



**oakland mills**  
we value connections

# Oakland Mills Community Association

## Village Board Meeting Minutes

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

**Board Members:** 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

**June 27, 2017**

### Architecture Committee Meeting

**Present:** Lynn Engelke, AC Chair; Jonathan Edelson, Board Chair; Kay Wisniewski, Vice-chair; Judy Gottsagen; Bill McCormack Jr., Paul Verchinski, Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

**Also Present:** Barbara and Dana Lewis, 9739 Owen Brown Road.

**Absent:** Phil Anderson

**Ms. Engelke** called the Architectural Committee meeting to order at 6:31 pm.

### 9739 Owen Brown Road (Exterior Alteration Application ATTACHMENT “AC-A”

**Ms. Engelke** gave background information regarding 9739 Owen Brown Road.

Ms. Lewis, owner of 9739 Owen Brown Road, stated her reasoning and supporting information for her appeal. The Architecture Committee asked questions of the homeowner.

**Ms. Engelke** motioned to uphold the decision of the RAC to deny the application. **Mr. Verchinski** seconded and the motion passed (5-0-1).

Architecture Committee Meeting adjourned at 6:50 pm.

### OMCA Regular Board Meeting

**Mr. Edelson** called the regular meeting of the OMCA Board of Directors to order at 7:01 pm.

**Present:** Jonathan Edelson, Chair; Kay Wisniewski, Vice-chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Judy Gottsagen; Bill McCormack Jr.; Paul Verchinski; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

**Absent:** Phil Anderson

**Also Present:** See resident list.

### Opening of Meeting

- **Ms. Wisniewski** motioned to accept the June 13, 2017 OMCA Board meeting minutes

(ATTACHMENT “A”). **Ms. Gottsagen** seconded, and the motion passed (5-0-1).

- **Ms. Wisniewski** motioned to accept the June 27, 2017 OMCA Board meeting agenda (ATTACHMENT “B”). **Ms. Gottsagen** seconded, and the motion passed (5-0-1).

## Resident Remarks

- Adventurers In Camp Director Jessica Harvey presented her concerns regarding the presence of her camp at the Stevens Forest pool. A resident complained about the campers and the SF pool, and her camp was visited three days in a row by different representatives from CA Aquatics, who asked questions about her procedures. In previous years, she has had no complaints.

**Ms. Engelke** asked how many children attend. Ms. Harvey said it changes on a weekly basis, but they can only have a maximum of 30 children. Staff numbers vary, but this week there were seven staff members. The camp uses the pool once a week on Friday from 12 pm to 4 pm. This year, CA put a cap on how many people from the camp can be in the pool, so if she has more than 25 people (campers and staff), the time must be split (11:30 am-1:30 pm, 2:00 pm-4:00 pm). She has opened a teen camp at Talbott Spring Community Center. She was told her campers would have to swim at the Dickenson Pool because the TS pool was too busy. The TS pool does not seem to be busy at this time, so she is unsure why her camp was denied access to the TS pool.

Ms. Harvey also said that some of her campers are CA members. She has asked if her campers could use their CA memberships to enter the pool to reduce their camp fee, but CA denied her request. **Ms. Thomas** said this is unfair, and CA is possibly charging twice for campers who are CA members to enter the pool.

**Ms. Thomas** asked Ms. Harvey to meet with her so she could learn more about the camp and the issues it is facing. Ms. Harvey agreed. **Ms. Thomas** plans to bring these issues to the CA as the CA Board aquatics representative.

**Mr. McCormack** suggested that Ms. Harvey put each issue in writing to help **Ms. Thomas** bring the camp’s issues to the CA.
- Resident Phil Stephenson spoke about a property on his street that is running an unauthorized business. He is sending a complaint to the Howard County Department of Planning and Zoning and asked if the Board would also like to send a complaint. **Mr. Edelson** said he planned to address the issue later during his report. Independent from Mr. Stephenson, Ms. Harvey added that there are issues at SF Pool regarding the owner of this property and his use of the parking lot.
- Resident Janice Santiago spoke about traffic speed on Kilimanjaro Road. Residents who live on the road have had their cars and property wrecked by speeding cars and DUIs. Another resident who lives on the road also shared his experiences with reckless drivers on Kilimanjaro.

**Mr. Edelson** said that a traffic study needs to be done. Speed humps cannot be installed in school zones, but there are other options for controlling traffic. He shared his concern that the installation of speed humps on Farewell Rd. would lead to increased traffic on Kilimanjaro. He suggested calling the traffic department about this issue.

**Mr. McCormack** suggested residents call for more legislation regarding speed cameras.
- A resident brought up a concern about commercial vehicles parked on White Acre. **Mr. Edelson** said it is a county road, so it is a county police issue. OMCA does not have any jurisdiction on the road itself. It was suggested that residents call the non-emergency police number to report commercial vehicles parked on the road.

## New Business

### CA/Village Assessment Share Formula Discussion

- **Ms. Cederbaum** handed out the new CA/Village assessment packets and gave a brief summary.
- **Mr. Edelson** said OMCA will lose \$54,000 in the base assessment share, dropping from first in the CA to fourth or fifth. The assessment is based strictly on formulas that do not take into account some of the issues older villages are facing (e.g. older facilities that need more repairs and upgrades). In addition, some community associations do not deal with commercial properties. He said there are two issues that need to be addressed: (1) the loss OMCA will experience; and (2) if these formulas are fair in reality.
- **Mr. Edelson** asked that the Board take time to review the packets and present their concerns at the July 25<sup>th</sup> OMCA Board meeting. **Mr. Edelson** will then meet again with the Board Chairs of the other villages in August to discuss individual village concerns and come up with an action plan.
- **Mr. McCormack** asked if an independent financial analyst was used to study the assessment. **Ms. Cederbaum** said no, but an independent financial analyst was present at the village managers' meeting. She agreed that an independent financial analyst should be requested and said it is not too late to ask for one.

## Old Business

**Ms. Gottsagen** followed up on the June 13<sup>th</sup> proposal to buy Officer Luke Buchanan a thank-you gift for his service as a Community Outreach officer. **Ms. Wisniewski** motioned for the OMCA to buy the gift card in the amount of \$100. **Ms. Engelke** seconded, and the motion passed (6-0-0).

## Board Chair Report

### Howard County School Redistricting (Education Committee Report)

- **Mr. Edelson** reported on the Area Attendance Committee Meeting (AAC) for the redistricting of Howard County schools (ATTACHMENT "C"). He reported on the feasibility study and shared his concerns. TSES and OMHS will be negatively impacted by the redistricting. Students from Thunder Hill and Owen Brown will be sent to Atholton HS. **Mr. Verchinski** asked about the standards used for the feasibility study. **Mr. Edelson** answered that they did follow some standards, but the data in the study was not complete. He said he would put together a report on the feasibility study and share it with the Board.
- A resident asked how individuals could make their voices heard since the public can only observe, not give input, at the AAC meetings. **Mr. Edelson** said the HCPSS website has links to redistricting information. **Mr. McCormack** said residents can send letters to the AAC and other leadership expressing their concerns. In addition, there will be public hearings where the public can give input.

## Business on Sinbad Place

- **Mr. Edelson** said it has been reported that a resident is allegedly operating an unauthorized automotive repair business on his property on Sinbad Place. A discussion ensued. OMCA Covenant Advisor for Violations Deb Buie has been asked to open an investigation into the property. There is also physical evidence of violations. Residents were encouraged to file police reports on the property. Howard County must be involved since some of the problems are under County jurisdiction. The Board agreed to send a letter to HC DPZ and ask for a zoning investigation into this issue.

## CCR Report

- **Ms. Thomas** reported she just got a copy of the assessment and will study it to see how the contingency money could be spent. **Mr. Verchinski** asked about the Howard Hughes downtown development on the lakefront. **Ms. Thomas** said the CA council is looking into it and trying to determine how to get involved. No decision has been made yet.

## Manager's Report

- **Ms. Cederbaum** referred the Board to the FY17 4<sup>th</sup> Quarter Financials (ATTACHMENT "D"). **Ms. Wisniewski** motioned to accept the FY17 4<sup>th</sup> Quarter Financials. **Ms. Engelke** seconded, and the motion passed (6-0-0).
- **Ms. Cederbaum** referred to the Manager's Report (ATTACHMENT "E") and discussed office staffing and her meeting with **Ms. Gottsagen** concerning safety and the new Community Outreach Officer.

## Committee Reports

- **Ms. Gottsagen** reported on the Safety and Security Committee (ATTACHMENTS "F"). She met with the supervisor for the Neighborhood Outreach Officers, Sgt. Zammillo. **Ms. Gottsagen** suggested to Officer Zammillo more patrolling of CA commercial properties. She said Oakland Mills has been assigned a new Neighborhood Outreach officer, Roberto Lopez. He will begin his post on July 17<sup>th</sup>. Coffee with a Cop will tentatively take place on August 10<sup>th</sup> at 10:00 am. **Ms. Gottsagen** was unable to find a business to host the event, so it will take place at The Other Barn and be hosted by OMCA.
- Steve Gottsagen reported on the increase in auto thefts and vandalism in the area. He said many vehicles are unlocked and suggested parking vehicles in driveways and garages to deter robbers and vandals. **Ms. Gottsagen** said police recommend turning on outside lights, especially motion detectors. They also recommend reporting anything suspicious to the police

## Board Bulletin Board

- **Ms. Engelke** reported that Mr. Engelke and Mr. Dorton gave a presentation at the library on options for rehabilitating your house. Twenty-eight people from all over Columbia attended.
- **Ms. Wisniewski** showed a picture of an abandoned metal cable box on Kilimanjaro Road between OMHS and OMMS. She will ask the County about it and find out who is responsible for its removal.
- **Mr. Edelson** thanked **Ms. Gottsagen** and Mr. Gottsagen for organizing the successful Bike with a Cop event.
- **Mr. Verchinski** said that the Bike Share program starts on July 6<sup>th</sup>. He requested that it be advertised. **Ms. Cederbaum** said it has been advertised on Facebook and email. She expressed concern that the bikes might be vandalized and said she would ask Chris Eatough if there is some type of monitoring of the bikes.

**Mr. Edelson** adjourned the OMCA Board meeting at 9:05 pm.

Respectfully submitted: Amy Carpenter, Administrative Assistant

## Action Items from June 13, 2017 OMCA Board Meeting

### Board Action Items:

**Mr. Edelson: Letter to DPZ re Sinbad Place**

**Mr. Edleson: Letter to HCPSS re Redistricting Feasibility Study**

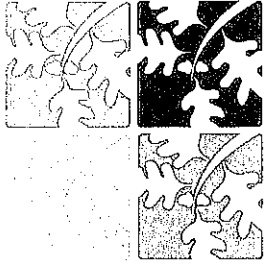
**Ms. Thomas: Meet with Ms. Harvey about Adventures in Camp and use of CA Pools**

### Staff Action Items:

**Ms. Cederbaum: Purchase gift card**

**Ms. Cederbaum: Draft letter to DPZ**

Ms. Cederbaum: Follow up with Traffic Engineers again about Kilimanjaro traffic concerns



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Lynn-Steven Engelke, Architectural Committee Chair ~ Phil Anderson  
Judy Gottsagen ~ Bill McCormack Jr. ~ Paul Verchinski  
Virginia Thomas, Columbia Council Representative

**June 13, 2017**

### OMCA Regular Board Meeting

**Mr. Edelson** called the regular meeting of the OMCA Board of Directors to order at 7:02 pm.

**Present:** Jonathan Edelson, Chair; Kay Wisniewski, Vice-chair; Lynn Engelke, AC Chair; Ginny Thomas, Columbia Council Rep; Phil Anderson; Judy Gottsagen; Bill McCormack Jr.; Brigitta Warren, Events and Facility Coordinator; Amy Carpenter, Administrative Assistant.

**Absent:** Paul Verchinski and Sandy Cederbaum, Village Manager.

**Also Present:** See resident list.

### Opening of Meeting

- **Ms. Gottsagen** motioned to accept the May 23, 2017 OMCA Board meeting minutes (ATTACHMENT "A"). **Ms. Engelke** seconded, and the motion passed (6-0-0).
- **Ms. Thomas** motioned to accept the June 13, 2017 OMCA Board meeting agenda (ATTACHMENT "B"). **Ms. Wisniewski** seconded, and the motion passed (6-0-0).

### Resident Remarks

- Resident Lena Kennedy shared a statement concerning programming and usage of local pools, especially Stevens Forest. She also asked why the end-of-year swim team charity event had been cancelled.
- A minor resident gave a statement regarding community swimming pool scheduling. She is on one of the swim teams and was disappointed that they could no longer have morning practices and do not have as many practices at the Stevens Forest pool. She asked that practice times be rescheduled at the Stevens Forest pool.
- Resident Pat Harrington expressed concern about teenagers' behavior at the pools. He recommended that the pools have an adult in authority on staff during busy times to deal with misbehavior.
- Resident Katrina Gaar spoke about the restriping of Mellenbrook Rd. She was concerned about safety and parking availability. She requested that the bike lane be extended to Wild Bees Lane because some areas do not have a sidewalk.

### New Business

### CA Aquatics Report

- Marty Oltmanns, Director of Aquatics & Staff introduced Ken Zachmann, who reported on local pools.

He acknowledged the scheduling issues with the Stevens Forest pool. He asked that residents share complaints on the pool website or call the aquatics front office. He said the pools have protocols to deal with misbehavior. Mr. Oltmanns said that they are reworking staff schedules so more experienced staff can be on hand to deal with misbehavior.

- The Thunder Hill Pool manager reported on the rock wall that has been installed at the pool. She said that time has been set aside for kids' free swim.
- Mr. Oltmanns said he was aware of the Tiger Sharks Swim Team's situation. He will work to get a night back next year for the swim team, but scheduling is already set for this year. He said the end-of-year charity event is being combined with Columbia's 50<sup>th</sup> birthday celebration and the Special Olympics this year.
- **Mr. Anderson** encouraged residents to go to the CA website and join the Aquatics Advisory Committee. More discussion ensued regarding swim team practice times and age group changes. Mr. Oltmanns said that evening practices are more feasible now as family needs have changed (more working families means more need for evening hours). An aging population has increased the demand for older-adult aquatic classes in the mornings.
- A resident requested that CA advertise adults-only times more effectively. Resident suggested that announcements be placed on websites.
- **Ms. Thomas** said that she is the CA rep for aquatics.

### **Bike Lane Discussion**

- Chris Eatough, HC Bike & Pedestrian Coordinator, presented the proposed restriping of Thunder Hill Road south of Sohap and Mellenbrook Road from Lightning View to 108 (ATTACHMENT "C"). Repavement has already begun, and the County is now waiting for resident feedback before restriping the roads. Some painted medians will remain. Raised medians can replace the painted medians later.
- A resident expressed concern about the situation at Thunder Hill Elementary School. Her driveway is often blocked during pick-up and drop-off times at the school. Adding a bike lane and limiting parking may make the situation worse. Mr. Eatough said the principal of THES would address her concerns.
- Another resident argued in favor of the bike lane at THES. He said it would change behavior and encourage biking. He pointed out that since the bike lane has been added at SFES, more people are biking in the area.
- A resident also expressed concern about the speed people drive near THES and made suggestions for how to slow down the traffic. A discussion ensued.
- **Ms. Engelke** said it was the county's priority to make the area more walkable and bike-friendly. If a provision exists, there will be more bicyclists and pedestrians.
- A resident who lives on Thunder Hill Rd. said most of the residents are happy about the bike lane. The resident would like to see the bike lane extend all the way to 103. Mr. Eatough said that as part of the county's research, they talked to as many residents as possible to get their feedback about the restriping. They found that most are in agreement with the plan.
- **Mr. Edelson** asked for a timeline for when THES will send info about safety problems.

### **Covenant Advisor for Property Violations Year-End Report**

- Bob Bellamy and Deborah Buie, Covenant Advisors for Property Violations, presented the 2016-17 year-end report for property violations/complaints (ATTACHMENT "D"). They handed out a list of violations to AC Board members for review.

### **Old Business**

- **Mr. Edelson** presented the revised Proposed Board Standards (ATTACHMENT "E"). He said most of the changes made were in regard to the timeline for the agenda and some minor wording clarifications. **Ms. Wisniewski** motioned to adopt the new standards. **Ms. Engelke** seconded, and the motion passed (6-0-0).

## Board Chair Report

- **Mr. Edelson** said that letters were being sent to the county about streetscaping. Other letters were sent thanking county executives for funding the renovation or replacement of TSES. He said Dr. Ball has asked to meet with the OMCA Board members and suggested **Ms. Cederbaum** arrange this meeting. He also said that he received an email from another village manager requesting that the Chairs of the various village boards meet together on Monday, June 26<sup>th</sup>. He will report back at the following OMCA Board meeting.

## CCR Report

- **Ms. Thomas** reported that CA is working to set goals for the next year regarding such issues as commercial covenants and New Town zoning.

## Manager's Report

- OMCA Board members were referred to the manager's report in the attachments (ATTACHMENT "F").

## Committee Reports

- **Mr. Edelson** noted that **Mr. Verchinski** could not attend the board meeting to present his SAC and BWI reports. He referred board members and others present to the written reports **Mr. Verchinski** provided (ATTACHMENTS "G", "H", "I", and "J"). **Mr. Edelson** referred to the upcoming BWI/DC Metroplex meeting and recommended that people look on the OM website under "Current Issues" to find more information on the meeting.
- **Ms. Engelke** reported that the leadership of the NEAC is still uncertain because Gerry Witte cannot co-chair the committee. Jervis Dorton was asked to give his NEAC presentation at the Columbia 50<sup>th</sup> Birthday Committee meeting on June 20<sup>th</sup> at 7:00 PM in the Central Library. She reported that the Property Pride campaign has gotten a couple of responses from residents who filled out the checklist and returned it. She recommended that OMCA Board members look through the architecture guidelines (found on the OM website under "Covenant Info" and "Important Forms") before the next AC meeting (June 27<sup>th</sup> at 6:30 PM) since there will be an appeal.
- **Ms. Gottsagen** reported that Officer Luke Buchanan has been transferred, and there is no replacement yet. She said LT. Jen Reidy-Hall will report at the Board meeting on July 25 about the new hire. **Ms. Gottsagen** presented a proposal to purchase a gift for Officer Buchanan. **Mr. Edelson** said that there was probably an already-existing space in the budget that could be used for the gift. The gift will be voted on at the next OMCA Board meeting.
- **Ms. Gottsagen** asked about the location for Coffee with a Cop. After a discussion, the OMCA Board decided to see if Lucky's would host. If not, the event will be held at the Other Barn, with OMCA donating coffee and donuts.
- Steve Gottsagen, co-chair of the Safety and Security Committee, reported on crime stats (ATTACHMENT "K"). Auto theft is on the rise. The majority of thefts take place in East Columbia.

## Board Bulletin Board

- Brigitta Warren shared upcoming Oakland Mills events: Bike with a Cop and Bugs that Bite.
- **Mr. Anderson** said that the Facebook discussion group has reached 254 members, and discussions are, for the most part, respectful.

**Mr. Edelson** adjourned the OMCA Board meeting at 9:01 p.m.

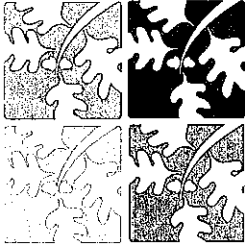


Respectfully submitted: Amy Carpenter, Administrative Assistant

**Action Items from June 13, 2017 OMCA Board Meeting**

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

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

**6:30 p.m. – 7:00 p.m. Architecture Committee**  
**Appeal: 9739 Owen Brown Road**

\*revised, adding New Business item

**Oakland Mills Board of Directors  
Meeting Agenda  
June 27, 2017  
7:00 p.m.**

- 7:00 p.m. Opening of meeting**  
Approve Minutes from June 13, 2017 Board Meeting  
Approve Agenda for June 27, 2017 Board Meeting
- 7:05 p.m. Resident Remarks**
- \*7:10 p.m. New Business**  
**CA/Village Assessment Share Formula Discussion,**  
Village Manager, Board
- 7:40 p.m. Old Business**  
**Discussion and Vote on purchase of a Gift Card in appreciation of**  
**Officer Buchanan, Board Discussion**  
**(Officer Buchanan has been reassigned from his position in Oakland Mills)**
- 7:50 p.m. Board Chair Report, Jonathan Edelson**
- 8:00 p.m. CCR Report, Virginia Thomas**
- 8:10 p.m. Manager's Report, Sandy Cederbaum**  
FY17 End of Year Financial Report
- 8:25 p.m. Committee Reports**  
**Safety & Security, Judy Gottsagen**  
**Education, Jonathan Edelson**
- 8:35 p.m. Board Bulletin Board**

**8:40 p.m.**

**Adjourn**

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

All events are held at The Other Barn unless otherwise noted

June 25, 5:00 p.m. – Jazz in the Mills Presents Miles Griffith

June 27, 6:30 p.m. – Architectural Appeal

June 27, 7:00 pm – OMCA Board Meeting

June 29, 7:00 p.m. – Bugs that Bite: How to Combat Mosquitos & Ticks

July 11, 7:00 p.m. – OMCA Board Meeting

July 25, 7:00 p.m. – OMCA Board Meeting

August 2, 6:30 p.m. – OMCA Pool Party FREE but tickets required,  
Pick up tickets beginning July 5 at The Other Barn

Oakland Mills Community Association  
Education Committee Report  
June 27, 2017

- The committee held its first meeting of the year on June 13.
  - Reviewed the committee's objectives. There was some discussion about clarifying the redistricting objective so that it would not inadvertently prevent balancing two schools with out of range FARM rates. Mr. Edelson will draft language to share with the committee.
  - The committee held an extensive discussion of the upcoming redistricting process. HCPSS did not select any committee members for the Area Attendance Committee. Mr. Edelson has asked Dr. Altwerger if anyone from the Oakland Mills area will be on the committee. AAC meetings are open to the public for observation, and committee members agreed that someone from OM will be present at every meeting. The committee worked out an initial coverage schedule between Dr. Harrington (SFES parent) and Mr. Romack (OMMS PTSA President) and agreed that members will check in prior to each meeting (Tuesday evenings beginning June 27) to ensure there is coverage.
  - Mr. Anderson (OMCA Board) and Mr. Romack will assist Mr. Edelson with recruiting committee representation from Oakland Mills High School.
- The Board of Education will review the 2017 area attendance and capital improvement feasibility study at the June 22 meeting. Mr. Edelson provided links to the Committee and the OMCA Board of Directors. Mr. Edelson also contacted Dr. Altwerger for more information. While not all of these recommendations are imminent for implementation during the next redistricting (2018-2019 school year), there are some concerns about impact on OM schools. Talbott Springs, Stevens Forest, and Oakland Mills High School would be substantially impacted if all recommendations are adopted over time. Of particular note - the Thunder Hill Neighborhood would be redistricted to Wilde Lake High School while the OMHS attendance area would extend to the eastern border of the county in Savage. There would also be substantial exchange of students between TSES and SFES.

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

**June 22, 2017**

**TO:** Jane Dembner, CA Director of Community Planning  
**FROM:** Sandy Cederbaum, Village Manager, Oakland Mills Community Association  
**SUBJ:** FY17 4rd Quarter Financials

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**Revenues:**

**7 Misc:** Increased number of HOA Documents (Resale Packets) sold

**Expenses:**

**10 Janitorial Wages:** greater number of rentals requires extra expenses  
**11 Contract Labor:** less than anticipated contracted hours  
**17 Business Expenses:** greater than anticipated business purchases  
**19 Advertising:** Advertising in with two different publications which was not anticipated when preparing the budget last year.  
**21 Other Printing:** We did one less flyer to the community thus printing expense was less  
**29 Depreciation:** Under estimated when preparing the budget

Input cells

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 4  
 Date Prepared: 22-Jun-17

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	<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	<b>97,517</b>	<b>390,068</b>	<b>390,067</b>	<b>1</b>	<b>391,776</b>
A. CA Base Assessment	90,993	363,972	363,975	(3)	353,442
B. CA Medical Reimbursement	6,206	24,824	24,824	0	35,969
C. Other CA Reimbursement	318	1,272	1,268	4	2,365
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	<b>28,001</b>	<b>186,516</b>	<b>175,000</b>	<b>11,516</b>	<b>170,081</b>
A. Room Rentals	24,959	175,085	147,000	28,085	144,493
B. Leases	1,992	7,251	24,000	(16,749)	19,278
C. Retained Deposits	1,050	4,180	4,000	180	6,310
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	8	100	(92)	10
5 Special Events	<b>3,341</b>	<b>16,613</b>	<b>20,000</b>	<b>(3,387)</b>	<b>21,735</b>
6 Fees	<b>125</b>	<b>348</b>	<b>320</b>	<b>28</b>	<b>341</b>
A. Copier	33	58	30	28	22
B. Late Fees		0	0	0	
C. Postage		0	0	0	
D. Notary	70	170	200	(30)	146
E. Other	22	120	90	30	173
7 Miscellaneous	<b>600</b>	<b>2,260</b>	<b>1,652</b>	<b>608</b>	<b>1,940</b>
A. Sales	600	2,255	1,630	625	1,919
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		3	0	3	
D. Other	0	2	22	(20)	21
8 Gain/loss on Disposal of Asset		0	360	(360)	300
<b>Total Income</b>	<b>129,586</b>	<b>595,813</b>	<b>587,499</b>	<b>8,314</b>	<b>586,183</b>

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 4

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	57,279	288,706	300,000	(10,284)	289,866
10 Janitorial Wages	543	4,659	3,700	959	3,777
11 Contract Labor	3,472	7,253	26,000	(18,747)	85
12 Payroll Benefits	7,050	41,147	50,300	(9,153)	49,144
13 Payroll Taxes	5,036	23,335	22,000	1,335	22,521
14 Janitorial Expense	8,629	43,999	42,000	1,999	38,625
A. Cleaning Service	4,775	23,712	23,490	222	22,369
B. Setup & Breakdown	3,250	16,012	14,250	1,762	12,139
C. Floors, Carpets and Windows		0	0	0	
D. Supplies	604	4,275	4,260	15	4,117
15 Fees	4,827	16,579	16,400	2,179	21,057
A. Accounting		0	0	0	12,306
B. Legal	2,821	2,821	2,300	521	0
C. Performance		0	0	0	
D. Audit		7,225	3,000	4,225	
E. Web	136	136	2,600	(2,464)	1,336
F. Other	1,870	8,397	8,500	(103)	7,415
16 Operating Expenses	2,893	7,388	6,000	1,388	5,230
A. Office Supplies	0	0	0	0	
B. Program Supplies	534	3,498	2,500	998	2,827
C. Cost of Goods Sold	100	428	240	188	290
D. Postage	1,788	2,499	2,600	(101)	1,712
E. Staff Development	166	447	500	(53)	388
F. Catering/Food Service		0	0	0	215
G. Other	305	518	180	358	
17 Business Expenses	1,168	4,755	2,150	2,605	2,066
A. Mileage	252	1,148	750	398	813
B. Food (Business Meals)	659	2,326	1,400	926	965
C. Other	257	1,281	0	1,281	288
18 Insurance	368	10,650	12,040	(1,390)	10,350
19 Advertising	2,780	13,924	5,200	8,724	3,938
20 Newsletter	5,810	19,311	18,000	1,311	20,465
21 Other Printing	5,516	8,248	8,500	(2,254)	13,211
22 Donations/Contributions	116	4,318	4,000	318	4,500
23 Special Events	4,355	19,837	18,000	1,837	20,139
24 Taxes	0	95	380	(285)	72
25 Utilities	9,533	35,873	35,060	813	34,649
A. Gas & Electric	7,144	27,909	27,560	349	27,375
B. Water & Sewer	391	2,069	2,400	(331)	2,196
C. Telephone	1,998	5,895	5,100	795	5,078
26 Repairs & Maintenance	4,191	19,563	16,250	3,313	21,530
A. Building	4,191	16,284	12,300	3,984	16,432
B. Equipment	0	3,279	3,950	(671)	5,098
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	142	1,582	2,000	(418)	1,294
28 Total Expenses Before Depreciation	123,708	572,218	587,980	(15,762)	562,419
29 Depreciation	1,719	4,995	3,000	1,995	4,911
30 Total Expenses	125,427	577,213	590,980	(13,767)	567,330
<b>Increase/(Decrease) in Unrestricted Net Assets</b>	<b>4,159</b>	<b>18,600</b>	<b>(3,481)</b>	<b>22,081</b>	<b>18,853</b>

**Village:** Oakland Mills Community Association  
**Fiscal Year:** 2017  
**Quarter:** 4  
**Date Prepared:** 22-Jun-17

**SUMMARY STATEMENTS OF ACTIVITIES**  
**May 1 - April 30**

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<b><u>REVENUES</u></b>						
1 CA Assessment Share	97,517	390,068	390,067	1		391,776
2 Lease & Rental	28,001	186,516	175,000	11,516		170,081
3 Tuition & Enrollment	0	0	0	0		0
4 Interest	2	8	100	(92)		10
5 Special Events	3,341	16,613	20,000	(3,387)		21,735
6 Fees	125	348	320	28		341
7 Miscellaneous	600	2,260	1,652	608	Requires Comment	1,940
8 Gain/loss on Disposal of Asset	0	0	360	(360)		300
Total Revenue	<u>129,586</u>	<u>595,813</u>	<u>587,499</u>	<u>8,314</u>		<u>586,183</u>
<b><u>EXPENSES</u></b>						
9 Staff Salaries	57,279	289,706	300,000	(10,294)		289,866
10 Janitorial Wages	543	4,859	3,700	959	Requires Comment	3,777
11 Contract Labor	3,472	7,253	26,000	(18,747)	Requires Comment	85
12 Payroll Benefits	7,050	41,147	50,300	(9,153)		49,144
13 Payroll Taxes	5,036	23,335	22,000	1,335		22,521
14 Janitorial Expense	8,629	43,999	42,000	1,999		38,625
15 Fees	4,827	18,579	16,400	2,179		21,057
16 Operating Expenses	2,893	7,388	6,000	1,388		5,230
17 Business Expenses	1,168	4,755	2,150	2,605	Requires Comment	2,066
18 Insurance	368	10,650	12,040	(1,390)		10,350
19 Advertising	2,780	13,924	5,200	8,724	Requires Comment	3,838
20 Newsletter	5,810	19,311	18,000	1,311		20,465
21 Other Printing	5,516	6,246	8,500	(2,254)	Requires Comment	13,211
22 Donations/Contributions	116	4,316	4,000	316		4,500
23 Special Events	4,355	19,837	18,000	1,837		20,139
24 Taxes	0	95	380	(285)		72
25 Utilities	9,533	35,873	35,060	813		34,649
26 Repairs & Maintenance	4,191	19,563	16,250	3,313		21,530
27 Furniture & Fixtures	142	1,582	2,000	(418)		1,294
28 Total Expenses Before Depreciation	<u>123,708</u>	<u>572,218</u>	<u>587,980</u>	<u>(15,762)</u>		<u>562,419</u>
29 Depreciation	1,719	4,995	3,000	1,995	Requires Comment	4,911
30 Total Expenses	<u>125,427</u>	<u>577,213</u>	<u>590,980</u>	<u>(13,767)</u>		<u>567,330</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>4,159</u>	<u>18,600</u>	<u>(3,481)</u>	<u>22,081</u>		<u>18,853</u>



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Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 4  
 Date Prepared: 22-Jun-17

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - April 30**

	2017	2016	Variance
<b>ASSETS</b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	160,355	107,591	52,764
Cash (Savings Accounts)	120,184	156,256	(36,072)
Short term investments	20,466	20,457	9
Total Cash and Investments	<u>301,105</u>	<u>284,404</u>	<u>16,701</u>
Accounts Receivable	643	333	310
Loan Receivable			0
Prepaid Expenses	4,029	122	3,907
Inventory		3,275	(3,275)
Other Current Assets	<u>4,672</u>	<u>3,730</u>	<u>942</u>
Furniture, Fixtures and Leasehold Improvements	96,106	94,025	2,081
Accumulated Depreciation	(90,559)	(85,565)	(4,994)
Net Furniture and Fixtures	<u>5,547</u>	<u>8,460</u>	<u>(2,913)</u>
<b>TOTAL ASSETS</b>	<u><b>311,324</b></u>	<u><b>296,594</b></u>	<u><b>14,730</b></u>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	8,753	10,231	(1,478)
Amount Payable to Contingency Fund			0
Security Deposits	25,485	24,075	1,410
Sales Tax			0
Deferred Revenue - CA	100,401	97,516	2,885
Deferred Revenue - Other	40,447	35,083	5,364
Accrued Liabilities - Payroll	23,018	35,069	(12,051)
Accrued Liabilities - Other	494	494	0
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	<u>198,598</u>	<u>202,468</u>	<u>(3,870)</u>
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	18,600	18,853	(253)
Net Assets - Year-to-Date	<u>112,726</u>	<u>94,126</u>	<u>18,600</u>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u><b>311,324</b></u>	<u><b>296,594</b></u>	<u><b>14,730</b></u>

Village: Oakland Mills Community Association  
 Fiscal Year: 2017  
 Quarter: 4  
 Date Prepared: 22-Jun-17

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**SCHEDULE A**

**BEGINNING CASH**

Cash and Investments 284,404

**SOURCES OF FUNDS**

Bank Loans & Other Loans  
 during period (Increases Only)

a) Loan #1   
 b) Loan #2   
 c) Subtotal - Bank Loans & Other Income 0

Total Revenue - Year-to-Date 595,813

Proceeds from Sale of Capital

Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 880,217

**USES OF FUNDS**

Total Expenses - Year-to-Date 577,213

Capital Expenditures Made During Period not  
 Included in Line 6 above 2,082

Subtotal - all disbursements  
 (Lines 6 + 7) 579,295

Less Depreciation & Other Non-cash  
 Charges Recorded in Line 6 Above 4,995

Disbursements Less Depreciation  
 (Line 8 less Line 9) 574,300

Subtotal - (Line 5 minus Line 10) 305,917

**OTHER CHANGES**

Other Current Assets - (Increases)/Decreases between  
 4/30 of current year and 4/30 of prior year (942)

Short-term Liabilities - Increases/(Decreases) between  
 4/30 of current year and 4/30 of prior year (3,870)

Subtotal of changes in current assets and liabilities (Lines 12 + 13) (4,812)

**ENDING CASH**

Cash and Investments 301,105

Ending Cash and Investments per Stmt of Financial Position: 301,105  
 CHECK (should be 0): 0

**Village:** Oakland Mills Community Association  
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**SCHEDULE TO COMPUTE CASH RESERVES LIMITATION**

1)	Fiscal Year Expenses (exclusive of Depreciation)		<u>572,218</u>
2)	Percentage Calculation *	x	<u>0.15</u>
3)	<b>Operating Reserve</b>		<u>85,833</u>
4)	Village Association Cash and Investment Accounts:		<u>301,105</u>
5)	Adjustments **		
	Accounts Payable	(+) <u>8,753</u>	
	Security Deposits	(+) <u>25,485</u>	
	Sales Tax	(+) <u>0</u>	
	Deferred Revenue - CA	(+) <u>100,401</u>	
	Deferred Revenue - Other	(+) <u>40,447</u>	
	Accrued Liabilites - Payroll	(+) <u>23,018</u>	
	Accrued Liabilites - Other	(+) <u>494</u>	
	Accounts Receivable	(--) <u>(643)</u>	
	Prepaid Expenses	(--) <u>(4,029)</u>	
	Total Adjustments		<u>193,926</u>
6)	Reserve Account (line 4 minus line 5)		<u>107,179</u>
7)	Excess Cash Reserves (line 6 minus line 3)		21,346
8)	Audit fee allowance ***		<u>21,346</u>
9)	<b>Remittance amounts (Line 7 minus line 8)</b>		<u>21,346</u>

\* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 15% of the total expenses of the village for that year exclusive of depreciation and capital expenditures except that it should be no more than 20% in the year prior to a planned capital expenditure greater than \$10,000 and it should be no more than 25% in the year prior to a planned major CA-funded renovation to a Community Center. The Contingency Fund will be capped at 20% of CA's total village allocation for a given year. Any excess will be returned to Columbia Association.

\*\* Adjustments do not include accounts payable to the Contingency Fund for excess cash reserves.

\*\*\* Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2, and \$0 in Year 3 (the year the

**Manager's Report**

**Submitted by Sandy Cederbaum on June 22 for the June 27, 2017 Oakland Mills Board Meeting**

**County Issues:** Bike lanes being installed ahead of schedule on Mellenbrook Road. Letters sent to county regarding streetscapes and roundabout. Will follow up next week if we do not hear back.

**Community Outreach Officer:** Met with Lt. Reidy who informed us that Sgt. Zammillo will be the new supervisor of the Neighborhood Outreach Officers and Lt. Reidy and Sgt. Zammillo are conducting interviews for our new officer who should be assigned as of July 10.

**Columbia Association:** Attending tonight's CA Board Meeting and tomorrow's Village Managers meeting to find out about proposed changes to the Village Assessment Share structure. A committee of CA staff and 2 village managers have been meeting for about 4 months to look at the current structure and changing it beginning in FY19/20.

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

**Facility Issues:** Ongoing maintenance issues but all facilities and systems operational.

**Staff:** Working w/Deb Buie and will be handling Carrie's workload while she is away until 7/10.

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

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

Safety and Security Committee

June 27, 2017

We met with Lt. Reidy to discuss when the new Officer will be assigned to Oakland Mills Village. We have invited Lt. Reidy and Sgt. Zammillo with the new Oakland Mills Officer to be introduced at our July board meeting.

I met with Sgt. Zammillo, the new supervisor for the Neighborhood Outreach Officers.

The planning of Coffee with a Cop will be completed after our new Oakland Mills Officer has been assigned. This will be held at The Other Barn and coordinated with the Police Department.

**Stopping for an Unmarked Police Car**

After a woman reported that she was stopped on Route 108 in Columbia, and patted down by a man she believes may have been police impersonator, the police have offered these safety tips.

Unmarked police cars are commonly used for conducting traffic stops. They remind drivers that any car—not just those with obvious lights and sirens—may be driven by a police officer. Some citizens feel unsure about what to do if approached by an unmarked police car.

Howard County police offer the following tips to ensure your safety:

- Do not get out of your car.
- Activate your hazard lights to notify the officer you are complying with the request to pull over.
- Pull over in a safe location.
- If you are concerned, drive to a nearby public area that is well-lit with your hazard lights activated.
- If you are unsure that the person stopping you is law enforcement, you can call 911 and ask the dispatcher to verify that it is an officer attempting to pull you over. Stop immediately once it is verified through dispatch that the person stopping you is law enforcement. If it cannot be verified, an officer will be dispatched to you to assist, but you should continue driving normally with your hazards on. Remember that Howard County is serviced by different agencies, and has officers from other agencies that travel through it.
- If the unmarked car is being operated by a plainclothes officer, you may request that a uniformed officer respond to the scene.

Once the new Oakland Mills Officer has been assigned, we will continue to hold our neighborhood meetings, as needed.

