



**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:** Bill McCormack, Jr., Co-Chair~ Ginny Thomas, Co-Chair  
Jonathan Edelson, Vice-Chair ~ Kay Wisniewski, AC Chair ~ Paul Verchinski  
Marcia White ~ Bill Woodcock  
Reginald Avery, Columbia Council Representative

### December 8, 2015

**7:00 p.m.** Pursuant to the Maryland Home Owners Association Act, the Oakland Mills Board of Directors met in **closed session** to discuss matters pertaining to employees and personnel.

#### OMCA BoD Meeting

**Ms. Thomas** called the regular meeting of the OMCA Board of Directors to order at 7:41 pm.

**Present:** Bill McCormack, Board Co-Chair; Virginia Thomas, Board Co-Chair; Jonathan Edelson, Vice-Chair; Kay Wisniewski, AC Chair; Paul Verchinski; Marcia White; Reginald Avery, CA Board; Bill Woodcock; Sandy Cederbaum, Village Manager Brigitta Warren, Event & Administrative Coordinator

**Also Present:** Community Residents

#### Opening of Meeting

- **Ms. Thomas** motioned that the agenda for December 8, 2015 (ATTACHMENT “A”) be approved. **Mr. Edelson** seconded.
- **Mr. McCormack** motioned to amend the agenda and the item under New Business be changed to read “Denial of Request from Columbia Association for OM request of \$10,000 Revitalization Grant towards funds for a Feasibility Study for the redevelopment of the village center and surrounding area in Oakland Mills.” **Ms. Thomas** seconded approval of the amended agenda and the motion passed (7-0-0).
- **Ms. Thomas** motioned to accept the November 24, 2015 OMCA Board meeting minutes (ATTACHMENT “B”). **Mr. Edelson** seconded and the motion passed (7-0-0).

#### New Business

- **Mr. Avery** gave background information regarding the denial of the \$10K.
- It was determined that the request did not seem to go through the proper process and was not referred to the approval committee.
- **Mr. Avery** suggested writing a letter to CA asking why the request did not go through the proper process.
- **Ms. Wisniewski** asked if we could apply again, but for a different purpose.
- **Ms. Thomas** asked if the deadline has passed. **Ms. Cederbaum** stated that the funds are available until April.
- Suggestions were given as to what could be put in the new request.
- **Mr. Edelson** discussed the Internet Essentials discount that is offered through Comcast to low income residents who qualify. He suggested that **Mr. Verchinski** pass the information about the program to the Village in Howard. Suggestions were made regarding how to disseminate this information to the

residents.

- **Mr. Woodcock** volunteered to write the grant proposal. **Ms. Cederbaum** will send parameters of grant and **Ms. Thomas** will assist with information in writing the grant.
- **Ms. Thomas** suggested possibly partnering with another village. She will discuss this at the next combined village board chair meeting.
- **Ms. Cederbaum** will write a letter from the OMCA Board to the CA Board asking why the proper process was not followed and indicating that the OMCA Board will be resubmitting another grant proposal.

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

- **Mr. Avery** stated that CA is working on establishing a new sister city in Haiti. A CA representative will be taking a trip to Haiti to meet with the townspeople and then a representative of Haiti will be coming to Columbia.
- Haven on the Lake is currently not producing the numbers that CA would like it to. CA is working on a new rate schedule. Residents are not buying memberships but only taking individual classes. **Ms. Thomas** asked how much CA members are subsidizing. **Mr. Avery** said he would look into that.
- **Mr. Verchinski** asked **Mr. Avery** about who will be taking care of the maintenance of the additional 20 feet on either side of the easement that was sold to the Inner Arbor Trust. **Mr. Avery** stated that there is an approval of maintenance of 30 feet, but not the additional 20 feet. **Mr. Verchinski** asked if CA has the right to entry. **Mr. Avery** stated, yes, they do.

### **Manager's Report**

- **Ms. Cederbaum** distributed her Manager's Report (ATTACHMENT "C"). **Ms. Cederbaum** thanked all those who were involved with the Polar Express event and stated it was a huge success.
- **Ms. Cederbaum** distributed the FY16 2<sup>nd</sup> Quarter Financials (ATTACHMENT "D") and requested the OMCA Board vote to accept them.
- **Ms. Thomas** asked about The Other Barn elevator. She requested that a bell be installed in the elevator. **Ms. Cederbaum** stated she will make the request.
- **Mr. Verchinski** commended **Ms. Cederbaum** and staff on the number of rentals. He inquired about there being no incentive for the Villages to increase rentals and therefore increase their revenues.
- **Ms. Cederbaum** responded that the village managers have been discussing the current contingency fund this as well. She distributed the Village Contingency Fund Position Paper prepared by the village managers. (ATTACHMENT "E").
- **Mr. Avery** stated that the CA Board is aware of this issue and have been discussing it as well.
- **Mr. Edelson** motioned to accept the FY16 2<sup>nd</sup> Quarter Financials. **Mr. Avery** seconded and the motion passed (7-0-0).

### **Committee Reports**

#### **Arts Advisory Committee**

- See distributed report (ATTACHMENT "F").

#### **Education Committee**

- See distributed report (ATTACHMENT "G").

#### **Housing Committee**

- There will be a meeting Wednesday, December 16<sup>th</sup>.

### **Marketing Committee**

- See distributed email copy (ATTACHMENT “H”).

### **Neighborhood Enhancement Advisory Committee (NEAC)**

- See distributed report (ATTACHMENT “I”).
- **Mr. Verchinski** stated that he hopes that the OMCA Board will discuss the NEAC recommendations at the OMCA Board meeting in January. **Mr. Verchinski** and Lynn Engelke are available for questions.
- A brief discussion regarding the proposed recommendations took place.

### **Safety Committee**

- See distributed email (ATTACHMENT “J”).
- **Mr. Woodcock** stated that any members of the Board that see something regarding safety in Oakland Mills, they should let **Mr. Woodcock** know.

### **Board Bulletin Board**

- **Mr. Avery** thanked all who prayed for his daughter while she was ill. She is doing much better.
- Happy holidays to all!

The regular OMCA Board meeting was adjourned at 8:55 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator



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

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

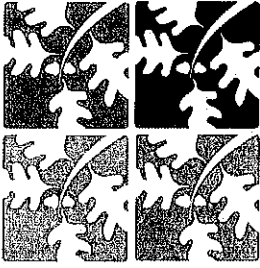
**Board Members:** Virginia Thomas, Co-Chair; Bill McCormack, Co-Chair,  
Jonathan Edelson, Vice Chair; Kay Wisniewski, Architecture Chair  
Paul Verchinski; Marcia White; Bill Woodcock  
Reginald Avery, Columbia Council Representative

**REVISED AGENDA** – The Board Meeting will begin at 7:30 p.m.

**7:00 p.m.** Pursuant to the Maryland Home Owners Association Act, the Oakland Mills Board of Directors will meet in closed session to discuss matters pertaining to employees and personnel.

**Tuesday, December 8, 2015  
Oakland Mills Board of Directors Meeting  
7:30 p.m.  
The Other Barn**

- 7:30 p.m. Opening of meeting**  
Approve the agenda for tonight's meeting  
Approve the minutes from the November 24, 2015 meeting
- 7:35 p.m. Resident Remarks**
- 7:40 p.m. New Business**  
Denial of Request from Columbia Association for \$10,000 Revitalization Grant toward funding for a Feasibility Study for a Sports Complex in Oakland Mills.
- 8:00 p.m. Board Co-Chair Remarks, Virginia Thomas and Bill McCormack**
- 8:10 p.m. Columbia Board of Directors Report, Reginald Avery**
- 8:20 p.m. Manager's Report, Sandy Cederbaum**  
FY 16 2<sup>nd</sup> Quarter Financial Report
- 8:30 p.m. Architecture Committee, Kay Wisniewski**  
**Arts Advisory Committee, Marcia White**  
**Education Committee, Jonathan Edelson**  
**Housing Committee, Bill McCormack**  
**Marketing Committee, Jonathan Edelson**  
**Neighborhood Enhancement Advisory, Paul Verchinski**  
**Safety Committee, Bill Woodcock**
- 8:45 p.m. Board Bulletin Board**
- 9:00 p.m. Adjourn**
- Upcoming Events: 12/12 Breakfast w/Santa**  
Breakfast with Santa, Dec. 12  
The Oakland Mills Office will be closed 12/24 and reopen on 1/4/16.



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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 ~ Paul Verchinski  
Marcia White ~ Bill Woodcock  
Reginald Avery, Columbia Council Representative

**November 24, 2015**

### OMCA BoD Meeting

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

**Present:** Virginia Thomas, Board Co-Chair; Jonathan Edelson, Vice-Chair; Kay Wisniewski, AC Chair; Paul Verchinski; Marcia White; Reginald Avery, CA Board; Bill Woodcock; Sandy Cederbaum, Village Manager  
Brigitta Warren, Event & Administrative Coordinator

**Absent:** Bill McCormack, Board Co-Chair

**Also Present:** Community Residents

### Opening of Meeting

- **Ms. Wisniewski** motioned that the agenda for November 24, 2015 (ATTACHMENT "A") be approved. **Mr. Edelson** seconded and the motion passed (6-0-0).
- **Mr. Edelson** motioned to accept the November 10, 2015 OMCA Board meeting minutes (ATTACHMENT "B"). **Ms. Wisniewski** seconded and the motion passed (6-0-0).

### New Business

#### Procedures to Implement Board Member Compliance with the Covenants

- **Ms. Wisniewski** discussed the changes made to the proposed "Procedures to Implement Board Member Compliance with the Covenants" (ATTACHMENT "C").
- **Ms. Wisniewski** motioned to change number 4 to read "60 days after the new Board takes office: If the property remains out of compliance at this point, the non-compliant member is suspended until he/she obtains a certificate of insurance or until the Board term expires."
- **Mr. Verchinski** stated that he has an issue with "until the Board term expires" because if someone is non-compliant they are just taking up a seat.
- A discussion regarding what the appropriate language should be took place.
- **Ms. Wisniewski** motioned to accept the changes made to number 4 "60 days after the new Board takes office: If the property remains out of compliance at this point, the non-compliant member is suspended until he/she obtains a certificate of compliance or until another 30 days has passed" and remove number 5. **Mr. Woodcock** seconded and the motion passed (6-0-0).

## **Donation Requests**

- Request for donation letters were distributed (ATTACHMENTS “D-I”). **Mr. Edelson** stated that all OMHS groups hold a non-profit status.
- Suggested amounts for each group were suggested. Additional announcements for donation solicitation was requested to be sure the community knows donation funds are available.
- **Ms. Thomas** motioned to donate \$200 to the OMHS Alpha Achievers, \$200 to the OMHS Girls Basketball team, \$400 to the OMHS Robotics and Engineering Club, \$500 to the OMMS PTA, \$200 to the Village in Howard and \$200 to the OMHS Fine Arts Boosters. **Ms. Wisniewski** seconded and the motion passed (6-0-0).

## **OMCA Holiday Closing**

- **Ms. Cederbaum** distributed the proposed OMCA Holiday Closing dates for 2016 (ATTACHMENT “J”). All OMCA Board members agreed to the dates.

## **Letter on Alternative Compliance and Fee in Lieu (ATTACHMENT “K”)**

- **Mr. Verchinski** suggested adding all of the Howard County Council members as ccs. **Ms. Wisniewski** motioned to accept the “Letter of MIHU Program Allowances for Alternative Compliance and Fee in Lieu” with the addition of all HC council members cc’d. **Mr. Verchinski** seconded and the motion passed (6-0-0).

## **Letter on 6141 Commitment Court (ATTACHMENT “L”).**

- **Mr. Verchinski** suggested adding the Howard County Housing Commission Board of Directors as well as all Howard County Council members as ccs. **Mr. Verchinski** motioned to accept the letter regarding the Housing Commission purchase and Remodeling of 6141 Commitment Court in Oakland Mills with the additional cc’s. **Mr. Woodcock** seconded and the motion passed (6-0-0).

## **Testimony for County Executive December 2<sup>nd</sup> hearing for \$2 million for Neighborhood Stabilization Program**

- **Mr. Verchinski** gave background information regarding the \$2 million. He stated that the December 2<sup>nd</sup> is a listening session for residents. **Mr. Woodcock** motioned to push for the Neighborhood Stabilization program. **Ms. Wisniewski** seconded and the motion passed (6-0-0).

## **Testimony for County Executive December Hearing for money for Bridge Columbia (ATTACHMENT “M”)**

- **Mr. Verchinski** stated that there is currently \$750,000 in the Howard County budget slated for Bridge Columbia. This money could provide additional funding for planning and possibly preliminary design.
- **Mr. Verchinski** motioned that the OMCA Board support \$750,000 for Bridge Columbia in the upcoming Howard County budget. **Ms. White** seconded and the motion passed (6-0-0).

## **Board Co-Chair Remarks**

- **Ms. Thomas** stated that CA has decided that OMCA is not eligible for the \$10K grant. **Mr. Avery** stated he will follow up with Milton Matthews.

- **Ms. Thomas** spoke with Diane Wilson from the County Executive's office today. The RFP is currently being worked on and Ms. Wilson will get back to the OMCA Board regarding what is going on with the feasibility study.

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

- **Mr. Avery** stated that CA is currently working on budgeting. Long Reach and Oakland Mills are both looking at obtaining the same funding.
- The Columbia Ice Rink has a placeholder in the upcoming budget. A vote will take place in January regarding the exact plan for the Columbia Ice Rink.
- **Mr. Edelson** asked about the Columbia Ice Rink facility assessment. **Mr. Avery** responded that it has not taken place yet.
- **Mr. Verchinski** asked about Milton Matthews's response to OMCA Board's letters that were sent to him.

### **Board Bulletin Board**

- **Mr. Verchinski** congratulated OMHS football team on their victory.
- **Mr. Woodcock** announced that there is a temporary Community Resource Office in Oakland Mills. His name is Officer John Simcox.
- **Ms. Wisniewski** announced that the OMCA Board hiring committee will begin interviews for the Covenant Advisor position on December 1<sup>st</sup>.
- **Mr. Edelson** announced the Stevens Forest ES PTA Art Night Extravaganza that will take place on January 7<sup>th</sup>. The community is invited.
- **Ms. White** congratulated **Mr. Woodcock** on his blog's nomination for a Mobbie award. OM resident Julia McCready won in her blog category and the Oakland Mills is Awesome Facebook page was the 9<sup>th</sup> best out of 38. Congratulations.
- **Ms. Thomas** announced that there will be no OMCA Board meeting on December 22<sup>nd</sup>.
- **Ms. Warren** invited all OMCA Board members to check out Polar Express that will take place December 3<sup>rd</sup> and 4<sup>th</sup>.

The regular OMCA Board meeting was adjourned at 8:31 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

**Manager's Report, Sandy Cederbaum  
Oakland Mills Community Association  
December 8, 2015**

**FY 16 2<sup>nd</sup> Quarter Financial – report and ask for acceptance (to be forwarded)**

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**Office of the Covenant Advisor:** Finalized question, matrix for Covenant Advisor interviews. Scheduled 5 interviews and committee met with 5 candidates.

Compiled all of the necessary work for the 12/4 RAC meeting. Processed the RAC applications for the last meeting which including scanning, sending letter to the residents and filing everything in appropriate place. Handled ongoing covenant correspondence.

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**Salary Study** - HR Group who is handling the villages salary study met with village employees and employees filled out a job description questionnaire. Updated job descriptions will be made for employees. HR Group will follow up with meetings w/managers and in January plan to present finalized job descriptions and salary range grid. All information will be presented to the village boards.

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**Bridge Columbia** – members of the BC committee had a positive meeting with the HC Chamber Legislative Group and will follow up with them. Town Center Village Board has indicated their support for the Bridge and asked to be added to the list of supporters. Committee members met with Senator Kasemeyer who gave his support of the Bridge and said he will work with Senator Guzzone and committed to calling the head of MTA about the project and contacting Senator Cardin. The committee is now waiting to hear back from Diane Wilson with the county's new estimate of the cost of the bridge. Once those numbers are released the committee will pursue more meetings which will include meeting with HCC President and meeting with Congressman Cummings along with other meetings.

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**Village Contingency Fund - Village Managers Position Paper – attached**

As the village managers discussed the upcoming management contract and the 5 year review of the assessment share the current Village Contingency Fund policy was discussed. Please review the policy. It would be ideal to discuss this at the 1<sup>st</sup> board meeting in January. After reading this please forward your question to me for clarification.

We hope that this will be discussed at the next combined board chairs meeting.

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**Events** - 320 residents (Oakland Mills/Columbia wide) attended the Polar Express Event/Production. This event would not be possible without Susan Azoulay and Brigitta Warren who make the holidays magical. Also many thanks to the numerous volunteers and to the entire Oakland Mills Staff, the Azoulay Family, Warren Family and Cederbaum Family who play an integral part during the event and for the "break down". Could not mention this without thanking Reggie Smith whose amazing art work provides the scenery for the production. Please note that the Oakland Mills office will be closed December 24 through Jan. 1 and reopen on Monday, January 4. A message will be on the mail phone line, staff emails. The main phone message will include an emergency contact phone number.

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**Breakfast with Santa** – 180 families will attend the Breakfast w/Santa on 12/12. Again many thanks to Brigitta Warren for organizing the event, volunteers from our local Girl Scout Troop and Jonathan Edelson and Reg Avery who will serve as our Chefs for the event!

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**Jazz in the Mills** – sellout crowd (200) for the 12/6 event. Many thanks to Lavenia Nesmith and Sandy Cederbaum along with the volunteers for making sure this was yet another successful Jazz concert.

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Met with Staff, processed payrolls, 401K, working on year end payroll information.



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

**December 8, 2015**

TO: Jane Dembner, CA Director of Community Planning  
FROM: Sandy Cederbaum, Village Manager, Oakland Mills Community Association  
SUBJ: FY16 2nd Quarter Financials

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**Revenues:**

- 1 **Lease and Rentals** – we have become an extremely popular rental destination and experiencing a higher number of rentals than budgeted for.

**Expenses:**

- 15 **Fees** Legal expenses budged for in 2015 actually were paid in FY16 thus the amount greater than budgeted. (gave a verbal explanation of this to Marie Davidson).
- 19 **Advertising** We are invoiced quarterly and expect to receive a invoice in 3<sup>rd</sup> quarter and Should end the year close to budgeted amount.
- 21 **Other Printing** Added a three-fold brochure flyer which was mailed to all properties this fall. This represents the printing costs incurred.
- 22 **Donations/Contributions** Board voted on all donations at end of 2<sup>nd</sup> quarter and expenses will Be reflected in 3<sup>rd</sup> quarter report.
- 23 **Special Events** Fall festival was canceled due to weather and thus we did not incur any Costs for entertainment and other miscellaneous festival related expenses
- 27 **Furniture and fixtures** No purchases this quarter.
- 30 **Depreciation** greater than anticipated when preparing quarterly spreadsheet.

## Input cells

Village: Oakland Mills  
 Fiscal Year: 2016  
 Quarter: 2  
 Date Prepared: 2-Dec-15

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

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Assessment Share	97,944	195,888	195,888	0	201,514
A. CA Base Assessment	88,361	176,722	176,722	0	170,816
B. CA Medical Reimbursement	8,992	17,984	17,984	0	20,898
C. Other CA Reimbursement	591	1,182	1,182	0	10,000
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	44,162	113,171	87,592	25,579	108,745
A. Room Rentals	38,304	102,441	77,392	25,049	100,529
B. Leases	4,648	7,920	9,400	(1,480)	5,781
C. Retained Deposits	1,210	2,810	800	2,010	2,435
3 Tuition & Enrollment	0	0	150	(150)	90
A. Classes		0	150	(150)	36
B. Camps		0	0	0	
C. Other		0	0	0	54
4 Interest	3	6	50	(44)	70
5 Special Events	2,966	9,521	11,350	(1,829)	11,423
6 Fees	109	184	276	(92)	325
A. Copier	5	22	16	6	24
B. Late Fees		0	0	0	
C. Postage		0	0	0	29
D. Notary	40	70	110	(40)	86
E. Other	64	92	150	(58)	186
7 Miscellaneous	403	1,037	1,008	29	1,172
A. Sales	402	1,029	1,004	25	1,172
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		0	0	0	
D. Other	1	8	4	4	0
8 Gain/loss on Disposal of Asset	0	300	0	300	0
<b>Total Income</b>	<b>145,587</b>	<b>320,107</b>	<b>296,314</b>	<b>23,793</b>	<b>323,339</b>

Village: Oakland Mills  
Fiscal Year: 2016  
Quarter: 2

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

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	74,372	150,732	149,500	1,232	154,540
10 Janitorial Wages	1,272	2,124	2,800	(676)	2,928
11 Contract Labor	85	85	20	65	18
12 Payroll Benefits	18,244	31,174	31,500	(326)	31,868
13 Payroll Taxes	5,760	11,560	13,000	(1,440)	12,502
14 Janitorial Expense	9,642	20,883	23,996	(3,113)	24,552
A. Cleaning Service	5,298	12,289	11,690	599	10,419
B. Setup & Breakdown	3,126	6,194	9,713	(3,519)	11,489
C. Floors, Carpets and Windows		0	175	(175)	170
D. Supplies	1,218	2,400	2,418	(18)	2,524
15 Fees	2,802	8,561	5,350	3,211	4,263
A. Accounting		0	0	0	
B. Legal	0	4,125	1,500	2,625	
C. Performance		0	0	0	
D. Audit		0	0	0	
E. Web	1,286	1,366	1,000	366	1,493
F. Other	1,516	3,070	2,850	220	2,770
16 Operating Expenses	2,396	3,161	2,947	214	4,227
A. Office Supplies		0	0	0	310
B. Program Supplies	968	1,511	2,300	(789)	2,139
C. Cost of Goods Sold	80	80	120	(40)	200
D. Postage	972	1,144	310	834	1,313
E. Staff Development	161	211	217	(6)	265
F. Catering/Food Service	215	215	0	215	
G. Other		0	0	0	
17 Business Expenses	446	835	1,230	(395)	1,295
A. Mileage	227	370	500	(130)	607
B. Food (Business Meals)	219	459	620	(161)	325
C. Other	0	6	110	(104)	363
18 Insurance	4,538	7,576	6,200	1,376	3,240
19 Advertising	715	715	3,000	(2,285)	6,657
20 Newsletter	5,350	8,850	8,766	84	9,642
21 Other Printing	1,905	2,818	1,350	1,468	2,286
22 Donations/Contributions	300	300	3,600	(3,300)	2,550
23 Special Events	3,016	5,174	8,000	(2,826)	12,007
24 Taxes		0	0	0	(325)
25 Utilities	8,369	15,322	15,736	(414)	17,945
A. Gas & Electric	6,454	11,626	12,200	(574)	14,568
B. Water & Sewer	609	1,111	950	161	908
C. Telephone	1,306	2,585	2,586	(1)	2,471
26 Repairs & Maintenance	3,129	7,948	8,432	(484)	8,913
A. Building	2,116	5,989	6,866	(877)	7,050
B. Equipment	1,013	1,959	1,566	393	1,863
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	0	457	1,250	(793)	217
28 Total Expenses Before Depreciation	142,339	278,275	286,677	(8,402)	299,325
29 Depreciation	1,142	2,316	1,180	1,136	1,578
30 Total Expenses	143,481	280,591	287,857	(7,266)	300,903
Increase/(Decrease) in Unrestricted Net Assets	2,106	39,516	8,457	31,059	22,436

**Village:** Oakland Mills  
**Fiscal Year:** 2016  
**Quarter:** 2  
**Date Prepared:** 2-Dec-15

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

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b><u>REVENUES</u></b>					
1 CA Assessment Share	97,944	195,888	195,888	0	201,514
2 Lease & Rental	44,162	113,171	87,592	25,579 Requires Comment	108,745
3 Tuition & Enrollment	0	0	150	(150)	90
4 Interest	3	6	50	(44)	70
5 Special Events	2,966	9,521	11,350	(1,829)	11,423
6 Fees	109	184	276	(92)	325
7 Miscellaneous	403	1,037	1,008	29	1,172
8 Gain/loss on Disposal of Asset	0	300	0	300	0
Total Revenue	<u>145,587</u>	<u>320,107</u>	<u>296,314</u>	<u>23,793</u>	<u>323,339</u>
<b><u>EXPENSES</u></b>					
9 Staff Salaries	74,372	150,732	149,500	1,232	154,540
10 Janitorial Wages	1,272	2,124	2,800	(676)	2,928
11 Contract Labor	85	85	20	65	18
12 Payroll Benefits	18,244	31,174	31,500	(326)	31,868
13 Payroll Taxes	5,760	11,560	13,000	(1,440)	12,502
14 Janitorial Expense	9,642	20,883	23,996	(3,113)	24,552
15 Fees	2,802	8,561	5,350	3,211 Requires Comment	4,263
16 Operating Expenses	2,396	3,161	2,947	214	4,227
17 Business Expenses	446	835	1,230	(395)	1,295
18 Insurance	4,536	7,576	6,200	1,376	3,240
19 Advertising	715	715	3,000	(2,285) Requires Comment	6,657
20 Newsletter	5,350	8,850	8,766	84	9,642
21 Other Printing	1,905	2,818	1,350	1,468 Requires Comment	2,286
22 Donations/Contributions	300	300	3,600	(3,300) Requires Comment	2,550
23 Special Events	3,016	5,174	8,000	(2,826) Requires Comment	12,007
24 Taxes	0	0	0	0	(325)
25 Utilities	8,369	15,322	15,736	(414)	17,945
26 Repairs & Maintenance	3,129	7,948	8,432	(484)	8,913
27 Furniture & Fixtures	0	457	1,250	(793) Requires Comment	217
28 Total Expenses Before Depreciation	<u>142,339</u>	<u>278,275</u>	<u>286,677</u>	<u>(8,402)</u>	<u>299,325</u>
29 Depreciation	<u>1,142</u>	<u>2,316</u>	<u>1,180</u>	<u>1,136</u> Requires Comment	<u>1,578</u>
30 Total Expenses	<u>143,481</u>	<u>280,591</u>	<u>287,857</u>	<u>(7,266)</u>	<u>300,903</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>2,106</u>	<u>39,516</u>	<u>8,457</u>	<u>31,059</u>	<u>22,436</u>

**Input cells**

Village: Oakland Mills  
 Fiscal Year: 2016  
 Quarter: 2  
 Date Prepared: 2-Dec-15

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

	2016	2015	Variance
<b>ASSETS</b>			
CASH AT END OF PERIOD:			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	93,145	57,794	35,351
Cash (Savings Accounts)	144,036	170,216	(26,180)
Short term investments	20,451	20,440	11
Total Cash and Investments	257,732	248,550	9,182
Accounts Receivable	500	531	(31)
Loan Receivable			0
Prepaid Expenses	540		540
Inventory			0
Other Current Assets	1,040	531	509
Furniture, Fixtures and Leasehold Improvements	92,487	84,779	7,708
Accumulated Depreciation	(82,970)	(77,839)	(5,131)
Net Furniture and Fixtures	9,517	6,940	2,577
<b>TOTAL ASSETS</b>	<b>268,289</b>	<b>256,021</b>	<b>12,268</b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	0		0
Amount Payable to Contingency Fund		0	0
Security Deposits	17,775	14,175	3,600
Sales Tax			0
Deferred Revenue - CA	97,944	95,757	2,187
Deferred Revenue - Other	6,200	1,580	4,620
Accrued Liabilities - Payroll	31,501	31,786	(285)
Accrued Liabilities - Other	80	187	(107)
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	153,500	143,485	10,015
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year	75,273	90,100	(14,827)
Increase/(Decrease) in Unrestricted Net Assets for Year	39,516	22,436	17,080
Net Assets - Year-to-Date	114,789	112,536	2,253
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>268,289</b>	<b>256,021</b>	<b>12,268</b>

## VILLAGE CONTINGENCY FUND

### POSITION PAPER

The Village Contingency Fund came into existence over 20 years ago in response to several issues and/or opinions related to CA and the villages. Some of these issues/opinions included: the opinion that some villages were banking too much money, which is counter to being a nonprofit; CA was borrowing money at the time and it appeared to some as though CA was doing this so that the villages could bank the money; wealthier villages could offer more programs and/or services than less wealthy villages -- similarly, some villages had different abilities to raise money based upon the facilities they managed; and lastly, there was an overall sense of unfairness between the villages.

If we review the original reasons the Fund was established and compare it to the realities of today, we find the following:

1. There are no limits on how much profit a nonprofit can earn, and there never were. The only restriction is that revenues earned must be used in the furtherance of the organization's mission as stated in its articles of incorporation. The notion that a nonprofit should not make profit (or too much profit) is a layman's perception of what it means to be a nonprofit. Not only can a nonprofit earn profit, it must be profitable if it wishes to 1) stay in business and 2) flourish.
2. It is still true today that there are some villages that are wealthier than others and are better situated to raise money. However, what is also true, both yesterday and today, is that this is not a contingency fund issue. This is an issue related to the assessment share formula. In practice, the contingency fund doesn't fix inequities, it creates them.
3. When it comes to the issue of fairness, the village managers are in 100 percent agreement that the contingency fund is inherently unfair and inequitable, and encourages management inefficiency.

### Issues/Concerns

#### Fund Formula

There is little doubt that the contingency fund formula is flawed. Here is a breakdown of the amount of money that has been contributed to the fund by each village over the last 13 years:

HC = \$0  
 DS = \$2,744  
 TC = \$5,877  
 LR = \$7,301  
 HR = \$17,580

WL = \$49,693  
RH = \$55,637 (note that \$52,346 of this amount was given in 2002)  
OM = \$59,782  
KC = \$108,015  
OB = \$145,461

The fund balance at the beginning of FY 2016 was \$396,420.53.

### Cash Reserves/Diversification

The contingency fund formula is a third party's dictation to independent village associations as to how much can be maintained in reserve by each village. This results in a "one size fits all" answer to the age old question: "How much should a nonprofit organization maintain in reserve?"

There are many different philosophies, as well as variables, that would lead an organization to determine their individual reserve needs. Some use formulas. Some use simpler goal models to ensure that they can weather storms over periods of time such as three, six, or 12 months. Most importantly, however, is that each organization make its own determination based upon all of the variables that make its business unique. This holds true for each of the ten villages of Columbia. While we are similar, we differ as well. The differences between villages are significant enough that our reserve planning should not be self-determined by a 3<sup>rd</sup> party, one size fits all philosophy.

Limiting village reserves has other effects on the organizations as well. In limiting each villages' ability to maintain reserves, we have effectively eliminated any chance that a diversified investment portfolio, which looks at short-, medium-, and long-term growth, as well as protection from market forces such as inflation and deflation, can be developed.

### "Use It or Lose It"

The reality of the contingency fund funding formula is this: Two months before the end of the fiscal year, the villages' CPAs will notify each village whether or not they will need to contribute to the fund and if so, how much that contribution will be. This, in turn, creates new realities:

1. Village managers will spend the next two months trying to find ways to spend the money they would have otherwise not spent in order to avoid losing the resources that they generated.
2. Because the village managers will not know how much money they will be able to keep at the end of each fiscal year, the village managers cannot develop meaningful, multi-year capital equipment budgets.
3. The fund promotes disincentives for villages, which in turn, impedes growth. Why come up with new ideas, new revenue streams, or cost conscious measures if the villages will have to give their earned revenue away? Similarly, the fund promotes disincentives for the fund itself. Why would the villages not find ways to spend contingency fund monies if the villages know

that the revenues generated by the villages that exceed the fund limits will be given away to a 3<sup>rd</sup> party?

### Philosophies of Assessment Ownership

CA's Philosophy is that the contingency fund is linked to the assessments. Following this mindset, CA collects assessments from property owners. CA then "gives" or "grants" the villages money collected from the assessments, which is deemed as CA money. Because it's CA's money, the villages become subordinate to CA and no longer financially independent.

The Villages' Philosophy is that the contingency fund has nothing to do with assessments. Following this mindset, while CA collects assessments from property owners and distributes a portion to the villages, each village has the independent authority to make its own assessments. Therefore, CA funnels a portion of the assessment revenues it collects to the villages **that would have otherwise been collected and utilized by the villages directly**. The villages' share of assessments collected is not, nor was it ever, CA money. It is the villages' share of property owner money. The decision to have CA (then CPRA) be the sole assessor goes back to the first day of assessment collection in Columbia, and for obvious reasons. If they weren't the sole assessor/collector, there would be 11 independent associations making assessments, resulting in each property owner receiving two annual assessments.

The Villages and CA represent 11 independent organizations that work together for common causes. Neither CA nor the villages have any inherent ownership or control over the other, except to the extent of what is agreed to in the Management Contract between the villages and CA.

### **Recommendations**

1. Have the independent organizations that generate the revenue for the fund decide for themselves how that fund will be managed. In other words, eliminate 3<sup>rd</sup> party involvement.
2. Change the way the contingency fund is funded. One possibility is to institute a "flat tax" of five percent of net net per village. This would ensure that all villages that earn a net net profit contribute to the fund in an equitable manner. The percentage would be reviewed annually to determine if there is too much or too little being contributed to the fund to meet the stated goal(s) of the fund as determined by the village boards of directors.

### **Benefits**

1. Puts control over revenues in the hands of the organizations that generated the revenues and eliminates 3<sup>rd</sup> party involvement.
2. Eliminates the cap on the villages' reserves so that safer, more meaningful reserves can be attained based upon the determinations of each village board. As villages are able to



retain more of their earned revenues, it may also provide the opportunity for villages to diversify their reserves to provide for short-, medium-, and long-term growth, as well as protections from inflation, deflation, and other market variables.

3. Incentivizes villages to develop and implement new ideas, new revenue streams, and cost conscious measures because the villages will not have to give their revenues away or scramble at the ninth hour to spend money that they, under normal circumstances, would not have spent.
4. Creates an equitable, rational/logical, and “budgetable” funding means that will not impede growth.
5. Creates the opportunity for villages to effectively budget for capital equipment expenditures over multiple years.
6. CA loses nothing, except the virtually nil potential for reaping the benefits of excess revenues in the fund that would have to be given to CA.

**Arts Advisory Committee Update**

**12/8/15**

I've put together survey questions asking residents how they would feel about allowing people to display art on their properties. I've sent my questions to Sandy and Kay for their input. I'll share with the board for general feedback after I've had a chance to incorporate Sandy and Kay's suggestions.

A couple weeks ago I asked Sandy to check with HCPD about using the OM Satellite Trailer as a canvas for public art since I'm getting nowhere with Food Lion. To our surprise, they are receptive to the idea! They won't give us a blanket approval until they see the design. I think we should involve the schools and community at large and ask for design submissions. Please weigh in!

**Oakland Mills Education Committee Report  
December 8, 2015**

The committee met on November 10, 2015. Ellen Flynn Giles, Howard County Board of Education member and Oakland Mills Cluster representative met with the committee for a question and answer session. Topics covered included how clusters are assigned, Ms. Giles' personal thoughts on BOE elections by district, budget status and challenges, general renovation processes and specifics of OMHS renovation, and redistricting.

Each BOE member but the Chair has 2 high schools plus their feeders. The 2 groups are usually dissimilar by geography, age, etc. to give members a good sense of what different schools look like. Ms. Giles' other cluster is Atholton.

Maintenance of Effort is based on current enrollment even though projections indicate an increase of 1,600 students expected next year. There is no inflation factor for the Howard County MOE. The state can give additional geographic supplements, but the state feels Howard County classes are too small.

Renovations generally need economies of scale and other criteria are considered. For example, Wilde Lake was old enough to qualify for replacement. The county's whole budget for borrowing is less than what the school system asked for.

Specifically at OMHS, Gilbert Architects reviewed the facility so appropriate plans can be made.

Redistricting uses 11 criteria. The school system feels it is important to try to retain community schools, and there are options for support for schools facing challenges as a result.

**Other Local School News**

Canopy construction at SFES should be complete this month. A new path connects the parking lot crosswalk to the CA path system. Most items on last year's assessment of the SFES/SF Neighborhood Center have been addressed.

**Brigitta Warren**

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**From:** Jonathan Edelson <jledelson.omca@gmail.com>  
**Sent:** Tuesday, December 08, 2015 3:07 PM  
**To:** Sandy Cederbaum; Ginny Thomas; Bill McCormack; Bill Woodcock; Marcia White; Paul Verchinski; Kay Wisniewski; Reg Anne; Brigitta Warren  
**Subject:** Marketing Report

The Marketing Committee did not meet the week of Thanksgiving as only one member was available.

We have found a workaround for the technical issue with the survey and will complete programing this month. New resident postcards are and awaiting the survey link.

A new resident has offered to join the committee to work with us on new ways to welcome new residents.

I will meet with OMHS administration before the winter break to arrange the "Tell Your Story" visit and the TV and film production seminar.

**December 7, 2015**

**THE OMCA BOARD REMANDED THE FOLLOWING TO THE NEAC FOR FURTHER STUDY AT THE JULY 28, 2015 BOARD MEETING**

**NEAC ORIGINAL RECCOMENDATION**

*"Every three years, on a rotating basis (one neighborhood each year), the Oakland Mills Village Association will employ a Property Standards Evaluator to perform curbside inspections of all properties (single family, townhouses, condominiums, apartments, and commercial) within Oakland Mills. These evaluations are intended to make the Village Board aware of the prevalence and scope of issues and to make property owners/residents aware of observed violations. Notification will normally be made via postcard and will list the items on the property that may need to be addressed. The Oakland Mills Village Association also will also maintain a copy of each property evaluation. "*

Many questions were posed by several Board members and by the NEAC.

The following is respectfully submitted and recommended to the OMCA Board for approval after further research by the NEAC done in August, September, October, and November with assistance from the Village Manager, Sandy Cederbaum:

**NEAC REVISED RECOMENDATION FOR BOARD ADOPTION**

**Columbia will celebrate its 50th Birthday in 2017. The Oakland Mills Community Association (OMCA) wants to recognize and prepare for this event by highlighting our Village as a community of which we are all proud.**

**As part of our efforts to achieve this goal, the Oakland Mills Village Board will conduct a Property Standards Evaluation. This evaluation is intended to: (1) maintain the good physical appearance of the Village, (2) ensure**

**that all Oakland Mills property owners are aware of Oakland Mills legally-binding covenants, (3) notify property owners about observed Covenant violations so that they may be rectified, and (4) alert the Village Board about the prevalence and scope of any issues.**

**The Property Standards Evaluation will follow the timeline outlined below.**

## **2016**

**As soon as possible, the Oakland Mills Village Board will:**

- Employ a Property Standards Evaluator to perform curbside inspections of all properties (single family, townhouses, condominiums, apartments, and commercial) within Oakland Mills.
- Request funding of \$25,000 from the Village Contingency Fund.
- Send a letter from the Village Board co-chairs to all property owners, notifying them that the Property Standards Evaluation will be conducted and including a copy of the evaluation form that will be used. (NEAC recommends using a modified version of the River Hill form, attached.)

**Following the completion of each curbside evaluation, the Oakland Mills Village Board will:**

- Notify property owners of any observed property violations via postcard. Send any needed subsequent notifications according to the Oakland Mills Covenant Enforcement Process Timeline approved by the Oakland Mills Board on September 8, 2015.
- Note for further follow up any residential or commercial property that appeared to be abandoned or foreclosed.
- Maintain records of each Property Standards Evaluation in the Oakland Mills Covenant Compliance Log database.

## **2019**

**Beginning in Spring 2019, the Oakland Mills Village Board will:**

- Conduct a Property Standards Evaluation (single family, townhouses, condominiums, apartments, and commercial) of each Oakland Mills

neighborhood (Stevens Forest, Talbot Springs, and Thunder Hill) once every three years, on a rotating basis.

- Allocate funding for the Property Standards Evaluation through the annual assessment returned from the Columbia Association through the consolidated Columbia Association-Oakland Mills Community Association Management Agreement.

## **BACKGROUND**

The following are questions and answers related to the recommendations made above and summarize information from the NEAC minutes/notes provided to the OMCA Board since June, 2015 (more detailed information has been provided to the Board in the NEAC monthly reports). The NEAC attempted to be as exhaustive as possible, but some details will still need to be addressed by the OMCA Board as part of a PSE.

1. Frequency and type of evaluation (curbside, 360°, 180°)?

A curbside 180 degree inspection and as much of the sides of the property should be done for each neighborhood on a three year rotating schedule. If a property appears to be run down and not maintained (a judgment call), then a 360 degree inspection should be done with the approval of the Architectural Committee chair.

2. Number and required hours for evaluators?

One evaluator should be hired so that the evaluations are consistent. Evaluator should work a 40 hour work week but be classified as a temporary employee. Suggested pay would be \$20 per hour.

3. Cost and funding source?

Cost is estimated at \$25,000 per the estimate made by CA staff. Funding as recommended by CA staff is from the Village Contingency Fund. Cost could be less than \$25,000 if sub-HOAs are doing their own reviews and could co-ordinate with OMCA. A meeting with the sub-HOAs and the OMCA Board should be done soon to ascertain sub-HOA capabilities. Likewise, the four apartment complexes should be reviewed with each apartment complex manager.

#### 4. Items evaluated?

The committee found the River Hill Property Evaluation Form (PEF) a good model to be utilized by OM. (Since it is in tabular format it could be set up as a digitized form and directly entered on to a tablet and then into the property file. ) This is a 2 page form and each item was discussed and approved or deleted or modified. The column headings were approved with some modifications noted in the Other/Notes column for that item. Also discussed was the review of non-property items such as streetlights, cable boxes, county sidewalks, etc. The consensus was that these should also be reviewed since minimal time would be spent to assess these items.

Modifications to River Hill's form is as follows:

First page adopted with Driveway, House Numbers, Walkway, Unlicensed Vehicle/Wrecked Vehicle deleted (items are on the second page): added items were shed, fence, roof flues/fans, and chimneys; modified items were siding/brick/wood and shrubbery/trees; items added for clarity in Other/Notes column for Trash Can and Recycle Bins was Out of Sight; Y/N, Windows – Must Match, Shrubby/Trees – trimmed.

Second page adopted with Property deleted: Walkway to House modified with wood added. A new category of Miscellaneous Prohibited Items added (check if applicable)

1. Window AC Units
2. Above ground pools
3. Front yard garden
4. Chain link fence
5. Woodpile (only in backyard)
6. Front yard fence (except in Patio Homes)
7. Vehicles parked on lawns

#### 5. Method for notifying residents of upcoming evaluation?

A letter from the OMCA co-chairs should be sent along with a copy of the PSE to be used.

#### 6. Method for issuing notification of violations and actions required?

Use postcards that can be auto filled from a form used on a portable tablet. Timeline adopted by the Board would be subsequently followed and the responsibility of the Covenant Advisors.

### **QUESTIONS ARE HIGHLIGHTED FROM BOARD MEMBERS**

All villages were asked for information by Sandy Cederbaum, but only a few responded after repeated requests.

***Edelson***



**-What has been the response in other villages that have done this recently or are currently doing it?** None currently underway. Response from residents have been generally positive: River Hill, Hickory Ridge, and Wilde Lake

**Are most residents happy with it?** Yes, some education needed as to why done in the first place

**Are the problems identified getting resolved promptly, is the cost/benefit favorable, etc?**

**-What items should the evaluator be instructed to look for? A short list of major aesthetic or structural issues, everything?** The NEAC looked at items reviewed and decided on a comprehensive review since the last PSE in Oakland Mills was done in 2004.(See Q #4)

**-What type of inspection will be done? 360 or curbside appeal?** A modified curbside review similar to what was done in 2004 in OM (See Q#1)

**-Will this be every three years in perpetuity, or will we do it once and then evaluate whether we see substantial change to determine how to proceed from there?** After reconsideration and recognizing Columbia's 50th Birthday, the initial review should cover all neighborhoods. There after, a rotating three year cycle neighborhood review should start in 2019 and funding built into the OMCA annual budget(See Q#1).

***Bill M***

**One person full time, two part time, etc.? The first time it was done, I think we trained three part time people to do a one-time evaluation. Issued OM Photo IDs.**

One person should be used so that the evaluation is consistent. (See Q#2)

**What**

**Evaluation of lots and homes to maintain, enhance property values.**

**When**

**Advance notice to residents (one month, two months?). Evaluation ongoing your neighborhood every year, two years, three years or just one time?** A one month notice is suggested. (See Q#1 and NEAC Revised Recommendations)

## **Where**

**Survey from public property or on lot with a 360? (See Q#1)**

## **How**

**Check list preprinted. Resident notified by mail of any violations. Follow up by evaluators to get violations fixed. Use a separate database with same fields as new complaint database approved 8-11-15.**

Use Timeline adopted by OMCA Board on September 8

## **Why**

**Current complaint driven system is not catching all homes with violations. Neighbors reluctant to complain, but homes with violations have negative impact on property values. Therefore, evaluations.**

**Check other 9 villages for their experiences in doing evaluations. Get all the details. Numbers and percentages of homes with violations, how long to get fixed. Any lasting effect on better compliance? Are future evaluations being considered?**

See River Hill Property Standards Evaluation Program: Final Report dated June 20, 2014 (attached)

**Publicity to residents including who, what, when, where, why, how. Letter in U.S. Mail to each home with rationale and process, photos of evaluators, etc. See Q#4 and Q#5**

## ***Verchinski***

- 1. What does a one time evaluation of all single family, townhouses, condos, apartments, and commercial/retail run? \$25,000 per CA staff analyses**
- 2. What would a rolling evaluation by neighborhood cost (Village Center should be considered as a separate neighborhood) considering that each neighborhood is somewhat unique, i.e. Thunderhill all single family, Talbot Springs - single family, townhouses, condos, and apartments, Stevens Forest, single family, townhouses, apartments, Village Center - commercial, retail, institutional. Future cost would be determined by neighborhood when the all OM Village PSE is done.**
- 3. What items should be evaluated? What did other Villages evaluate? Items evaluated were pretty consistent by Village.**  
2 Attachments: River Hill Final Report and River Hill Property Standards Evaluation Form

# VILLAGE OF RIVER HILL PROPERTY EVALUATION FORM

Address: \_\_\_\_\_ Photo Taken: Yes No

Date of 1<sup>st</sup> Evaluation: \_\_\_\_\_ Date of Visit \_\_\_\_\_ Date of Visit \_\_\_\_\_

Postcard: Send Date \_\_\_\_\_ 2<sup>nd</sup> Postcard: Send Date \_\_\_\_\_ Letter: send date \_\_\_\_\_

	Discolored/ Stained	Broken	Missing	Rotted	Other/Notes
<input type="checkbox"/> Sidewalk					
<input type="checkbox"/> Driveway					
<input type="checkbox"/> Walkway					
<input type="checkbox"/> Unlicensed/Wrecked Vehicles					
<input type="checkbox"/> Front Door					
<input type="checkbox"/> Trash Can					
<input type="checkbox"/> Recycle bins					
<input type="checkbox"/> Debris					
<input type="checkbox"/> House Numbers					
<input type="checkbox"/> Screen /Storm Door					
<input type="checkbox"/> Portico/Entryway					
<input type="checkbox"/> Lamp Post					
<input type="checkbox"/> Shutters					
<input type="checkbox"/> Windows					
<input type="checkbox"/> Siding					
<input type="checkbox"/> Front Door Lights					
<input type="checkbox"/> Garage Light/Door					
<input type="checkbox"/> Planters/Retaining Walls					
<input type="checkbox"/> Shrubbery					
<input type="checkbox"/> Landscape					
<input type="checkbox"/> Soffits/ Fascia					
<input type="checkbox"/> Gutters/Downspouts					
<input type="checkbox"/> Roof					
<input type="checkbox"/> Trim					

Minor: Should be corrected within a reasonable time period (postcard)

Marginal: Should be corrected within a specified time period (postcard)

Major: Requires immediate attention within specified time period (letter)

Driveway	spalling cracked weeds in cracks pitting	
Walkway	cement brick pavers pavers	
Grounds/ Landscaping	lawn shrubs trees debris weeds	
House Number	missing broken poor visibility	
Vehicles	Unregistered/ inoperable/ trailer boat /RV	
Property	maintenance	

**Notes:**

**Basketball Hoop?**

**Streetlight?**

**Verizon/Comcast/BGE box?**

**Pathway**

**Cul de sac**

**Sidewalk (note whether it is property owner or county responsibility)**

**Fence**

**Street trees**

**Attachment                      Property Standards Evaluation Program: Final Report**  
**River Hill Community Association**

**June 20, 2014**

The program ran from mid-September, 2013 through June 20, 2014. All properties received a large postcard via U.S. Mail to announce the start of the program. In addition, the program was discussed in several issues of *The Villager* newsletter while the program was being conducted.

The total number of properties inspected in The Village was 1,877 which included the single family homes, townhouses, high-rises/condominiums and their respective detached garage buildings. A total of 954 or 51% of the properties passed the first inspection and were issued a green postcard stating that the property had passed. A total of 489 or 53% of the properties requiring a second inspection passed. Currently there are 367 properties awaiting re-inspections comprised of 168 single family homes, 191 townhomes and all of the high-rise buildings and their respective garages. Most of those properties have re-inspection dates that are to occur over the summer or in the early fall, while some others have been granted longer extensions of time due to extenuating circumstances (elderly property owner, owner out of the country, property is maintained by an Embassy, financial hardship, etc.). There are 41 properties that have had 2 or 3 re-inspections that still have no significant corrections of the violations. Eva Lambright, the Covenant Advisor, has been working with some of those property owners to explain the covenants and show them what maintenance items still need to be addressed.

The townhome communities and high-rises have not yet had re-inspections due to the time and budget restrictions for the program's conclusion. Property owners, as well as, the property management companies and/or BODs for those communities have been notified of all the covenant violations and are working on plans to address those items.

In addition to property inspections, the evaluator also documented other repairs that are needed throughout River Hill including broken/damaged cable boxes (134), damaged/heaving/subsiding sidewalks (238), damaged pathways and/or pathway trees (15) street tree stumps needing removal and/or dead street trees (12), cracked driveways due to water mains (40) and street light issues (7).

Over the course of the program, many residents and owners reached out to contact the Property Standards Evaluator, Covenant Advisor and Village Manager via emails, phone calls or stopping by Claret Hall. Over 200 residents contacted us during the program for clarification

about the violations noted on the postcards, to request an extension of time, to inquire about the wording of the covenants, to ask about exterior alterations, and to express frustration or appreciation about the program.

At the time of the program's conclusion, 1,443 or 77% of the properties in River Hill had passed inspection.

Safety Report – 12/8/16

Emailed update provided by Officer Simcox

"On 11/20, and 11/23 - 11/25, I spent approximately 6 hours a shift in the Oakland Mills Village Center parking lot across from the liquor store, and patrolling the surrounding area on my bike or patrol car. My presence helped deter people from loitering, but unfortunately we do not have enough man power to have a vehicle in the Oakland Mills Village Center all day.

As far as loitering goes, there is no law or county code violation against it. Therefore, if someone is just hanging out in the village center, the police have no legal power to force them to leave. If an agent of the Oakland Mills Village Center calls the police, for example a tenant or a security guard, because they don't want someone hanging out there, then we have a legal reason to ask them to leave, and this usually this solves the problem.

If a subject still will not leave, then an agent of the property has to ask that person in the presence of the police, to leave. If the subject still refuses to leave, then the police can make an arrest for trespassing. We understand that many agents of the property do not want to tell someone to leave in fear of retaliation, so we try to avoid this when it makes someone feel uncomfortable.

I spoke to the property manager earlier last week about hiring more aggressive security guards. He seems to be unsatisfied with the service the current security guards are providing, this should help with the loitering problem a lot. We also discussed the banning process. When someone is banned from the property, we can arrest them as soon as they walk onto the village center grounds."