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# Oakland Mills Community Association

## Village Board Meeting Minutes

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

**Board Members:** Jonathan Edelson, Chair ~ Kay Wisniewski, Vice Chair,  
Lynn-Steven Engelke, Architectural Committee Chair ~ Phil Anderson  
Judy Gottsagen ~ Bill McCormack Jr. ~ Paul Verchinski  
Virginia Thomas, Columbia Council Representative

**May 23, 2017**

### **OMCA Regular Board Meeting**

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

**Present:** Jonathon Edelson, Chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Phil Anderson, Judy Gottsagen, Bill McCormack Jr., Paul Verchinski, Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

**Absent:** Kay Wisniewski, Vice-chair.

**Also Present:** See resident list.

### **Opening of Meeting**

- **Ms. Gottsagen** motioned to accept the May 9, 2017 OMCA Board meeting minutes (ATTACHMENT “A”). **Ms. Engelke** seconded, and the motion passed (5-0-1).
- **Ms. Engelke** motioned to accept the May 23, 2017 OMCA Board meeting agenda with the amendment to add a Closed Session of the Architecture Committee to discuss removing CA Flags to three properties. (ATTACHMENT “B”). **Ms. Gottsagen** seconded, and the motion passed (6-0-0).

### **Resident Remarks**

Resident Paul Verchinski presented concerns regarding electioneering at the last election. He asked questions regarding who authorized allowing candidates inside the facility, who was informed of the decision, and why the policy was overturned. He called for more transparency. A discussion ensued about what occurred at the election. **Ms. Engelke** noted that in order to access the art show and plant sale, candidates had to walk through the election area. She suggested having candidates enter by a different entrance. **Mr. Anderson** suggested that there be a resolution to disallow last-minute changes to board election policy.

**Mr. Edelson** presented two gifts (honorary gavels) to former OMCA Board co-chairs Ginny Thomas and Bill McCormack. He praised their leadership over the past three years as they dealt with negative trends in the community.

### **New Business**

- **Ms. Engelke** nominated Paul Verchinski as External Government Issues Liaison. **Mr. Verchinski** declined the position, indicating he preferred to only be the BWI Roundtable Liaison. Appointment of an External Government Issues Liaison was tabled until the next OMCA Board meeting. **Mr. Edelson**

nominated Paul Verchinski as the BWI Roundtable Liaison. **Ms. Engelke** seconded, and the motion passed (6-0-0).

- **Ms. Engelke** stated that she talked to Gerry Witte to see if he would be willing to serve as Chair of the NEAC. He said he was not able to commit to being chair, but was willing to take a leadership role in some of the aspects of the committee. **Ms. Engelke** said that Gerry Witte suggested renaming the merged NEAC/Public Space Committee the “Public Space Steering Group.” She said that Gerry Witte and Phil Engelke would be meeting to see if they could serve as co-chairs of the committee. There were no other suggestions for chair of the NEAC. Appointment of a new chair was tabled until the next Board meeting.
- **Mr. Verchinski** volunteered to be the CA Senior Advisory Committee Liaison. **Ms. Thomas** seconded, and the motion passed (6-0-0).
- **Ms. Gottsagen** nominated Sheila Robinson as the OM Representative for the CA Watershed Committee, and **Ms. Thomas** seconded. Ms. Robinson was present and said that she accepts the position. She then asked questions to clarify what her responsibilities would be. The Board answered her questions. A vote was taken, and the motion passed (6-0-0).
- **Mr. Edelson** mentioned that a copy of Jim Alvey’s CA Tennis report (ATTACHMENT “C”) was included with the other board reports for the night. Ms. Thomas nominated and Ms. Gottsagen seconded to have Mr. Alvey be the OM Rep. to the CA Tennis Committee (6-0-0).
- **Mr. Edelson** explained that in order to make changes to the Oakland Mills Village By-laws and Articles of Incorporation, the proposed Articles of Incorporation change must either be passed by a majority vote per the Articles OR be put on a ballot with a question asking if residents want a second meeting to discuss the change. At this second meeting, residents who are present vote on the change. Those present is what is needed for either approving or not approving the proposed change. During the recent election, residents voted to have a second meeting. A decision was made to hold the second meeting on July 25, 2017 as a special meeting on the night of a regular OMCA Board meeting.
- **Mr. Edelson** presented the proposed a draft of Board Meeting Standards. He asked for a discussion of the changes. **Ms. Cederbaum** asked if something could be added that would deal with last-minute changes in OMCA Board meeting times in the event of an unforeseen circumstance such as extreme weather. **Mr. Anderson** said that the proposed due date for the first draft of the agenda is too soon. A discussion ensued, and it was decided that eight days prior to a board meeting, items should be submitted to the Board Chair. Seven days before, the first draft of the agenda will be sent to the Board members. Five days before the meeting, the draft of the agenda will be publicized. **Ms. Thomas** pointed out that amending the agenda only at the board meeting will not allow residents enough time to see changes and prepare. **Ms. Engelke** asked that a caveat be added that limiting agenda amendments to the time of the board meeting is not the board’s policy in the event of an emergency. **Mr. Edelson** requested that the Board members continue to review the proposed changes and send any comments to him. A vote will occur at the next OMCA Board meeting.
- **Ms. Engelke** read her proposed resolution regarding the Election Monitoring Committee Election Guidelines. **Ms. Thomas** suggested that the wording be changed so that the OMCA Board would be required to approve finalized guidelines prior to OMCA election day. **Mr. Anderson** asked that the word “electioneering” be removed. **Ms. Engelke** motioned that the resolution be approved with the new wording. **Ms. Gottsagen** seconded, and the motion passed (6-0-0). (ATTACHMENT “E”).

## Board Chair Report

- **Mr. Edelson** reported that the new superintendent and board of Howard County Public Schools are very supportive of Oakland Mills Village schools. The HCPS board reallocated funds from High School 13 to replace Talbott Springs Elementary School by adding \$1,000,000 in funds for TSES replacement study in fiscal year 2018. **Mr. Edelson** said the Board should continue to advocate for the replacement of TSES as the situation progresses.

## CCR Report

- **Ms. Thomas** said that Columbia needs its own planning board, not just the Howard County planning board.
- **Ms. Thomas** reported that Columbia Council has begun live-streaming its meetings.

## Manager's Report

- **Ms. Cederbaum** reported the success of "Anatomy of a Scam."
- **Ms. Cederbaum** said Deborah Buie has been hired as the new Covenant Advisor for Violations.
- **Ms. Cederbaum** said that administrative assistant Amy Carpenter has a new email that she will use to communicate with OMCA Board members.

## Board Bulletin Board

- **Mr. Verchinski** reported that the BWI Roundtable passed a charter and unanimous resolution to change BWI flight paths. The resolution was sent to the FAA. The Governor of Maryland as well as Maryland state legislators also sent letters. Maryland senators and representatives in the federal government sent letters of support for the BWI Roundtable's resolution. The FAA responded that it could not comply with the request. He said that it would take the FAA 18-24 months to change the flight paths. If the FAA continues to refuse to resolve the issue, Howard County can litigate as other government entities have. **Mr. Verchinski** strongly suggested that residents come to meetings and speak out. **Ms. Cederbaum** will send an email informing residents of the next meeting that will be held on June 20, 2017 at the Maryland Aviation Administration Office near BWI airport and Nursery Rd. **Mr. McCormack** reported that he and John DiTomasso attended a meeting about the history of redlining.
- **Ms. Engelke** said the Ms. Cederbaum created a "Property Pride" campaign with a checklist for residents to use when they look at their properties in the spring and decide on what action they should take. Covenant Advisors support the distribution of the Property Pride campaign. Also included would be a contact list to include the RAC Chair, the Covenant Advisor for Violations, and the Covenant Advisor for Applications; procedure for complaints and applications; and an education campaign. "Property Pride" will be sent to residents soon.
- **Ms. Gottsagen** said that police officer Luke Buchanan is being transferred to a new position. Officer Buchanan wants to discuss his transfer, who the next person to fill his position will be, and the transition. He requested that board members come to the Wednesday meeting where he will be speaking. **Ms. Gottsagen** also shared her Safety and Security report, pointing out that the first and last incidents on the report were never reported to the police. Bike with a Cop will be held on June 15 at 5:30 p.m.
- **Mr. Anderson** discussed the OMCA Board Discussion Facebook page he created. He said it is a closed group. People must ask to join. He explained that it is intended to be an accessible place for residents to interact and initiate conversations, not a policy-setting group. Rules for etiquette will be posted and enforced. **Mr. Edelson** said residents can raise a topic for discussion on the Facebook group but will need to attend OMCA Board meetings to request a change in policy. **Mr. Edelson** asked Mr. Anderson to provide the Board with information on how to access the page. He said that the OMCA Board should roll the page out. **Mr. Anderson** said he has not publicized the page yet, pending the OMCA Board's approval. **Mr. Anderson** motioned for approval. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).

The regular OMCA Board open meeting was closed at 8:44 p.m.

**Closed Meeting of the Architectural Committee began at 8:44 p.m.**

**Mr. Anderson** moved to go into a closed session of the Architectural Committee for consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).

The topic that was discussed was the removal of flags from assessment files on three properties. A decision was made to remove flags from the three properties. The votes on all three properties were (6-0-0).

**Ms. Engelke ended the closed session of the Architectural Committee at 8:48.**

**Mr. Edelson** went into open session again and adjourned the OMCA Board meeting at 8:49 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant

### **Action Items from May 24, 2017 OMCA Board Meeting**

#### **Board Action Items:**

Mr. Anderson – share new Facebook information with Board

Mr. Verchinski – share BWI Roundtable information with Ms. Cederbaum for community

#### **and Staff Action:**

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

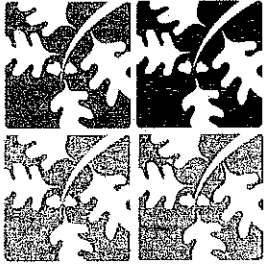
#### **Staff Action Items:**

**Send out information to community on Facebook discussion page**

**Send out information on BWI Roundtable meetings**

Prepare information for second meeting to vote on Articles of Incorporation Amendment

Send Property Pride campaign to residents



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Virginia Thomas, Columbia Council Representative

**May 9, 2017**

### OMCA Regular BoD Meeting

**Ms. Cederbaum** called the regular meeting of the OMCA Board of Directors to order at 7:03 pm.

**Present:** Jonathon Edelson, Chair; Kay Wisniewski, Vice-chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Phil Anderson, Judy Gottsagen, Bill McCormack Jr. (arrived at 7:15 pm), Sandy Cederbaum, Village Manager; Brigitta Warren, Event & Administrative Coordinator; Amy Carpenter, Administrative Assistant.

**Absent:** Paul Verchinski

**Also Present:** See resident list.

### Resident Remarks

- Resident Julia McCready gave a statement regarding the positives of Oakland Mills and the importance of building relationships with the residents. In her statement, she endorsed Jonathon Edelson as chair of the OMCA Board.
- Resident Janet Zerhusen presented several concerns regarding high grass along Route 108.
- Resident Marcia White endorsed Jonathon Edelson as chair of the OMCA Board and gave her reasons why.

**Ms. Cederbaum called for nominations for chair of the OMCA Board. Ms. Gottsagen** nominated Mr. Edelson for Board chair. A vote was taken, and Mr. Edelson's nomination was approved. (5-0-0)

**Mr. Edelson** assumed leadership of the meeting.

- **Ms. Wisniewski** motioned to accept the May 9, 2017 agenda (ATTACHMENT "A"). **Ms. Engelke** seconded, and the motion passed (5-0-0).
- **Ms. Wisniewski** motioned to accept the April 25, 2017 OMCA Board meeting minutes (ATTACHMENT "B"). **Ms. Gottsagen** seconded, and the motion passed (5-0-0).

**Ms. Engelke** nominated Kay Wisniewski for vice-chair of the OMCA Board. A vote was taken, and Ms. Wisniewski's nomination was approved (5-0-0).

**Ms. Cederbaum** read the 2017 OMCA Board elections results (ATTACHMENT "C"). **Mr. Edelson** motioned to validate the 2017 election results. **Ms. Wisniewski** seconded, and the motion passed (5-0-0).

## Board Action Items

### Call for nominations for Architectural Committee chair.

- **Ms. Wisniewski** nominated Ms. Engelke for Architectural Committee chair. A vote was taken, and her nomination was approved (6-0-0).
- **Ms. Engelke** motioned for all board members to be nominated to the Architectural Committee board, pending letters of compliance. **Ms. Wisniewski** seconded, and the motion passed (6-0-0).
- **Mr. Edelson** called for four board members to be sent to Columbia Association for CA's approval to sit on OMCA AC as Columbia Association's appointed members. **Ms. Engelke, Ms. Wisniewski, Mr. Anderson, and Ms. Gottsagen** volunteered to serve in this position. A vote was taken, and all were approved.
- **Ms. Engelke** motioned to appoint Michael Vaughn, Elinda Dennis, Marcelo Amador, Susan Lynn, and Lawrence McNamara as RAC Committee members. **Ms. Wisniewski** seconded, and the motion passed (6-0-0).
- **Ms. Engelke** motioned to appoint Sandy Cederbaum as village manager of Oakland Mills. **Ms. Gottsagen** seconded, and the motion passed (5-1-0).

### The OMCA Board discussed which committees to continue, discontinue, and/or create.

- **Ms. Engelke** suggested merging the NEAC and the PSAC and gave reasons why. A discussion regarding the name ensued. A decision was made to continue with the name NEAC. **Mr. McCormack** recommended Gerry Witte as chair. **Mr. Edelson** stated he would confirm with Mr. Witte that he would like to be chair. **Ms. Engelke** motioned for the NEAC committee to merge with the Public Space Advisory Committee. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).
- **Ms. Gottsagen** motioned for the continuation of the Safety and Security Committee. **Ms. Engelke** seconded, and the motion passed (6-0-0).
- **Ms. Engelke** nominated Ms. Gottsagen and Mr. Gottsagen as committee chairs. **Mr. Edelson** seconded, and the motion passed (6-0-0).
- **Mr. Anderson** motioned to reinstate the Communication and Outreach Committee. **Mr. Edelson** seconded, and the motion passed (6-0-0).
- **Mr. Edelson** nominated Mr. Anderson for chair of the Communication and Outreach Committee. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).
- **Mr. Edelson** motioned for the continuation of the Education Committee. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).
- **Ms. Engelke** nominated Mr. Edelson as chair of the Education Committee. **Mr. Anderson** seconded, and the motion passed (6-0-0).
- **Ms. Gottsagen** motioned for the continuation of the Housing Committee. **Mr. Edelson** seconded, and the motion passed (6-0-0).
- **Mr. Edelson** nominated Mr. McCormack as chair of the Housing Committee. **Ms. Wisniewski** seconded, and the motion passed (6-0-0).
- **Mr. Edelson** asked if there were any other committee suggestions. **Ms. Engelke** suggested creating a position on the board to deal with new town zoning, BWI Airport noise, and other county and state government issues. External Government Issues Liaison was suggested as the name of the position. **Mr. Edelson** suggested creating the position and asking Mr. Verchinski to serve as liaison, to be decided at the May 23<sup>rd</sup> meeting. **Ms. Engelke** motioned to create the External Government Issues Liaison position. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).
- A discussion regarding the Arts Advisory Liaison position. **Ms. Cederbaum** suggested it be an ad hoc committee as opposed to an official committee. **Mr. Edelson** suggested working with the Communications and Outreach Committee and the NEAC.

- **Mr. McCormack** suggested the continuation of the CA Tennis Committee, the CA Senior Advisory Committee, and the CA Watershed Committee. **Mr. Edelson** suggested putting this issue on the next agenda, asking possible committee chairs to attend the meeting.
- **Mr. Edelson** motioned to appoint **Ms. Thomas** as the Oakland Mills Columbia Council Rep. **Ms. Wisniewski** seconded, and the motion passed (6-0-0).

### **New Business**

- **Ms. Engelke** motioned to approve \$750 (for up to 10 streets/up to \$75 each) for the Street Beautification Fund. **Ms. Gottsagen** seconded, and the motion passed (6-0-0).
- **Ms. Gottsagen** motioned to approve \$400 (for up to 16 streets/up to \$25 each) to the Block Party Fund. **Ms. Engelke** seconded, and the motion passed (6-0-0).

### **Board Chair Report**

- **Mr. Edelson** thanked the new board for taking on their roles as board members.
- **Mr. Edelson** thanked the village staff and the election committee for their role in the 2017 elections.

### **CCR Report**

- **Ms. Thomas** stated she has met with the Columbia Council Chair and Vice-chair of the CA Board as well as Milton Matthews, CA President.
- **Ms. Thomas** stated she has attended the CA Board orientation and has learned of some of the issues the CA is currently facing.
- **Ms. Thomas** indicated her interest in creating partnerships for CA.
- **Mr. Edelson** requested that Ms. Thomas continue to push for the renovation of the Columbia Ice Rink.

### **Manager's Report**

- **Ms. Cederbaum** distributed her report (ATTACHMENT "D").
- **Ms. Cederbaum** stated that the 2017 by-law amendments would be discussed at the May 23<sup>rd</sup> OMCA Board Meeting.
- **Ms. Cederbaum** discussed approved CA facility upgrades to The Other Barn. She requested that the OMCA Board make recommendations for the next budget cycle.
- **Ms. Cederbaum** introduced Amy Carpenter, new administrative assistant for OMCA.
- **Ms. Cederbaum** distributed the Fiduciary Responsibility Signature page as well as the Acknowledgement of Conflict of Interest Signature page and asked each board member to sign and return.
- **Ms. Cederbaum** distributed a copy of the CA Operating and Capital Budget Amendments for fiscal year 2018 to each of the board members.

### **Board Bulletin Board**

- **Ms. Warren** thanked everyone who helped with the plant sale and art show on April 29th. She announced that this would be her last board meeting taking minutes as she hands over that responsibility to Ms. Carpenter and takes on new responsibilities at OMCA.
- **Ms. Cederbaum** stated she will be out next week.
- **Ms. Gottsagen** distributed her safety and security report from April 25<sup>th</sup> since she was absent for that meeting (ATTACHMENT "E").

- **Ms. Engelke** discussed a possible tree workshop in November.
- **Mr. Edelson** requested an email go out to the community about getting involved in the committees.
- **Ms. Wisniewski** indicated she will serve as Ms. Engelke's backup as AC chair in Ms. Engelke's absence.
- **Mr. Anderson** stated he was glad to be a part of the OMCA Board.

The regular OMCA Board meeting was adjourned at 8:16 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant

### **Action Items from May 9, 2017 OMCA Board Meeting**

#### **Board Action Items:**

Mr. Edelson: Contact Mr. Witte to see if he's interested in being NEAC chair.

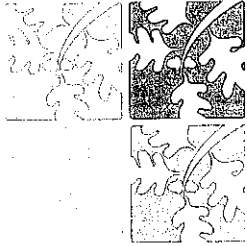
#### **and Staff Action:**

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

**Staff Action Items:** Invite potential representatives to CA Tennis, Watershed Advisory, and Senior Advisory committees to the May 23, 2017 board meeting.

DRAFT





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**Oakland Mills Community Association  
Village Board**

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045  
**Board Members:** **Board Chair**, Jonathan Edelson, **Board Vice-Chair**, Kay Wisniewski  
**Architectural Chair**, Lynn-Steven Engelke, Phil Anderson, Judy Gottsagen,  
Bill McCormack Jr., Paul Verchinski  
**Columbia Council Representative:** Virginia Thomas

**Oakland Mills Board of Directors  
Meeting Agenda  
May 23, 2017  
7:00 p.m.**

- 7:00 p.m. Opening of meeting**  
Approve Minutes from May 9, 2017 Board Meeting  
Approve Agenda for May 23, 2017 Board Meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**  
**Committee Liaison Appointments and Reports**  
External Government Issues Liaison  
Neighborhood Enhancement Advisory Committee  
CA Senior Advisory Committee  
CA Tennis Committee  
CA Watershed Advisory Committee
- Schedule a Second Meeting For Vote on By-Law and Articles of Incorporation ballot questions.**
- Board meeting standards discussion.**
- Introduction of a Resolution Pertaining to OMCA Election Guidelines**
- 8:10 p.m. Board Chair Report** *Jonathan Edelson*
- 8:20 p.m. CCR Report**, *Virginia Thomas*
- 8:30 p.m. Manager's Report**, *Sandy Cederbaum*
- 8:40 p.m. Board Bulletin Board**
- 8:45 p.m. Adjourn**

**Upcoming Events – for event details go to <http://oaklandmills.org>**

All events are held at The Other Barn unless otherwise noted

May 17, 6:30 p.m. Anatomy of A Scam Presentation by HC Office of Consumer Protection and HCPD

May 23, 7:00 pm – OMCA Board Meeting

June 13, 7:00 pm – OMCA Board Meeting

June 15, 5:30 p.m. – Bike with a Cop in Oakland Mills

June 25, 5:00 pm – Jazz in the Mills presents Miles Griffith

June 27, 7:00 pm – OMCA Board Meeting

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## Columbia Tennis Committee

### Annual Report – FY16

The FY 16 Tennis Committee was composed of Leo Bruette (Chair), Bob Berlett ( Vice-Chair ), Jim Alvey, Jerry Boyer, Andrew Chen, Mike Glasgow, Brad Harris, Lisa Martinez, Dave Paulson, Erica Roach, Jon Smith, Larry Sorkin, Dave Thompson, Laura Violand, and Celest Womack

The Committee charges for FY 16 were:

- Consider and recommend ways CA can create more court availability to meet growing need.
- Monitor for consistent and effective CA court maintenance.
- Give back to the tennis community through monetary donations and volunteer efforts.
- Recommend ways to increase overall tennis participation levels.
- Recommend ways to ensure value and affordability.
- Recommend ways CA can increase the efficient use of available court space.
- Recommend ways to improve player comfort and safety.

Accomplishments for FY16:

- USTA league play continued to grow & thrive with 3,900+ participants. Five league teams progressed to the USTA national tournaments.
- Our progressive Junior Development & Competition program participation increased from 1,920 to 1,954.
- Introduction of 5 new USTA Junior Tournaments with 170+ participants and Junior Team Tennis with 100+ participants.
- Cardio Tennis continued its fast growth with approximately 850 participants.
- Partnered with CA Fitness to offer members and guests the inaugural “Fitness Before Feasting” event on Thanksgiving day featuring Cardio Tennis, Zumba and Group Training on the tennis court attracting 20+ participants from the Fitness and Tennis community.

- Pickleball continued to thrive in the community. Play was twice per week in the summer on three Wilde Lake courts and, during the indoor season, twice per week at Owen Brown on three courts.
- Our Adult Instructional & Drill program participation grew from 1,243 to 1,286.
- Our annual CTC Tournament to benefit Maryland Special Olympics attracted approximately 150 participants.
- Opening of the newly refurbished clubhouse at Hobbit's Glen Tennis.
- Columbia Association Tennis was nominated by USTA Mid-Atlantic for the 2016 USTA Organization of the Year Award.
- Columbia Association Tennis received the 2016 USTA Mid-Atlantic Innovation Award for embracing change as a strategy to growing tennis.

#### Partnerships for FY 16

- Continued our long term strategic partnership with the Washington Kastles, a World Team Tennis team. Organized a CA night at a Kastles home match.
- Continued our long term strategic partnership with USTA Mid-Atlantic to host large regional events at CA clubs including the Maryland State Junior Team Tennis championships.
- Continued our partnerships with Adidas, Wilson, & Head to offer our community best prices on racquets and apparel.
- Continued support of HSPSS high school tennis events.
- Continued support for Special Olympics.

#### Ongoing and Upcoming items for FY17:

- Keeping the new indoor facility at the forefront within the community.
- Continued support of Howard County Special Olympics.
- Continued support of senior racket sports programs, including league play and pickleball.
- Gather community feedback on tennis priorities.
- Continue to improve communications and marketing

## Proposed Board Meeting Standards

Meetings will begin at 7 p.m. the second and fourth Tuesday of each month unless the board agrees to a time or date change and notifies the community at least two weeks before the original or new meeting date, whichever is earlier. Meetings will end by 9 p.m. unless there is a motion during the meeting to extend the meeting to a specific time and that motion is approved by the majority of the board.

Each item on the agenda will have a discussion length associated with it. If it appears discussion will go over the allotted time, there will be a motion to extend discussion and a majority vote to continue discussion. Extensions will occur in 10 minute increments.

All Board members are expected to behave in a professional manner during Board meetings and to observe basic rules of civility and mutual respect during all OMCA interactions.

The Board Chair, Vice-Chair, or Presiding Official may recognize members of the audience outside of resident speak-out. However, priority will be given to Board members during discussion to ensure the Board can conduct its business during the meeting time.

To give our residents ample notice of what will be discussed at an upcoming board meeting, proposed agenda items should be sent to the Board Chair or Vice Chair when the Chair is unavailable, no later than 10 calendar days before the meeting. The Board Chair will review these items, discuss with the submitting board member if necessary, and determine its inclusion in the next meeting agenda. The first draft of the agenda will be shared with the full board at least 9 days before the next meeting, and it will be published at least one week before the next meeting. As always, board members may motion to amend the agenda at the beginning of the board meeting, and the agenda can be amended with a majority vote in favor of that motion.

Items requiring a vote, input from residents, or advance preparation from a board member will be raised at least the meeting before the proposed vote to allow time for discussion, resident notification, and research.

Any items requiring an OMCA financial expenditure will be discussed at one meeting and voted on at the next to ensure that board members have adequate time to discuss and research the item and residents have time to provide input. The exception to this would be an emergency situation, e.g., house fire or other disaster displacing residents from their home, etc., where OMCA can provide immediate relief to a hardship, as determined by the Board Chair or Vice-Chair. All other donations will follow the approved Donation Policy.

Any reports that board members want distributed in hard copy at a meeting will be provided to the Village Manager and the Administrative Assistant no later than noon on

the day of the meeting. Three days' notice that a report is coming will also be helpful for planning, with the understanding that sometimes the reports may not be ready three days in advance due to changing or unexpected circumstances.

Each board committee, liaison, or board member with a special assignment will report to the board at least once per month. If the committee did not meet or nothing has changed since the last report, a statement to this effect will be sufficient for entry into the meeting minutes.

## ATTACHMENT E

Resolution proposed by Lynn-Steven Engelke to the OMCA Board of Directors for a vote at the 23 May 2017 Board Meeting, amended and passed unanimously as written below:

**RESOLUTION: The Board of Directors of the Oakland Mills Community Association (OMCA) affirms their great appreciation and confidence in the Oakland Mills Election Monitoring Committee (EMC). The OMCA Board confirms that Oakland Mills continues to adhere rigorously to fair election standards and established guidelines. These guidelines are finalized by the EMC and approved by the OMCA Board prior to each year's OMCA election day; after finalization the guidelines for that election day cannot be altered or amended.**

## Manager's Report

ATTACHMENT F

Submitted by Sandy Cederbaum on May 18 for the May 23, 2017 Oakland Mills Board Meeting

**Anatomy of a Scam:** Workshop was 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. About 20 attended and it was one of the most informative presentations that I've been to and glad we were able to organize and host. Everyone who attended, including me, left with valuable information. Presenters were easy to understand and very responsive to questions.

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

**Covenant Advisor for Violations:** Conducted two interviews with Deborah Buie, offered and she accepted the position of Covenant Advisor for Violations. Deborah started working here on May 17, 2017.

Processing year-end paper work and new fiscal year items.

Created eNews and many emails to community.

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

Payroll, 401K audit and processing, new employee processing, meeting agendas, new employee discussions, and staff evaluations along with facility related issues.



Safety and Security Committee  
May 23, 2017

The following incidents have recently occurred in Oakland Mills Village. Both have been reported to the police, with Sandy following up on the first incident. I am waiting for a response.

May 15, Sunday- A resident stopped by the Village Center office quite shaken up by an incident in the village center parking lot on May 14 at 3:00 p.m.

A 23 year old woman visiting Oakland Mills, left Weis and was driving near 2<sup>nd</sup> Chance when a group of young teens (about 12 years old) on bikes surrounded her car. They started banging on her car and threatening her. Patrons of the 2<sup>nd</sup> Chance came out and called the police. By the time the police arrived the kids had disbursed.

May 20, Saturday night at 8PM. 2 cars were observed racing down Camelback Lane at about 8 p.m. These cars were found parked in front of a residence at the south end of River Meadows Drive at about 8:15 p.m. The car descriptions are: Hyundai Sonata, Maryland tag 2MD92227. Silver Honda CR-V, Maryland tag 7AH7831. The police non-emergency number was called a few minutes after spotting where they parked.

The Anatomy of a Scam on May 13 presented a wide variety of scams that are in everyday life supported with actual cases encountered by Officer Lingham. Materials from this workshop are in the Village office.

Bike with a Cop will be held on Thurs. June 15 at 5:30. Those participating will meet at the police trailer, and begin with a brief Bike Safety lesson. This will be led by Officer Clayton Davis.

Oakland Mills Safety and Security Committee

REPORT	BEGINS	05/08/2017	Incident	Weapon Used	Injury	Arrest Made	Notes
Date Reported	Time	Location					
05/14/2017	3:00 PM	Oakland Mills Village Center	Harassment	No	No		Resident reported a group of young teens on bicycles surrounded her car, banged on the car, and threatened her. Resident reported incident to village manager who reported the incident to police.
05/15/2017	6:00 PM	5600 block High Tor Hill	Residential Robbery	No	No		Suspect(s) gained entry to an open garage and stole two bicycles and a helmet.
05/15/2017	7:49 AM	5700 block Stevens Forest Road	Vehicle Theft	No	No		2015 Nissan with N.C. tags.
05/20/2017	8:00 PM	Camelback Lane	Traffic Incident	No	No		Resident reported 2 cars speeding down Camelback Lane. Both cars, a Hyundai Sonata, MD tag 2MD9227, and a silver Honda CR-V, MD tag 7AH783, were spotted at the south end of River Meadows Drive at 8:15 PM. Police notified.
REPORT	ENDS	05/22/2017					