

**Testimony – County Executive Kittleman’s Budget Hearing  
December 14, 2016**

Good evening, my name is Virginia Thomas, I reside at 6153 Forty Winks Way, Columbia, MD. I serve as Co-Chair of the Oakland Mills Community Association Board of Directors and testifying on their behalf.

I’d like to begin by thanking our County Executive for holding tonight’s hearing and for funding of the Oakland Mills Village Center Area Feasibility Study, funds for Bridge Columbia planning, the Route 29 Pedestrian Bridge design funding, Blandair Park funding and other important projects for our village.

**Route 29 Pedestrian Crossing – Geodesic Design Option**

The Oakland Mills board and community support funding for Option 2 the Geodesic Spiral Tube for Bridge Columbia. We hope that this design will improve the safety and visibility of the Bridge and greatly increase foot and bike traffic. One of the key objectives of our plan to reinvent Oakland Mills is to create a strong gateway to downtown Columbia. The selected design goes far beyond that: it signals to motorists on Route 29 that they are approaching the 2<sup>nd</sup> largest city in Maryland and the best place to live!

**Bridge Columbia**

Thank you for your support and that of your staff to move Bridge Columbia forward as we look at a bus transit corridor linking downtown Columbia to Oakland Mills, Blandair Park and Columbia’s east side. Oakland Mills asks that the FY18 budget include design and planning funds for Bridge Columbia. A bus transit lane added to Bridge Columbia will complement the newly designed pedestrian crossing. Bus transit on Bridge Columbia has the great potential to activate a multi-modal transitway, provide direct routes, shorten bus headways, and take vehicles off of congested roadways.

**Roadway Safety – Final Design and Construction Funds for a Roundabout at the Intersection of Stevens Forest and Farewell Roads.**

The Village Board supports the concept for a Mini-Roundabout with Chokers at the Intersection of Stevens Forest and Farewell Roads in the Stevens Forest neighborhood. The option was presented to the community by Mr. Jagarapu on November 9th. Stevens Forest is a major collector road and the option of a roundabout is one of the two options that were presented as safety and roadway calming. The Roundabout, once constructed, will keep the traffic flowing at a steady pace while allowing drives to turn safely in both directions on this much traveled roadway. We would like to thank Councilman Ball and his staff for working with the community on this project and Mr. Jagarapu and Mr. Bohmer for the working with residents and developing design options. The construction of the roundabout will greatly improve safety at this dangerous intersection.

## **Streetscape final design and construction for Stevens Forest Road from Santiago Road to and through Whiteacre Road and Streetscape design and construction for Thunder Hill Road, South of 175, to Whiteacre Road**

Funding for design and construction of the two streetscape projects was included in the FY17 budget. However, each project was placed on hold due to the Oakland Mills Village Center Area Feasibility Study. The study will conclude with a final report in January, 2017. The preliminary feasibility report findings look at the current roadway systems in and around the village center. Roadway modifications and improvements to Stevens Forest, Whiteacre and Thunder Hill Roads will be important to the improved traffic flow and streetscape, all part of the reinvention of Oakland Mills.

We would like to move these projects forward without delay. We ask that the budget maintain current funding for the construction of the streetscape projects already in the design phase, with design modifications as may be necessary, and, in addition, include funding for streetscape design and traffic flow improvements identified in the Feasibility Study.

### **Leaf Vacuum Machine**

Leaf removal has been an issue brought to the attention of the Oakland Mills board and County Council yearly. The aging population and the number of mature trees in our communities lead to an excessive demand on the human body due to the excessive leaves to rake and bag. There are serious environmental issues related to the leaves since we know that large quantities are finding their way into our storm drains, clogging drains and damaging the environment.

We suggest that the County study the costs associated with the current method of recycling bagged leaves and the costs associated with vacuum machines.

Thank you for your consideration. Oakland Mills looks forward to our continued partnership as we work to revitalize our community and continue to improve our County.

**Oakland Mills Community Association  
Village Manager Performance Document**

**Document Summary:** This evaluation form contains six categories of responsibilities evaluation criteria and up to six categories of personal commitments evaluation criteria. These responsibilities and commitments can be amended should the duties of or demands upon the Village Manager change during the course of the evaluation period. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Village Manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for Village Board members to enter narrative comments, including an opportunity for the Village Manager to complete a self-assessment narrative. Please enter anything you believe appropriate and pertinent to the rating period.

The rating period shall begin when the OMCA Board of Directors is seated at its first annual meeting on the first Tuesday of May. The mid-year assessment (Section 3) shall be completed six months into the board's term in November. The final assessment (Section 4) shall be completed by the board's final meeting in April and shall be passed to the incoming board.

**Position Summary:** The Village Manager plans, develops, implements, and manages all operations, programs, and activities of the Village, including recreational, educational, and community services and programs. This position develops and manages an annual budget of \$560,000. The Village Manager supervises 15 employees and 4 facilities. The Village Manager also serves as the Association's Secretary and Treasurer. This position is responsible for board liaison and support; resident and community advocacy; office operations; village leadership and management; human resources; financial and budget management; and community outreach and marketing. The Village Manager reports to an elected Board of Directors.

**Section 1 - Responsibilities:**

The following responsibilities are based upon The Villages of Columbia Position Description for Village Manager, Village of Oakland Mills.

*Board Liaison*

- Answers to Village Board of Directors and implements its policies
- Keeps Board apprised of activities, actions, problems, and complaints
- Prepares agendas for and attends twice-monthly Village Board meetings
- Serves on and attends committee and taskforce meetings as necessary and interfaces with Board committees and taskforces
- Drafts and finalizes correspondence for Village Board
- Serves as liaison between Village Board, Columbia Association, and government entities (e.g., state delegation, County Executive's office, County Council, DILP, Police, Transportation, etc.)
- Interfaces with groups with issues impacting the Village of Oakland Mills (e.g., Bridge Columbia, Community Action Council, etc.)
- Attends community events and meetings

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 8 = \_\_\_\_\_ score for this category**

*Resident and Community Advocacy*

- Advocates for residents
- Handles residents' complaints and questions
- Provides information to residents and refers to other agencies
- ~~Oversees covenant enforcement~~
- Engages in all community issues

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5-4 = \_\_\_\_\_ score for this category**

*Covenant Oversight*

- Ensures both the CAA and CAV are knowledgeable with the Oakland Mills covenants and the Architectural Guidelines
- Oversees the CAA's intake and review of applications

- \_\_\_ Oversees the CAA's interactions with residents
- \_\_\_ Oversees the CAA's interactions with the Resident Architectural Committee
- \_\_\_ Oversees the CAV's intake and review of complaints
- \_\_\_ Oversees the CAV's interactions with residents
- \_\_\_ Working with the CAV, Monitors the status of properties on the active list of violations
- \_\_\_ Ensures the CAV completes inspections promptly and adheres to the OMCA property complaint process

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 8 = \_\_\_\_\_ score for this category**

*Facility and Office Operations*

- \_\_\_ Manages daily operations of village office
- \_\_\_ Manages village community center ("The Other Barn") and 3 neighborhood centers
- \_\_\_ Negotiates leases
- \_\_\_ Oversees physical plant and maintenance
- \_\_\_ Plans and directs the continual upgrading of facilities, equipment and procedures to maintain pace with technological progress, economic change, and business needs
- \_\_\_ Prepares annual inventory list of furniture, fixtures and equipment
- \_\_\_ Helps customers with photocopying, faxing, rentals, purchases, etc.
- \_\_\_ Serves as a notary public

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 8 = \_\_\_\_\_ score for this category**

*Village Leadership and Management*

- \_\_\_ Directs the planning, development, implementation, budgeting, maintenance and support of all Village functions

Administers and manages policies, standards, practices, and security measures for all Village functions to assure effective and consistent Village operations

Recruits, hires, trains, supervises, mentors, evaluates and develops staff according to Village policies and procedures, ensuring the overall smooth functioning of the Village indicated

Provides guidance and direction for development of all staff to improve the overall professionalism of the Village and the support provided to Village residents

Performs standard supervisory administrative duties including: weekly scheduling, time sheets, petty cash, expense reports, payroll processing, benefits management, etc.

Records and reports payroll, vacation and sick leave, 401K contributions to payroll company

Ensures alignment of staff to Village mission and organizational goals

Oversees special programming activities for the Village

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 8 = \_\_\_\_\_ score for this category**

#### *Financial and Budget Management*

Prepares and monitors budget and submits quarterly and year-end financial reports to Village Board and Columbia Association

Approves all invoices for payment by bookkeeper; signs and/or co-signs checks

Processes and makes all bank deposits

Suggests and obtains Board approval of capital purchases

Reviews monthly bank statement

Prepares for and participates in Audit

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 6 = \_\_\_\_\_ score for this category**

#### *Community Outreach and Marketing*

Oversees preparation of Village newsletters (paper or electronic) to gather, compose, and disseminate information for Village residents and stakeholders

Maintains social media sites to disseminate information about Village events

Monitors Village Website and social media

\_\_ Responds to press/media inquiries

\_\_ Prepares and distributes the Village's Annual Report

**Add the values from above and enter the subtotal \_\_\_\_\_ ÷ 5 = \_\_\_\_\_ score for this category**

**Add all category scores and enter the subtotal \_\_\_\_\_ ÷ 6-7 = \_\_\_\_\_ score for Village Manager Responsibilities.**

### **Section 2 – Commitments:**

Based upon the position description, the current Board of Directors' objectives, and areas of development identified in the previous performance evaluation, the Village Manager and the Board shall identify and record three to six additional personal commitments for the Village Manager to work toward over the course of the rating period. These commitments should explicitly link back to at least one of the Village Manager Responsibilities and an identified area of development from the previous evaluation. They should also follow S.M.A.R.T. measurement criteria (Specific/Measurable/Assignable/Realistic/Time-related.)

After the rating period, these commitments will be evaluated on the same five-point scale as the Responsibilities. Both the Village Manager and the Village Board of Directors should address each of these commitments in the mid-year and end-year narratives.

\_\_ *Commitment 1:*

\_\_ *Commitment 2:*

\_\_ *Commitment 3:*

\_\_ *Commitment 4:*

\_\_ *Commitment 5:*

\_\_\_ *Commitment 6:*

**Add all category scores and enter the subtotal \_\_\_ ÷ 6 (or the total number of commitments) = \_\_\_ score for Village Manager Personal Commitments.**

### **Section 3 – Mid-Year Assessment:**

The Village Board or appointed members of the Village Board shall meet with the Village Manager six months into the performance plan to hold a mid-year assessment. While Responsibilities and Commitments do not need scores during the mid-year assessment, they should be addressed in both the Village Manager's self-assessment narrative and the Village Board's assessment narrative. Any responsibilities or commitments for which the Village Manager is not on target for a least of score of 3 (generally meets the performance standard) should be highlighted with discussion of areas for improvement during the second half of the performance period. All parties will also discuss whether responsibilities or commitments should be amended due to changes to circumstances over the first half of the evaluation period.

The narratives should not exceed three pages in length.

*Village Manager's Mid-Year Self Assessment Narrative:*

*Village Board of Directors' Mid-Year Assessment Narrative:*

### **Section 4 – End of Year Final Assessment:**

The Village Board or appointed members of the Village Board shall meet with the Village Manager at the conclusion of the performance plan to hold a final assessment. All Responsibilities and Commitments should be scored, and they should be addressed in both the Village Manager's self-assessment narrative and the Village Board's assessment narrative. Any responsibilities or commitments for which the Village Manager does not receive a least of score of 3 (generally meets the performance standard) should be highlighted with discussion of areas for improvement. Additionally, the Village Board of Directors shall address Responsibilities and Commitments scoring 3 or higher with reinforcement of what the Village Manager can continue doing to perform at or above expectations as well as develop beyond current performance

levels. The narratives should not exceed five pages in length and should address the following questions:

- What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?
- What performance area(s) would you identify as most critical for improvement?
- What constructive suggestions or assistance can you offer the manager to enhance performance?
- What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

*Village Manager's Final Assessment Narrative:*

*Village Board of Directors' Final Assessment Narrative:*

**Add all Responsibilities and Commitments scores and enter the subtotal \_\_\_\_ ÷ 2 = \_\_\_\_ Village Manager's final assessment score.**

## **Section 5 – Signatures**

### *Establishment*

The Oakland Mills Community Association Board of Directors has reviewed the Village Manager's Position Description, the Village's governing documents, and the Board's objectives and goals and establishes this performance plan on \_\_\_\_\_ (Date)

_____	_____
_____	_____
_____	_____
_____	_____

The Oakland Mills Village Manager agrees to this plan for a period of one year.

\_\_\_\_\_

*Mid-Year*

The Oakland Mills Community Association Board of Directors has discussed the Village Manager's performance to date and agrees to the Board of Directors' Mid-Year Assessment Narrative on \_\_\_\_\_(date).

_____	_____
_____	_____
_____	_____
_____	_____

The Oakland Mills Village Manager had the opportunity to write and share with the Board a Mid-Year Self-Assessment Narrative, and has met with the Board or appointed members of the Board for a Mid-Year performance discussion on \_\_\_\_\_(date).

\_\_\_\_\_

*End of Year Final*

The Oakland Mills Community Association Board of Directors has discussed the Village Manager's performance and agrees to the Board of Directors' Final Assessment Narrative and final assessment score on \_\_\_\_\_(date).

_____	_____
_____	_____
_____	_____
_____	_____

The Oakland Mills Village Manager had the opportunity to write and share with the Board a Final Self-Assessment Narrative, and has met with the Board or appointed members of the Board for a final performance discussion on \_\_\_\_\_(date).

\_\_\_\_\_

**THE VILLAGE ASSOCIATIONS OF COLUMBIA  
POSITION DESCRIPTION**



<b>Position Title</b>	Village Manager
<b>Village</b>	Oakland Mills
<b>FLSA Status</b>	Exempt
<b>Full-Time or Part-Time</b>	Full-time

### **Village Mission**

To organize and operate a non-profit civic organization, which shall be organized and operated exclusively for the promotion of health, safety, common good and social welfare of the owners of property in, and the residents of the Village of Oakland Mills in Columbia, Maryland.

### **Position Summary**

The Village Manager plans, develops, implements, and manages all operations, programs, and activities of the Village, including recreational, educational, and community services and programs. This position develops and manages an annual budget of \$560,000. The Village Manager supervises 15 employees and 4 facilities. The Village Manager also serves as the Association's Secretary and Treasurer. This position is responsible for board liaison and support; resident and community advocacy; office operations; village leadership and management; human resources; financial and budget management; and community outreach and marketing. The Village Manager reports to an elected Board of Directors.

### **Responsibilities**

#### Board Liaison

- Answers to Village Board of Directors and implements its policies
- Keeps Board apprised of activities, actions, problems, and complaints
- Prepares agendas for and attends twice-monthly Village Board meetings
- Serves on and attends committee meetings as necessary
- Drafts and finalizes correspondence for Village Board
- Serves as liaison between Village Board, Columbia Association, and government entities
- Interfaces with Board committees and task forces
- Attends community events and meetings

#### Resident and Community Advocacy

- Advocates for residents
- Provides information to residents and refers to other agencies
- ~~Oversees covenant enforcement~~
- Engages in all community issues

#### Covenant Oversight

- Oversees both the Covenant Advisor for Applications (CAA) and Covenant Advisor for Violations (CAV)
- Ensures both the CAA and CAV are knowledgeable with the Oakland Mills covenants and the Architectural Guidelines
- Oversees the CAA's intake and review of applications
- Oversees the CAA's interactions with residents
- Oversees the CAA's interactions with the Resident Architectural Committee
- Oversees the CAV's intake and review of complaints
- Oversees the CAV's interactions with residents

- Working with the CAV, Monitors the status of properties on the active list of violations
- Ensures the CAV completes inspections promptly and adheres to the OMCA property complaint process

#### Facility and Office Operations

- Manages daily operations of village office
- Manages village community center and 3 neighborhood centers
- Negotiates leases
- Oversees physical plant and maintenance
- Plans and directs the continual upgrading of facilities, equipment and procedures to maintain pace with technological progress, economic change, and business needs
- Prepares annual inventory list of furniture, fixtures and equipment
- Helps customers with photocopying, faxing, rentals, purchases, etc.
- Serves as a notary public
- Handles residents' complaints and questions

#### Village Leadership and Management

- Directs the planning, development, implementation, budgeting, maintenance and support of all Village functions
- Administers and manages policies, standards, practices, and security measures for all Village functions to assure effective and consistent Village operations
- Recruits, hires, trains, supervises, mentors, evaluates and develops staff according to Village policies and procedures, ensuring the overall smooth functioning of the Village indicated
- Provides guidance and direction for development of all staff to improve the overall professionalism of the Village and the support provided to Village residents
- Performs standard supervisory administrative duties including: weekly scheduling, time sheets, petty cash, expense reports, payroll processing, benefits management, etc.
- Records and reports payroll, vacation and sick leave, 401K contributions to payroll company
- Ensures alignment of staff to Village mission and organizational goals
- Oversees special programming activities for the Village

#### Financial and Budget Management

- Prepares and monitors budget and submits quarterly and year-end financial reports to Village Board and Columbia Association
- Approves all invoices for payment by bookkeeper; signs and/or co-signs checks
- Processes and makes all bank deposits
- Suggests and obtains Board approval of capital purchases
- Reviews monthly bank statement
- Prepares for and participates in Audit

#### Community Outreach and Marketing

- Oversees preparation of village newsletters
- Editor of email newsletter
- Gathers and disseminates information for village residents and email group
- Maintains social media sites to disseminate information about Village events
- Writes articles for website, social media sites, and newsletters
- Monitors Village Website
- Responds to press/media inquiries
- Prepares and distributes the Village's Annual Report

#### **Qualifications**

- Bachelor's degree in business, community planning, non-profit management or public administration; master's degree preferred
- 8-10 years of property management, nonprofit management, community association, or facility management experience required
- 3-5 years of staff management experience required
- Experience working in a team-oriented environment
- Advanced proficiency in MS Office including Word, Excel, PowerPoint, Publisher, and Outlook
- 2-3 years of experience with Constant Contact and other social media preferred
- 2-3 years of experience with payroll systems
- Leadership Training and Board Member experience preferred
- Knowledge of Village policies, practice, and procedures
- Knowledge of community associations, administration, community services and programs
- Knowledge of human resources processes and operations
- Knowledge of facilities management operations and activities
- Knowledge of budget formulation and management
- CPR and AED Certification
- Certified Notary Public
- Strong organizational skills and the ability to prioritize
- Strong written and verbal communication skills required
- Strong ability to represent the Village to various stakeholders (evenings and weekends as needed)
- Advanced math skills needed to perform advanced formulas, spreadsheets, payroll, taxes, etc.
- Valid driver's license and/or reliable transportation required

#### **ADA Requirements**

This job operates in a services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This role routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines
- This position would require the ability to lift files, open filing cabinets and bend or stand as necessary
- This position requires walking and giving tours to prospective guests about the facility
- Must be able to set-up and move tables, chairs, and other facility equipment
- Must be able to operate and lift A-V equipment
- May be required to walk up and down stairs
- May be required to push a vacuum and to provide light cleaning
- Adequate close vision to see that an area has been properly cleaned

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

**Revision Date:** 12/4613/20165



December 12, 2016

To: Reginald Avery  
Columbia Association Board of Directors  
Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

Cc: Dan Burns, Director of Sport and Fitness

Re: Oakland Mills Village Board Question about Haven on the Lake

Reg asked the following questions at the request of the Oakland Mills village board. The questions are in bold italics, and our response is in regular type.

***How much funding has CA provided to support Haven on the Lake from its opening to the present? And how much do we propose for the coming years?***

This chart shows the income earned and incremental expenses incurred by Haven on the Lake since its inception in FY 2014, the estimate for FY 2017 and the projected budget for FY 2018.

Dollars in '000s

	Actual			Total	2nd Q	Estimated	Projected
	FY 2014	FY 2015	FY 2016	through FY 2016	Estimate FY 2017	through FY 2017	Budget FY 2018
<b>Income</b>							
Memberships		\$105	\$455	\$560	\$596	\$1,156	\$622
Fees		36	152	188	180	368	290
Package Plan Allocation		232	545	777	616	1,393	628
All Other Income		8	70	78	90	168	108
<b>Total Income</b>	<b>\$0</b>	<b>\$381</b>	<b>\$1,222</b>	<b>\$1,603</b>	<b>\$1,482</b>	<b>\$3,085</b>	<b>\$1,648</b>
<b>Incremental Operating Expenses</b>							
Personnel Costs	5	575	945	1,525	1,060	2,585	1,117
Operating Supplies/Expenses	40	318	168	526	158	684	163
Insurance		8	9	17	20	37	22
Fees	93	172	66	331	16	347	1
Rent, Taxes and Utilities	13	532	847	1,392	983	2,375	1,012
Repairs & Maintenance	42	151	150	343	152	495	157
Depreciation and Interest		101	259	360	295	655	324
<b>Total - Incremental Operating Expenses</b>	<b>\$193</b>	<b>\$1,857</b>	<b>\$2,444</b>	<b>\$4,494</b>	<b>\$2,684</b>	<b>\$7,178</b>	<b>\$2,796</b>
<b>Incremental Increase/(Decrease) in Net Assets</b>	<b>(\$193)</b>	<b>(\$1,476)</b>	<b>(\$1,222)</b>	<b>(\$2,891)</b>	<b>(\$1,202)</b>	<b>(\$4,093)</b>	<b>(\$1,148)</b>

The projections for fiscal years 2019 and 2020 will be updated in advance of that two-year budget process.

***What percentage of the CA budget is dedicated to help support Haven on the Lake?***

CA's goal remains to get Haven on the Lake to be self-supporting, not requiring any support from CA. This is a substantial challenge given the commitment of nearly \$1 million per year in rent, which none of CA's other facilities have.

As projected for FY 2017, Haven on the Lake revenue is 2.1 percent of CA's total projected revenue, and its expenses are 4.2 percent of CA's total projected expenses. Haven on the Lake's expenses, net of the revenue it earns, are approximately 1.74 percent of CA's total FY 2017 projected revenue of \$69 million. For some context, net expenses for the aquatics program are approximately 3.2 percent of CA's total FY 2017 projected revenue.

**Manager's Report**

**Submitted by Sandy Cederbaum on December 9 for the December 13th Oakland Mills Board Meeting**

**Draft Testimony:** County Execs budget hearing, Wed. Dec. 14<sup>th</sup>. Draft attached.

**Pending and Resolved Issues**

**6141 Commitment – MIHU status**

**Renew, Rehab** – Plans underway. Aging in Your Home – Jan. 7<sup>th</sup> presentation at the Other Barn. Phil and Lynn Engelke have been firming up the speakers

**AC Guidelines:** Review underway- Draft for Board will be ready by Dec. 23

**Spreadsheet of Board Issues** attached

**Daily Issues that Manager is working on:**

**Employee Handbook** – Draft sent to board

**Blandair Park** – I followed up and looked over the HC Rec and Park website for listings of Events taking place at Blandair and other parks. Events are not listed and I'm following up w/Rec and Park admin to find out if this is possible so that the community, if interested, can attend the events.

**Bookkeeping, payroll, daily facility and HR issues.**

2<sup>nd</sup> Quarter Financial Report

**Facility Related:**

Electrical review of elevator and dumbwaiter and electrical wiring in The Other Barn

Dumbwaiter – repair needed

THNC – I purchased and installed a new refrigerator

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

**December 9, 2016**

TO: Jane Dembner, CA Director of Community Planning  
FROM: Sandy Cederbaum, Village Manager, Oakland Mills Community Association  
SUBJ: FY17 2<sup>nd</sup> Quarter Financials

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**Revenues:**

- 1 **Lease & Rental:** Revenue increase attributed to more exposure by changing advertising source
- 2 **Special Events:** Will balance out over the year. Divided budget equally into the four quarters, however, some quarters will have more events and more special event income

**Expenses:**

- 10 **Janitorial Wages:** greater number of rentals requires extra expenses
- 11 **Contract Labor:** expect to incur expenses in 3<sup>rd</sup> quarter
- 15 **Fees:** expect to balance out over the fiscal year
- 17 **Business Expenses:** greater than anticipated should balance out over the year
- 18 **Insurance:** We received a refund for Workers Comp Premium in 3<sup>rd</sup> quarter which will lower insurance line. Increase is due to TULIP insurance expenses
- 19 **Advertising:** advertising expenses in the 2<sup>nd</sup> and 4<sup>th</sup> quarters
- 21 **Other Printing:** expect to incur more expenses in the 3<sup>rd</sup> and 4<sup>th</sup> quarters
- 22 **Donations:** reimbursements will be made in the 3<sup>rd</sup> quarter
- 27 **Furniture & Fixtures:** Tables purchased in 3<sup>rd</sup> Quarter

Input cells

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 2  
 Date Prepared: 5-Dec-17

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - October 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Assessment Share	97,517	195,034	195,033	1	195,888
A. CA Base Assessment	90,993	181,986	181,987	(1)	176,722
B. CA Medical Reimbursement	6,206	12,412	12,412	0	17,984
C. Other CA Reimbursement	318	636	634	2	1,182
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	46,020	131,518	87,500	44,018	113,171
A. Room Rentals	43,296	126,586	73,500	53,086	102,441
B. Leases	1,974	3,267	12,000	(8,733)	7,920
C. Retained Deposits	750	1,665	2,000	(335)	2,810
3 Tuition & Enrollment	0	0	0	0	0
A. Classes		0	0	0	
B. Camps		0	0	0	
C. Other		0	0	0	
4 Interest	2	5	50	(45)	6
5 Special Events	3,847	6,435	10,000	(3,565)	9,521
6 Fees	32	118	160	(42)	184
A. Copier	10	24	15	9	22
B. Late Fees		0	0	0	
C. Postage		0	0	0	
D. Notary	16	38	100	(62)	70
E. Other	6	56	45	11	92
7 Miscellaneous	401	1,267	826	441	1,037
A. Sales	400	1,265	815	450	1,029
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		0	0	0	
D. Other	1	2	11	(9)	8
8 Gain/loss on Disposal of Asset		0	180	(180)	300
<b>Total Income</b>	<b>147,819</b>	<b>334,377</b>	<b>293,749</b>	<b>40,628</b>	<b>320,107</b>

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 2

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - October 31

<u>EXPENSES</u>	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>
9 Staff Salaries	63,292	142,365	150,000	(7,635)	150,732
10 Janitorial Wages	1,562	3,063	1,850	1,213	2,124
11 Contract Labor		0	13,000	(13,000)	85
12 Payroll Benefits	14,793	24,799	25,150	(351)	31,174
13 Payroll Taxes	5,025	10,995	11,000	(5)	11,560
14 Janitorial Expense	11,681	23,955	21,000	2,955	20,883
A. Cleaning Service	6,529	12,564	11,745	819	12,289
B. Setup & Breakdown	4,211	8,939	7,125	1,814	6,194
C. Floors, Carpets and Windows		0	0	0	
D. Supplies	941	2,452	2,130	322	2,400
15 Fees	8,185	9,580	8,200	1,380	8,561
A. Accounting		0	0	0	
B. Legal		0	1,150	(1,150)	4,125
C. Performance		0	0	0	
D. Audit	7,225	7,225	1,500	5,725	
E. Web		0	1,300	(1,300)	1,366
F. Other	960	2,355	4,250	(1,895)	3,070
16 Operating Expenses	1,962	3,426	3,000	426	3,161
A. Office Supplies	0	0	0	0	
B. Program Supplies	1,346	2,269	1,250	1,019	1,511
C. Cost of Goods Sold	148	248	120	128	80
D. Postage	155	415	1,300	(885)	1,144
E. Staff Development	100	281	250	31	211
F. Catering/Food Service		0	0	0	215
G. Other	213	213	80	133	
17 Business Expenses	1,894	2,993	1,076	1,917	835
A. Mileage	316	673	376	297	370
B. Food (Business Meals)	784	1,471	700	771	459
C. Other	794	849	0	849	6
18 Insurance	5,019	8,697	6,020	2,677	7,576
19 Advertising	3,758	9,243	2,600	6,643	715
20 Newsletter	5,591	6,876	9,000	(2,124)	8,850
21 Other Printing	31	497	4,250	(3,753)	2,818
22 Donations/Contributions	100	200	2,000	(1,800)	300
23 Special Events	6,081	8,342	9,000	(658)	5,174
24 Taxes	592	592	190	402	
25 Utilities	11,026	20,976	17,530	3,446	15,322
A. Gas & Electric	9,458	17,739	13,780	3,959	11,626
B. Water & Sewer	240	903	1,200	(297)	1,111
C. Telephone	1,328	2,334	2,550	(216)	2,585
26 Repairs & Maintenance	7,046	8,972	8,126	846	7,948
A. Building	5,962	6,666	6,150	516	5,989
B. Equipment	1,084	2,306	1,976	330	1,959
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	0	275	1,000	(725)	457
28 Total Expenses Before Depreciation	147,638	285,846	293,992	(8,146)	278,275
29 Depreciation	1,228	2,456	1,500	956	2,316
30 Total Expenses	148,866	288,302	295,492	(7,190)	280,591
Increase/(Decrease) in Unrestricted Net Assets	(1,047)	46,075	(1,743)	47,818	39,516

Village: Oakland Mills Community Association  
Fiscal Year: 2017  
Quarter: 2  
Date Prepared: 5-Dec-17

**SUMMARY STATEMENTS OF ACTIVITIES**  
**May 1 - October 31**

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<b>REVENUES</b>						
1 CA Assessment Share	97,517	195,034	195,033	1		195,888
2 Lease & Rental	46,020	131,518	87,500	44,018	Requires Comment	113,171
3 Tuition & Enrollment	0	0	0	0		0
4 Interest	2	5	50	(45)		6
5 Special Events	3,847	6,435	10,000	(3,565)	Requires Comment	9,521
6 Fees	32	118	160	(42)		184
7 Miscellaneous	401	1,267	826	441		1,037
8 Gain/loss on Disposal of Asset	0	0	180	(180)		300
Total Revenue	<u>147,819</u>	<u>334,377</u>	<u>293,749</u>	<u>40,628</u>		<u>320,107</u>
<b>EXPENSES</b>						
9 Staff Salaries	63,292	142,365	150,000	(7,635)		150,732
10 Janitorial Wages	1,562	3,063	1,850	1,213	Requires Comment	2,124
11 Contract Labor	0	0	13,000	(13,000)	Requires Comment	85
12 Payroll Benefits	14,793	24,799	25,150	(351)		31,174
13 Payroll Taxes	5,025	10,995	11,000	(5)		11,560
14 Janitorial Expense	11,681	23,955	21,000	2,955		20,883
15 Fees	8,185	9,580	8,200	1,380		8,561
16 Operating Expenses	1,962	3,426	3,000	426		3,161
17 Business Expenses	1,894	2,993	1,076	1,917	Requires Comment	835
18 Insurance	5,019	8,697	6,020	2,677	Requires Comment	7,576
19 Advertising	3,758	9,243	2,600	6,643	Requires Comment	715
20 Newsletter	5,591	6,876	9,000	(2,124)		8,850
21 Other Printing	31	497	4,250	(3,753)	Requires Comment	2,818
22 Donations/Contributions	100	200	2,000	(1,800)	Requires Comment	300
23 Special Events	6,081	8,342	9,000	(658)		5,174
24 Taxes	592	592	190	402		0
25 Utilities	11,026	20,976	17,530	3,446		15,322
26 Repairs & Maintenance	7,046	8,972	8,126	846		7,948
27 Furniture & Fixtures	0	275	1,000	(725)	Requires Comment	457
28 Total Expenses Before Depreciation	<u>147,638</u>	<u>285,846</u>	<u>293,992</u>	<u>(8,146)</u>		<u>278,275</u>
29 Depreciation	<u>1,228</u>	<u>2,456</u>	<u>1,500</u>	<u>956</u>	Requires Comment	<u>2,316</u>
30 Total Expenses	<u>148,866</u>	<u>288,302</u>	<u>295,492</u>	<u>(7,190)</u>		<u>280,591</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(1,047)</u>	<u>46,075</u>	<u>(1,743)</u>	<u>47,818</u>		<u>39,516</u>

Input cells

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 2  
 Date Prepared: 5-Dec-17

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - October 31**

	<u>2017</u>	<u>2016</u>	<u>Variance</u>
<b><u>ASSETS</u></b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	131,076	93,145	37,931
Cash (Savings Accounts)	31,125	144,036	(112,911)
Short term investments	20,462	20,451	11
<b>Total Cash and Investments</b>	<b>182,763</b>	<b>257,732</b>	<b>(74,969)</b>
Accounts Receivable	553	500	53
Loan Receivable			0
Prepaid Expenses		540	(540)
Inventory			0
<b>Other Current Assets</b>	<b>553</b>	<b>1,040</b>	<b>(487)</b>
Furniture, Fixtures and Leasehold Improvements	94,025	92,487	1,538
Accumulated Depreciation	(88,020)	(82,970)	(5,050)
<b>Net Furniture and Fixtures</b>	<b>6,005</b>	<b>9,517</b>	<b>(3,512)</b>
<b>TOTAL ASSETS</b>	<b>189,321</b>	<b>268,289</b>	<b>(78,968)</b>
<b><u>LIABILITIES AND NET ASSETS</u></b>			
Accounts Payable	0	0	0
Amount Payable to Contingency Fund			0
Security Deposits	21,025	17,775	3,250
Sales Tax			0
Deferred Revenue - CA		97,944	(97,944)
Deferred Revenue - Other	2,163	6,200	(4,037)
Accrued Liabilities - Payroll	25,572	31,501	(5,929)
Accrued Liabilities - Other	360	80	280
Long Term Debt Due Within 1 Year			0
<b>Subtotal - Short Term Liabilities</b>	<b>49,120</b>	<b>153,500</b>	<b>(104,380)</b>
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year	94,126	75,273	18,853
Increase/(Decrease) in Unrestricted Net Assets for Year	46,075	39,516	6,559
<b>Net Assets - Year-to-Date</b>	<b>140,201</b>	<b>114,789</b>	<b>25,412</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>189,321</b>	<b>268,289</b>	<b>(78,968)</b>

Safety and Security Committee  
December 13, 2016

This has been a quiet month. We may be hosting another street meeting concerning neighborhood issues in Stevens Forest.

Our next committee meeting will be on Jan. 17th at The Other Barn at 7 pm.

If you have any concerns or ideas to improve our community's safety and security email us at: [safety.omvc@gmail.com](mailto:safety.omvc@gmail.com).

Date Reported	Time	Location	Incident	Weapon Used	Injury	Arrest Made	Notes
REPORT	BEGINS	11/28/16					
11/28/2016	Overnight	5800 block Stevens Forest Road	Stolen Car	No	No		1996 Gray Acura TL2.5 VA VRR7032
12/01/2016	5:59 PM	5800 block Thunder Hill Road	Street Robbery	Yes	No	√	Pizza delivery driver reported a suspect approached him, threatened him with a handgun, assaulted him, stole the food he was delivering, and fled.
REPORT	ENDS	12/12/16					

## **GOOD NEIGHBORS • GOOD NEIGHBORHOODS**

### **Oakland Mills Neighborhood Enhancement Advisory Committee**

**Report for November 2016** (Submitted 13 December 2016)

#### **COMMITTEE MEETING: 29 November 2016**

**ATTENDEES:** Sandy Cederbaum, Jervis Dorton, Lynn Engelke, Phil Engelke, Anne Fairbairn, Pat Gilreath, Judy Gottsagen, Claudia Hollywood, Ginny Thomas, and Kay Wisniewski

#### **OUTREACH TO OAKLAND MILLS COMMUNITIES**

- Representatives of FIRN and the CA International Multicultural Programs attended the NEAC meeting to discuss opportunities for strengthening the inclusiveness of our diverse community and participation in community activities and decision-making. Our guest speakers (Bob Anantua, The Build Haiti Foundation; Roslyn Linder, Outreach and Volunteer Coordinator, FIRN; Sylvia Maldonado, Community Outreach Coordinator, FIRN; and Laura Smit, Program Manager, International Exchange & Multicultural Programs, Columbia Association) were extremely informative and enthusiastic about finding ways we can work together. Among the resources they brought to our attention are several fliers and pamphlets we can share with our residents.

#### **ARCHITECTURE GUIDELINES SUBCOMMITTEE**

- The NEAC Architectural Guidelines subcommittee (Co-Chair Claudia Hollywood), Board members (Co-Chair Judy Gottsagen and Lynn Engelke), Architecture Committee Chair Kay Wisniewski, and OMCA staff (Sandy Cederbaum, Bob Bellamy and Carrie Wenholz) met for the final time on December 6, 2016. This meeting was preceded by four meetings (August 31, October 17, October 24, and November 15, 2016) held to coordinate and combine the joint input of the three groups involved in the review/revision process (the NEAC subcommittee, RAC and OMCA staff), which they represent. Revisions to the architectural guidelines will be finalized in early 2017 after a public hearing, Board vote, and consultation with CA attorneys.

#### **PROPERTY EVALUATION SURVEY**

- Because of our guest speakers, this discussion was postponed to a future meeting.

#### **UNIVERSAL DESIGN STRATEGIES FOR AGING IN PLACE WORKSHOP**

Workshop planning is continuing on schedule, including:

- Met with Oakland Mills Village Staff to review budget, task list, A/V needs, etc.
- Confirmed six speakers for the workshop and recruited one case study (pending).
- Sent out a Save the Date notice and scheduled an Evite notice, with accompanying schedule for the event (attached).

#### **UPCOMING EVENTS**

- January 2017 NEAC meeting, TBD
- January 7, 2017: *RENEW. REHAB. REPLACE. Universal Design Strategies for Aging in Place*
- April 8, 2017: *RENEW. REHAB. REPLACE. Sustainable Landscaping: Rethinking Columbia's Lawns and Gardens*



# *Save The Date!*

**RENEW.REHAB.REPLACE.**

**Universal Design: Strategies for Aging in Place**

**WHAT:** Workshop #2 in a series for new and long-time homeowners

**WHEN:** Saturday January 7, 2017 9:30am-12:30pm

**WHERE:** The Other Barn, Oakland Mills Village Center

**WHY:**

As Columbia nears its 50<sup>th</sup> birthday, what are the ways we can honor and build on our city's past by keeping our communities attractive, livable and responsive to changes in how families live today? How can we live comfortably and productively in our existing homes through our seventies and beyond? Both new and long-time homeowners will be inspired by this 3-hour workshop on possibilities for redesigning our homes and communities for aging in place.

Sponsored by the Oakland Mills Community Association Board of Directors and the Oakland Mills Neighborhood Enhancement Advisory Committee.

Free and open to the public. RSVP to: [manager@oaklandmills.org](mailto:manager@oaklandmills.org)

# Renew. Rehab. Replace.

## UNIVERSAL DESIGN: STRATEGIES FOR AGING IN PLACE

Saturday January 7, 2017

9:30am-12:30pm

As Columbia nears its 50<sup>th</sup> birthday, what are the ways we can honor and build on our city's past by keeping our communities attractive, livable and responsive to changes in how families live today? This is the second of a series of workshops on issues involved in housing rejuvenation.

### SCHEDULE

#### Part 1 – 9:30-10:00am

##### LIGHT BREAKFAST

##### INTRODUCTION

- *Phil Engelke, Chair, Howard County Planning Board*

##### WELCOME AND OVERVIEW

- *Calvin Ball, Chairperson, Howard County Council, District 2*

#### Part 2 – 10:00-11:00am

##### HOME REDESIGN: A CASE STUDY

- *Karen Pitsley, AIA, CAPS  
President, Transforming Architecture*

#### Part 3 – 11:00-12:00 noon

##### COMMUNITY AND GOVERNMENT RESOURCES

- *Kelly Cimino, Director  
Howard County Department of Housing and Community Development*
- *Ofelia Ross, Manager  
Home and Community Based Services Division  
Howard County Office of Independence and Aging*
- *Mary McGraw, Programs/Marketing Director  
The Village in Howard*

#### Part 4 – 12:00-12:30pm

- **SUMMATION, PREVIEW OF FUTURE WORKSHOPS, AND WRAP UP**