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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

**April 25, 2017**

### **OMCA Regular BoD Meeting**

**Ms. McCormack** called the regular meeting of the OMCA Board of Directors to order at 7:04 pm.

**Present:** Ginny Thomas, Co-Chair; Bill McCormack, Co-Chair; Jonathan Edelson, Vice Chair; Kay Wisniewski, AC Chair; Lynn Engelke; Paul Verchinski; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator

**Absent:** Judy Gottsagen

**Also Present:** See resident list.

- **Mr. McCormack** read a thank you letter and displayed a plant that was received by the OMCA Board from the Stevens Forest ES PTA.

### **Opening of Meeting**

- **Ms. Wisniewski** motioned to accept the April 25, 2017 agenda (ATTACHMENT "A"). **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Ms. Wisniewski** motioned to accept the April 18, 2017 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Edelson** seconded and the motion passed (5-0-1).

### **New Business**

#### **Follow up Discussion about Marsha McLaughlin's Presentation at the April 18, 2017 Board Meeting**

- **Ms. Engelke** gave a brief synopsis regarding her reasoning for asking for this discussion. She stated she felt the white paper that was provided by Marsha McLaughlin at the April 18, 2017 OMCA Board meeting lacked information. She also indicated that the email that included the white paper to be presented was sent on April 15, 2017, which left the OMCA Board only a few days to read through. **Ms. Engelke** asked for clarification regarding when the OMCA Board Co-Chairs received the white paper. She also asked for clarification regarding Ms. McLaughlin's scope of work that had been pre-determined by the OMCA Board. **Ms. Engelke** distributed two documents with her concerns regarding this issue (ATTACHMENT "C" and "D"). **Ms. Engelke** stated she had reviewed past OMCA Board meeting minutes and found no record of where the full OMCA Board had been given the information referenced in the two attachments. She stated in the interest of transparency and providing a full record to the full OMCA Board and the residents in fulfillment of the contract in what looks like to be approximately \$6000 of the \$8000 that we agreed to spend; what else can we expect, what have we not seen, what are the reports, what are the suggestions that have been made and have any agreements been made that the OMCA Board is not aware of. For example, the members of the OMCA Board were

surprised at the April 18, 2017 OMCA Board meeting when Ms. McLaughlin was scheduled to present her presentation to the other 9 village Board chairs on April 24<sup>th</sup> while the full OMCA Board themselves had not had time to digest all that was in the white paper. **Ms. Engelke** requested that there be a record of what took place to hand over to the new OMCA Board.

- **Ms. Thomas** responded that the date of January 10, 2017 was when Ms. McLaughlin began the scope of work that she had been given by the OMCA Board, but the final product was not distributed until a couple of days before it was presented to the full OMCA Board. Once Ms. McLaughlin had been given the scope of work, a choice was made to let her proceed on her own after some feedback from Howard County. **Ms. Thomas** stated that this was similar to each committee chair proceeding independently on their particular issues. Ms. McLaughlin worked with Howard County on behalf of Oakland Mills. She was looking into how the process could be sped up in the situation where an investor was found to be interested in Oakland Mills. **Ms. Thomas** stated that the OMCA Board did limit Ms. McLaughlin's scope of work specifically to CB-29.
- **Ms. Engelke** stated she is only questioning why between September and April all of this went on without the full OMCA Board being made aware what was happening. She stated that each committee chair presents a report each month on the issues that they are working on. Since there has not been a monthly report, Ms. Engelke is requesting the OMCA Board Co-Chairs to go back and fill in the blanks so the full OMCA Board has that information to pass on to the next OMCA Board. She stated the whole OMCA Board signs a fiduciary responsibility statement and it is their responsibility to know how money is being spent.
- **Mr. Edelson** stated that anything the contractors do should belong to OMCA.
- **Mr. McCormack** stated that the first time he saw the draft of the white paper was the last two weeks. He stated the invoices that were given by Ms. McLaughlin were from meetings with people as she went about collecting information.
- **Ms. Engelke** stated that the scope of work that was detailed by the OMCA Board initially does not match up with the invoices that were presented by Ms. McLaughlin. **Ms. Engelke** asked for further details to be provided regarding what occurred during the time frame mentioned.

## Old Business

- **Mr. Verchinski** stated he would like a vote on the March 22, 2016 report that was submitted from NEAC relating to the Property Standards Evaluation. At the March 2016 meeting, the OMCA Board indicated they would revisit the issue later in the year. **Mr. Verchinski** is putting on record that he would like the property standards evaluation be done as recommended by the NEAC on March 22, 2016. He stated there has been more than enough time. **Mr. McCormack** asked if **Mr. Verchinski** was making a motion. **Mr. Verchinski** responded yes and **Mr. McCormack** seconded the motion.
- **Ms. Wisniewski** stated she was ready to go ahead with the property standards evaluation, but Oakland Mills will now have to hire and train a new Covenant Advisor for Property Violations as well as she was with the understanding that funding for this position was not included in second year of CA's 2 year budget. **Mr. Verchinski** responded that it is his understanding that the CA takes requests outside of the budget. He also stated that the Property Standards Evaluator is hired as an independent contractor. This evaluator does a village wide evaluation initially and then each year following does an evaluation of each neighborhood. He stated that having to hire a new Covenant Advisor does not have any impact.
- **Ms. Wisniewski** stated that ultimately it falls back on the Covenant Advisor.
- **Ms. Engelke** stated that the NEAC came up with a plan that was submitted in March 2016. This plan was tabled. She stated that the idea of the evaluation was to get some sort of picture as to what the problems or complaints are in Oakland Mills and come up with a plan as to how to address those problems. She stated that the evaluation does not mean that the Covenant Advisor has to go and file complaints on all the people with a problem.
- **Mr. Edelson** stated that perhaps **Mr. Verchinski** and **Ms. Engelke** were not talking about the same

thing.

- **Mr. Verchinski** stated that Oakland Mills needs a comprehensive review of all of the residents in Oakland Mills. The NEAC had provided a vetted set of recommendations.
- **Mr. Edelson** questioned the timing of this motion and asked why the board was not informed of the Old Business Agenda item prior to tonight's meeting
- **Mr. Verchinski** said he did not have to provide advance notice to the board about the Old Business item.
- **Mr. Edelson** stated he is interested in hearing what the current NEAC was going to recommend and would like clarification as to what the property standards evaluation would consist of as it seems there is a mixed review of what the process will be.
- **Ms. Engelke** stated that after the OMCA Board tabled the March 2016 recommendations that were put forth, the NEAC was set to come up with ways to follow through with handling one issue at a time. She stated that this changed when the CA budget information became available. She stated that it seemed residents were unhappy with widespread covenant letters. She stated it was more about becoming aware of the covenant problems.
- **Mr. Verchinski** stated he disagrees; it is about making sure residents are doing the minimum to follow the covenants.
- **Mr. McCormack** gave clarification as to how the Property Standards Evaluation was done in the past.
- Resident Heidi Knott indicated that she felt the postcards that were sent out the last time seemed to be a bit aggressive and she is not sure what the intent will be this time.
- **Ms. Engelke** responded that the hope is to have confidence and trust in your neighbors. **Mr. Verchinski** stated it would be up to the OMCA Board to ensure the covenant violations were followed up on. **Ms. Cederbaum** stated that when it was done in 2004, the covenant process was followed up on.
- **Ms. Engelke** stated that she is comfortable committing the NEAC to expand on what to be more specific on as to what the survey will be.
- **Ms. Wisniewski** stated that she objected to voting on as controversial a matter as a PSE when it wasn't listed on the agenda so residents who felt strongly pro or con could give their input.
- **Ms. Warren** reread the motion that was put forth. **Mr. Verchinski** motioned that on March 22, 2016 a report was given to the OMCA Board from the NEAC relating to a Property Standards Evaluations be done. **Mr. Verchinski** would like to have a Property Standards Evaluation done as recommended by NEAC on March 22, 2016. A vote was taken and was a tie vote which means the vote did not pass (3-3-0). A request was made for it to be put on the agenda for an upcoming OMCA Board meeting.

## Manager's Report

- **Ms. Cederbaum** distributed her report (ATTACHMENT "E").
- **Ms. Cederbaum** also distributed the FY18 Budget to be voted on by the OMCA Board (ATTACHMENT "F").
- **Mr. Edelson** motioned to approve the FY18 Budget as submitted. **Ms. Wisniewski** seconded and the motion passed (6-0-0).

## Committee Reports

### AC Report

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

## Education

- **Mr. Edelson** delivered his testimony to the County Council on Monday, 4/24, regarding requested funding for the renovations of Talbott Springs ES and Oakland Mill MS.

## NEAC

- **Ms. Engelke** distributed her report (ATTACHMENT "H").

## Board Bulletin Board

- **Mr. Edelson** thanked everyone for their work on the OMCA Board.
- **Ms. Engelke** also thanked everyone for their work on the Board.
- **Ms. Warren** gave updates as to the events that will be taking place at The Other Barn on Election Day this Saturday.
- **Ms. Thomas** thanked the OMCA Board and the OMCA staff.
- **Mr. McCormack** thanked the OMCA Board and the OMCA staff.

The regular OMCA Board meeting was adjourned at 8:27 p.m.

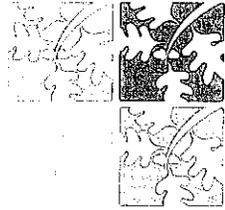
Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

## **Action Items from April 25, 2017 OMCA Board Meeting**

### **Board and Staff Action Items:**

**Board Action: Put PSE on the agenda for a Board Meeting in FY17/18 Board Year**

**Staff Action:**



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

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045  
**Board Members:** Virginia Thomas, Co-Chair; Bill McCormack, Co-Chair,  
Jonathan Edelson, Vice Chair; Kay Wisniewski, Architecture Chair  
Lynn-Steven Engelke, Judy Gottsagen, Paul Verchinski

6:00 p.m. Volunteer of the Year Reception to honor Gerry Witte and Phil Engelke.  
(Sandwiches and desserts, all invited!)

\*revised, see New Business

**April 25, 2017  
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 April 18, 2017 meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**  
\* Follow-up discussion about Marsha McLaughlin's presentation at the April 18, 2017 Board meeting.
- 7:30 p.m. Old Business**
- 8:00 p.m. Board Co-Chair Remarks, Virginia Thomas and William R. McCormack**
- 8:10 p.m. Manager's Report, Sandy Cederbaum**  
FY18 Budget – Discussion and Vote
- 8:30 p.m. Architecture, Kay Wisniewski**  
**Arts Advisory, Paul Verchinski**  
**Education Committee, Jonathan Edelson and John DiTomasso**  
**Housing Committee, Bill McCormack**  
**Neighborhood Enhancement Advisory Committee, Lynn Engelke**  
**Safety & Security Committee, Judy Gottsagen and Steve Gottsagen**
- 8:45 p.m. Board Bulletin Board**
- 9:00 p.m. Adjourn**

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

April 21, 10 a.m., Lively Arts For Little Ones Presents "Silly Goose and Val"

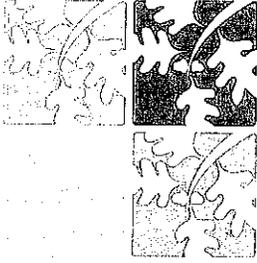
**April 25, 6:00 – 7:00 p.m., Oakland Mills Volunteer of the Year Reception honoring Oakland Mills residents Gerry Witte and Phil Engelke**

**April 25, 7:00 p.m., Oakland Mills Board Meeting**

**April 29, 8:30 a.m. – 5:00 p.m., OM Election Day voting hours**

**April 29, 9:00 a.m., Oakland Mills Plant Sale**

DRAFT



# Oakland Mills Community Association Village Board Meeting Minutes

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**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

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April 18, 2017

## OMCA Regular BoD Meeting

**Ms. Thomas** called the regular meeting of the OMCA Board of Directors to order at 7:10 pm.

**Present:** Ginny Thomas, Co-Chair; Bill McCormack, Co-Chair (arrived at 7:15pm); Jonathan Edelson, Vice Chair; Kay Wisniewski, AC Chair; Lynn Engelke; Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator

**Absent:** Judy Gottsagen; Paul Verchinski

**Also Present:** Marsha McLaughlin, See resident list.

## Opening of Meeting

- **Ms. Wisniewski** motioned to accept the April 18, 2017 agenda (ATTACHMENT "A"). **Mr. Edelson** seconded and the motion passed (4-0-0).
- **Mr. Edelson** motioned to accept the March 28, 2017 OMCA Board meeting minutes (ATTACHMENT "B"). **Ms. Wisniewski** seconded and the motion passed (4-0-0).

## New Business

### Discussion of Council Bill 29-2009

- Marsha McLaughlin, former Director of the Howard County Department of Planning and Zoning, was present to discuss CB-29-2009, its implications and where to proceed from here (ATTACHMENT "C" and ATTACHMENT "D").
- Ms. McLaughlin gave background information regarding CB-29. Ms. McLaughlin gave a summary of important points in her draft of the "Zoning Changes to Promote Columbia Village Center Redevelopment." She discussed the "Major Village Center Redevelopment Process" and indicated the entire process could take a total of 5 years.
- **Mr. Edelson** asked if a property in the Oakland Mills Village Center that was not owned by Cedar Properties wanted to tear down and change, would it trigger the whole process or is there something in between. Ms. McLaughlin responded in that situation there is a fair amount of flexibility. However, an individual parcel may have restrictions of its own. She added that when developers want to put up residential, the requirements change. A discussion regarding what the individual situations would entail took place.
- **Ms. Engelke** asked for clarification regarding what is necessary for the redevelopment of a village center. **Ms. McLaughlin** gave the example of the development in Wilde Lake. New residential was involved and therefore required a more detailed and lengthy process.

- **Ms. Engelke** asked that when the plan was put together, what was the need for the long plan. Ms. McLaughlin responded that when the development plan was put into place, only Oakland Mills had a Village Center Community Plan so the plan was necessary.
- **Mr. Engelke** asked if the process was in place before downtown. Ms. McLaughlin responded that the plan for Wilde Lake Village Center was put in place before the plan for development of Downtown.
- Ms. McLaughlin stated that Howard County has hired a consultant to review all current County zoning regulations and how they could be streamlined. The report should be available in about a year. She stated that four of the five County Council members are at the end of their term limits and stated it would be best that the reviewing of the zoning regulations took place before their terms are complete to ensure a thorough knowledge of what was involved.
- Resident Jervis Dorton stated he hopes that the New Town Zoning is reviewed before the consultant finishes the study. He asked Ms. McLaughlin if she thinks the consultants will be making recommendations for the Oakland Ridge Business Park should be. Ms. McLaughlin stated that she did not think the consultants get to that level of detail.
- A brief discussion regarding the questions of who does design control and who does covenant control took place.
- Ms. McLaughlin suggested writing a letter to Val Lazdins, Director, Howard County Department of Planning and Zoning, regarding the “unwinding” of the covenants.
- A question was asked regarding what the next steps should be.

### **Board Co-Chair Remarks**

- **Ms. Thomas** stated she and **Mr. McCormack** had asked Ms. McLaughlin to give a presentation at an April 24, 2017 meeting with all of the Village Board Chairs. She stated that it is important to share this information with other village board Chairs and who could then pass on the information to their boards.
- **Mr. Edelson** questioned if OMCA was paying for Ms. McLaughlin to give the presentation to the other village board chairs on April 24<sup>th</sup>. **Ms. Thomas** stated yes.
- **Mr. Edelson and Ms. Engelke** asked why all of the OMCA Board members were not included in the meeting and questioned the timing of the meeting. They also questioned the issue of OMCA paying Ms. McLaughlin for the presentation. They recommended because of the lack of information that has been provided regarding the meeting and the importance of the issue, the April 24<sup>th</sup> presentation by Ms. McLaughlin to the Village Board Chairs be canceled and a further discussion be held in May.
- Suggestions were made as to how to proceed.
- **Mr. McCormack** summarized the discussion stating that the April 24<sup>th</sup> presentation from Ms. McLaughlin will be canceled and the issue would be discussed at a later date. Decisions would be made in May as to how to proceed when the newly elected village boards take office.
- The OMCA Board all agreed on the cancellation of the presentation by Ms. McLaughlin at the April 24<sup>th</sup> meeting of the Village Board Chairs.

### **Manager’s Report**

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

### **Ms. Wisniewski called the Architecture Committee to order at 8:38pm**

- **Ms. Wisniewski** requested to send a 15 day notice to 5134 Thunder Hill Road and then if no response refer them to CA. The request was accepted (5-0-0).
- **Ms. Wisniewski** requested to send a 15 day notice to 5452 Hound Hill Court and then if no response refer them to CA. The request was accepted (5-0-0).
- **Ms. Wisniewski** requested to send a 15 day notice to 9565 Fallen Stone and then if no response refer

them to CA. The request was accepted (5-0-0).

**Ms. Wisniewski** adjourned the Architecture meeting at 8:42pm.

#### **Arts**

- **Mr. Verchinski's** report was distributed (ATTACHMENT "F").

#### **Education**

- **Mr. Edelson** distributed his report from the March 28, 2017 OMCA Education committee meeting (ATTACHMENT "G") and elaborated on some of the particular areas of interest.
- **Mr. Edelson** indicated that several residents have applied to be on the HCPSS redistricting committee.
- **Mr. DiTomasso** thanked Mr. Edelson for his work as Co-Chair, indicating he will be stepping down as Co-Chair. **Mr. Edelson** thanked Mr. DiTomasso for his knowledge and expertise.

#### **NEAC**

- **Ms. Engelke** gave an overview of the workshop that was held at The Other Barn on April 8, 2017. She thanked **Ms. Cederbaum** and **Ms. Warren** for their work on the event.
- **Ms. Engelke** stated that there was strong support for a workshop just about trees.

#### **Safety and Security**

- **Ms. Gottsagen** report was distributed (ATTACHMENT "H").

#### **Board Bulletin Board**

- **Ms. Cederbaum** reminded everyone about the Reception that will be held for the 2017 Volunteers of the Year on Tuesday, April 25, 2017 at 6pm.
- **Mr. Edelson** thanked **Ms. Cederbaum** and **Ms. Warren** for the help that was given for the last two education committee meetings.

The regular OMCA Board meeting was adjourned at 9:03pm

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

#### **Action Items from April 18, 2017 OMCA Board Meeting**

##### **Board and Staff Action Items:**

**Board Action:**

**Staff Action:**

**OMCA BOARD MEETING; APRIL 25, 2017**

**NEW BUSINESS: FOLLOWUP TO APRIL 18, 2017 BOARD MEETING  
PRESENTATION BY MARSHA MC LAUGHLIN**

Review of reports, records, and next steps regarding consultant services contracted by the OMCA Board

**TIMELINE TO DATE (APRIL 25, 2017)**

**September 15, 2016** Letter sent to Marsha McLaughlin notifying her of Board approval of her contract and SOW

- **Tasks**
  - Review Village Center Redevelopment Regulations (major and minor) for potential amendments;
  - Attend Bolan Smart Associates' November presentation to understand scope and phasing of redevelopment proposals and community response;
  - Prepare initial draft(s) of potential amendments for review and discussion with the OMCA Board (or committee), as well as DPZ and elected officials;
  - Prepare final draft of amendments.
- **Products**
  - Preliminary and final draft amendments, as needed. If the DPZ or a Council member wishes to assume responsibility for the final draft, and the Board concurs, that's fine.
- **Tentative Schedule**
  - Identification of potential amendments - can start upon approval of proposal, but will depend on scope and community response to Bolan Smarts' November presentation
  - Preliminary draft to Board and DPZ for review and discussion - early December
  - Second draft - mid January
  - Final draft - end of January

**April 15, 2017** White paper sent to OMCA Board for review prior to April 18, 2016 Board meeting

**April 18, 2017** Marsha McLaughlin presents her findings and summarizes the white paper at the Board meeting

Board members raise questions about date on paper, date Co-Chairs first received the paper, and previously unannounced meeting/presentation scheduled for the following Monday (April 24, 2017) with all Columbia Village Board Chairs

OMCA BOARD MEETING; APRIL 25, 2017

NEW BUSINESS, continued: FOLLOWUP TO APRIL 18, 2017 BOARD MEETING PRESENTATION BY MARSHA MC LAUGHLIN

## CLARIFICATIONS NEEDED ON THE AVAILABLE RECORDS

### Confusing and conflicting information about date the white paper was first available for review:

- When asked about the date on the white paper (January 10, 2017), Board Co-Chair stated in April 18, 2017 meeting that Board Co-Chairs received the white paper at the same time it was sent to full Board membership. However, the email sent to Board members by Co-Chairs with attached white paper includes an email thread from the consultant, transmitting the same paper to the Co-Chairs and dated January 10, 2017. **Please clarify/correct the date when Co-Chairs first saw the white paper.**
- Invoice submitted by consultant includes an item dated 12/16/16 for 4.5 hours to "edit white paper, attachments and send to Val Lazdins for response." **Is there a copy of this earlier version and the written response to it, both of which the Board was unaware, that can be entered in to the record at this time?**
- Invoice submitted by consultant includes an item dated 1/17/17 to "incorporate above [results of email communications with County officials held between 12/28/16 and 1/5/17] and forwarded to DPZ for transmittal to consultant reviewing County development regulations (Clarion)." **Are copies of these email communications, the revised white paper, and the documents forwarded to DPZ and their consultant -- about none of which the Board was aware -- that can be entered into the record at this time?**

### Missing information about meetings not included in September 2016 Scope of Work:

- Invoice submitted by consultant includes an item dated 12/20/16 for 1.5 hours to "prepare and meet with Geoff Glazer, Kimco Realty." **Is there a report of the purpose and outcome of this meeting, of which the Board was unaware, that can be entered into the record at this time?**
- Invoice submitted by consultant includes an item dated 1/23/17 for 4.0 hours for a "meeting with Lou Grimmel, followed by a meeting with G. Thomas and B. McCormack." **Is there a report of the purpose and outcome of this meeting, of which the Board was unaware, that can be entered into the record at this time?**
- Invoice submitted by consultant includes an item dated 2/26/17 for 1.5 hours to "draft suggestions for advancing Lou Grimmel's revitalization idea or Oakland Mills." **Is there a copy of these draft suggestions, of which the Board was unaware, that can be entered into the record at this time?**

**Manager's Report**

**Submitted by Sandy Cederbaum on April 21 for the April 25, 2017 Oakland Mills Board Meeting**

**Refer to Task list** for pending board and committee issues.

**Elections** – Voting is from 8:30 – 5 p.m. on Election Day. Candidates and one representative can sit and watch the ballot counting. Election Day activities include the Plant Sale which begins at 9:00 a.m. and SFES Student Art Display which is from 2:30 – 4:30 p.m. Board members are invited to attend a reception for the artists and their families at 2:00 p.m. Many thanks to SFES Art Teacher and Students for participating and to Brigitta Warren for organizing the event.

**Lively Arts for Little Ones:** Last show of the season was this morning. We have had very good attendance and many new young families from all over the County attending. This 45 year old tradition continues to thrive in Oakland Mills. Shows begin next October and run through April (excluding December). Many thanks to Brigitta Warren for organizing the series.

**Anatomy of a Scam:** Workshop to be held on May 17 and focus on scams and how to avoid being a victim to a scam. Presentation by Rebecca Bowman, HD Director, Office of Consumer Affairs and Officer Lingham, HCPD Senior Citizen Liaison.

**Volunteer Reception** – Please try to attend the 6:00 p.m. reception.

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

**Admin Assistant** – Hired Amy Carpenter who will begin on May 1

**Covenant Advisor for Property Concerns** – no one has applied thus far

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

Village: Oakland Mills  
 Fiscal Year: DRAFT FY 2018  
 Date Prepared: April 25, 2017

## BOARD APPROVED OPERATING BUDGET

		Draft Budget	Budget	Yr End Est
		FY 2018	FY2017	FY17
	REVENUES			
1	CA Assessment Share	401605	390067	390,071
	A. CA Base Assessment	374821	363975	363,975
	B. CA Medical Reimbursement	26784	24824	24,824
	C. Other CA Reimbursement	0	1268	1,272
2	Lease & Rental	175000	175000	186,015
	A. Room Rentals	166000	152000	174,585
	B. Leases	6000	24000	7,250
	C. Retained Deposits	3000	4000	4,180
3	Tuition & Enrollment	0	0	0
	A. Classes	0	0	0
	B. Camps	0	0	0
	C. Other	0	0	0
4	Interest	50	100	15
5	Special Events	16000	20000	16,320
6	Fees	290	320	316
	A. Copier	30	30	36
	B. Late Fees	0	0	0
	C. Postage	0	0	0
	D. Notary	200	200	160
	E. Other	60	90	120
7	Miscellaneous	2000	1652	2,200
	A. Sales	1980	1630	2,200
	B. Newsletter Ads	0	0	0
	C. Catering/Food Service	0	22	0
	D. Other	20	0	0
8	Gain/loss on Disposal of Asset	360	360	0
	<b>Total Income</b>	<b>595305</b>	<b>587499</b>	<b>594,937</b>
	Village:	Oakland Mills		
	Fiscal Year:	FY 2018		
BOARD APPROVED OPERATING BUDGET				
		Draft Budget	Budget	Yr End Est
		FY 2018	FY 2017	FY2017

	EXPENSES					
9	Staff Salaries		*	300000	300000	297,620
10	Janitorial Wages		*	4700	3700	4,700
11	Contract Labor			0	26000	7700
12	Payroll Benefits			44000	50300	40,000
13	Payroll Taxes			24000	22000	25,100
14	Janitorial Expense			45150	42000	43,200
	A. Cleaning Service			25000	23490	23,700
	B. Setup & Breakdown		*	15000	14250	15,000
	C. Floors, Carpets and Windows			350	0	0
	D. Supplies			4800	4260	4,500
15	Fees			19500	16400	17,999
	A. Accounting			0	0	0
	B. Legal		*	2000	2300	2,800
	C. Performance			0	0	0
	D. Audit			3000	3000	7225
	E. Web			2000	2600	140
	F. Other			12500	8500	7,834
16	Operating Expenses			7140	6000	7,140
	A. Office Supplies			0	0	0
	B. Program Supplies		*	3400	2500	3,450
	C. Cost of Goods Sold			360	240	430
	D. Postage			2600	2600	2,500
	E. Staff Development			300	500	450
	F. Catering/Food Service			0	0	0
	G. Other			480	160	310
17	Business Expenses			4200	2150	4,430
	A. Mileage			1200	750	1200
	B. Food (Business Meals)		*	2200	1400	2,210
	C. Other			800	0	1020
18	Insurance			12000	12040	10,650
19	Advertising			7000	5200	11,140
20	Newsletter			22560	18000	21,190
21	Other Printing			9500	8500	6,250
22	Donations/Contributions			4500	4000	4,315
23	Special Events			19500	18000	18,410
24	Taxes			420	380	400
25	Utilities			34260	35060	35,230
	A. Gas & Electric			27560	27560	27,900
	B. Water & Sewer			2100	2400	2,070
	C. Telephone		*	4600	5100	5,260
26	Repairs & Maintenance			19000	16250	18,400
	A. Building		*	14000	12300	13,600
	B. Equipment		*	5000	3950	4,800
	C. Rental			0	0	0
	D. Vandalism			0	0	0

	E. Other			0	0	0
27	Furniture & Fixtures			10000	2000	1,580
28	Total Expenses Before Depreciatio			587430	587980	575,454
29	Depreciation		*	3000	3000	3,280
30	Total Expenses			590430	590980	578,734
Increase/(Decrease) in Unrestricted Net Assets				4875	-3481	16,203

## AC Chair Report

April 25, 2017

Covenant Advisor Bob Bellamy is out with a severe respiratory virus; however, when I talked to him last week he had two pieces of good news regarding upkeep of our common and non-residential spaces.

A new property management company has been hired to manage the Verona complex. Bob has already met with them regarding the deplorable state of some of their dumpsters, particularly those in the Stevens Forest Road section. Some are enclosed only by railroad timbers, which are badly decayed. Bob will be following up closely on this, which is also an area identified by our new Public Spaces Committee (headed by Ger Witte and Phil Engelke).

Sandy and Bob also walked the retail spaces with the new site manager for Cedar Realty. Unlike her predecessor, she lives in the metro area and should be much more accessible. She will check into some of the concerns, including the donation boxes for books and clothes in the Village Center parking lot. They have rigged up a temporary fix to the non-functioning lightpost nearest to The Barn, while awaiting installation of a new transformer and underground wiring.

As reported by Lynn Engelke in the NEAC report, the long months of working on the revision to the 2012 Architectural Guidelines are finally at an end, following review by CA legal counsel. Pending a vote by the Board tonight, we will be able to post and implement them.

Respectfully submitted,  
Kay Wisniewski  
AC Chairperson



## **Oakland Mills Neighborhood Enhancement Advisory Committee Report for April 2017 (revised)**

### **COMMITTEE MEETING: 18 April 2017**

**ATTENDEES:** Sandy Cederbaum, Elinda Dennis, Lynn Engelke, Claudia Hollywood, and Kay Wisniewski

### **ARCHITECTURE GUIDELINES SUBCOMMITTEE**

- The draft guidelines finalized by the subcommittee were submitted for Board vote at the February 28, 2017 Board meeting. The Board unanimously approved the guidelines with an effective date of March 28, 2017, pending any substantive changes by CA attorneys conducting a legal review of the document. The CA attorneys returned suggested changes to the subcommittee, primarily involving grammar and word choice. These have been incorporated into a final document and will be submitted to the Board at the April 25 meeting.

### **RENEW.REHAB.REPLACE WORKSHOP**

- The April 18, 2017 workshop (*Rethinking Columbia's Lawns and Gardens*) – which included presentations by Bob Gorman (landscape architect), Mark Storch (landscape architect and design/build contractor), John McCoy (CA Watershed Manager), and Kay Wisniewski (OM AC Chair) – was well attended and very successful. Great interest was expressed in a future workshop focusing on trees, with topics including planting and replanting, pruning, selecting appropriate species, and actions that can be taken now to protect the future of the beautiful Oakland Mills tree canopy. NEAC is exploring possible presenters and appropriate dates available in the fall for this workshop.

### **TASK FORCE PROPOSAL**

- Neither Phil Engelke nor Gerry Witte were able to attend the April 18th meeting to discuss next steps for the new Public Space Task Force. Prior to the meeting, however, Gerry submitted a list of concerns that might be addressed in a targeted, time-limited manner, as well as a suggested "chain of command" and step-by-step strategy and that will allow NEAC members to initiate and oversee a specific project while also engaging the larger community in the effort. NEAC reviewed these plans and enthusiastically endorsed them. Implementation will begin in the next Board year.

**PROPERTY STANDARDS EVALUATION**

- NEAC will work with OMCA staff to include a placeholder for funding the PSE in our submission to CA for the FY19/20 two-year budget cycle. Work on the submission will begin this summer, and CA will vote on it in February 2018. In preparation, NEAC will review proposal documents previously submitted to the Board, rewrite and refocus our earlier proposal for Board support, and consult with other Villages conducting PSEs. Sandy volunteered to invite representatives from Harpers Choice to a future NEAC meeting, with the goal of learning from the experience of a comparable village in order to help us to outline a reasonable timeline and process, to identify desired outcomes, and to review the survey's benefits/return on investment.

**UPCOMING EVENTS**

- May 23, 2017 NEAC meeting (tentative)