



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

June 28, 2016

OMCA Regular BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:05 pm.

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

Absent: Reginald Avery, CA Rep

Also Present: Ken Zachmann, CA Aquatics, Area Manager; Marty Oltmanns, Columbia Association Aquatics, Acting Director; Matt Bradford, TH Pool Manager On Duty. See resident list.

Opening of Meeting

(**Ms. Wisniewski** stepped out.)

- **Mr. Edelson** motioned that the agenda for June 28, 2016 (ATTACHMENT “A”) be approved. **Ms. Thomas** seconded and the motion passed (6-0-0).
- **Mr. Edelson** motioned to accept the June 14, 2016 OMCA Board meeting minutes (ATTACHMENT “B”). **Ms. Gottsagen** seconded and the motion passed (6-0-0).

(**Ms. Wisniewski** returned to the meeting).

New Business

Columbia Association Aquatics

(**Ms. Thomas** stepped out).

- Marty Oltmanns, Acting Director of CA Aquatics, introduced himself. He stated that CA is working on providing lessons instructors at the Talbotts Springs Pool during the Rec Mobile Program.
- Ken Zachmann, CA Aquatics, discussed the three Oakland Mills pools and the Managers on Duty for the 2016 swim season. Matt Bradford, MOD at Thunder Hill Pool, introduced himself and stated if anything was needed he was available to help.

(**Ms. Thomas** returned to the meeting).

- **Mr. McCormack** asked about the attendance at Talbotts Spring pool. Mr. Oltmanns stated it had the lowest attendance last year, but this year all swim team practices have been moved over to Talbotts Springs which should increase attendance numbers.
- **Ms. Thomas** asked if daily attendance at pools was recorded. Mr. Oltmanns stated that yes it was.
- **Ms. Wisniewski** asked if there was a problem with parents dropping young children off at the pool and them leaving them there unsupervised. Mr. Zachmann stated no.
- **Mr. McCormack** asked about any issues of vandalism at CA pools. Mr. Oltmanns stated pool furniture

has been thrown in some pools.

- **Mr. Edelson** stated that the lifeguards at the Stevens Forest pool have been great so far this summer. He did ask about the life vests and stated some were not in good condition. Mr. Oltmanns told **Mr. Edelson** to bring the life vests that are in disrepair to the lifeguard and they will get remove and recycle.
- **Ms. Thomas** and Mr. Oltmanns discussed indoor pool attendance and amount of available space for lap swimmers.
- **Ms. Gottsagen** asked if there were any Spanish speaking lifeguards at the pools. Mr. Zachmann stated that CA continues to look for Spanish speaking lifeguards, but currently only employs one lifeguard who can converse in Spanish.

Manager's Report

- **Ms. Cederbaum** distributed her report (ATTACHMENT "C").
- **Ms. Cederbaum** distributed the FY16 4th Quarter, Year-End Financials for review (ATTACHMENT "D"). She gave a brief explanation of specifics of the financials.
- **Mr. Edelson** motioned to approve the FY16 4th Quarter Year End Financials. **Ms. Wisniewski** seconded and the motion passed (7-0-0).
- **Ms. Cederbaum** stated that the Columbia's 50th Birthday Village Poster display is on hold for the moment.
- **Ms. Cederbaum** distributed the information regarding proposals for the Villages Personnel handbook rewrite. (ATTACHMENT "E"). **Ms. Cederbaum** gave background information regarding the process and what the other villages are proposing. Each of the villages getting a rewrite of the handbook will have the basic handbook template with the content specific to their village..
- **Mr. Edelson** motioned that Oakland Mills commit \$2200 toward the development of an employee handbook from the HR Strategy Group. **Ms. Wisniewski** seconded and the motion passed (7-0-0).
- **Ms. Cederbaum** stated that Bridge Columbia will not be at the bridge this 4th of July. **Ms. Cederbaum** spoke with Nancy Tucker who indicated that the bridge pathway will most likely be open for the 4th of July, but she will let the community know and **Ms. Cederbaum** will forward that information.
- **Ms. Cederbaum** asked what the OMCA Board's opinion regarding the trash cans that have been placed on Whiteacre. The Board stated that they are unanimously in favor of having them removed from that location and placed elsewhere in the community.
- **Ms. Cederbaum** announced that Grande Point was to be purchased by Morgan-Properties. She said she was informed that the purchase would be on June 28 but does not have confirmation that the sale was final. The company to purchase is Morgan Properties. Ms. Cederbaum distributed contact information and was informed by a Regional Property manager that the intent is redoing the entire interiors of the building, interior, lighting, grounds maintenance etc. **Ms. Thomas** will let **Ms. Cederbaum** know if the new owners should be invited to the next OMCA Board meeting.
- **Ms. Cederbaum** heard from Officer Buchanan about how to obtain a "no dumping" sign at the base of Owen Brown Road.

Old Business

Oakland Mills Board and Staff Goals (ATTACHMENT "F")

- A discussion regarding the OMCA Board goals that were distributed at the last OMCA Board meeting. **Mr. Edelson** stated he had received only a few comments.
- **Ms. Engelke** asked if under Housing/Living something should be added regarding the comprehensive housing plan. **Mr. McCormack** stated he will look at the goals and come up with possible wording to be added.
- **Ms. Thomas** asked if the creation of bad landlord legislation should be added. **Mr. McCormack** stated that it should be a part of the plan, not listed as a goal.

- **Mr. Edelson** suggested tabling the approval of the goals to look at further.
- **Ms. Thomas** asked if there was money in the OMCA budget to put in a bathroom upstairs. She also asked if handouts for residents attending the Board meetings could be made available during the meeting. **Ms. Cederbaum** stated she could ask Dennis Matthey from the Columbia Association to attend a Board meeting to open this discussion.

Board Bulletin Board

- **Mr. McCormack** stated he was concerned with the bulge that was found in the inspection of the silo. He requested that it be looked into further.
- **Ms. Gottsagen and Mr. Gottsagen** met with the board of Shadow Oaks. The Gottsagens are continuing to keep up the spreadsheet of police incidences in Oakland Mills. Ms. Gottsagen is working on having a Bike with a Cop event in Oakland Mills. She distributed the latest incidence report (ATTACHMENT “G”).
- **Mr. Verchinski** announced that the Loan Closet had its Grand Reopening this past Wednesday. It will be open Mon., Wed., Fri., 9am to 4pm. It has expanded its items that are accepted for donations. **Mr. Verchinski** also stated that a group of students from the University of Maryland are conducting a study regarding aging in place. The group has a 10 minute survey they would like people to complete. It can be found at www.agingsurveyhoco.com.
- **Mr. Edelson** stated that OMCA’s Education Committee is working on putting together a Howard County Board of Education Candidates Forum on either 9/14 and 9/21. Seven villages will co-sponsor.
- **Ms. Engelke** stated that the first meeting of the NEAC met tonight. **Ms. Engelke** will write up a report and distribute.
- **Ms. Cederbaum** announced that Mr. Diaz, SFES Principal, has been in touch with Bitia Dayhoff from the Community Action Council who has stated that they would like to host another Oakland Mills Food Giveaway “Pop Up Pantry”.
- **Ms. Warren** gave details about the Mosquito Workshop that took place on June 23, 2016 at The Other Barn. She mentioned that if you were unable to attend this workshop it is being given in other villages. Please check online to find out dates.

The OMCA Board meeting was adjourned at 8:30 pm.

Respectfully submitted: Brigitta Warren, Event and Administrative Coordinator

Action Items from June 28, 2016 OMCA Board Meeting

FOR BOARD MEMBERS:

Ms. Gottsagen: Provide date and details for Bike-With-A-Cop

Mr. McCormack: Update Living/Housing Goals to be discussed

FOR STAFF:

Ms. Cederbaum: After getting approval and date from Ms. Thomas arrange for Mr. Matthey to come to a board meeting to discuss CA Facility Assessment, specifically upstairs restroom and replacement lift.

Ms. Cederbaum: After getting approval of date invite Morgan-Properties (if they are new owners of Grand Pointe to an upcoming board meeting.

Ms. Cederbaum: Request NO DUMPING sign

Ms. Cederbaum: Request that HHC remove the trash cans from the Whiteacre/TH Road

Multi-use path area.

Ms. Cederbaum: Send the www.agingsurveyhoco to the residents (once we have restored internet)

Ms. Cederbaum: Move forward with new Employee Handbook.



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

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

Board Members: Virginia Thomas, Co-Chair; Bill McCormack, Co-Chair,
Jonathan Edelson, Vice Chair; Kay Wisniewski, Architecture Chair
Lynn-Steven Engelke, Judy Gottsagen, Paul Verchinski
Reginald Avery, Columbia Council Representative

**June 28, 2016
Oakland Mills Board of Directors Meeting
7:00 p.m.
The Other Barn**

- 7:00 p.m. Opening of meeting**
Approve the agenda for tonight's meeting
Approve the minutes from the June 14, 2016 meeting
- 7:05 p.m. Resident Remarks**
- 7:10 p.m. New Business**
CA Aquatics – Meet the OM Pool Area Lifeguards
- 7:40 p.m. Board Co-Chair Remarks,**
Virginia Thomas and Bill McCormack Jr.
- 7:55 p.m. Columbia Board of Directors Report, Reginald Avery**
- 8:05 p.m. Manager's Report, Sandy Cederbaum**
Personnel Handbook
FY16 Year End Financials
Update on 50th Poster Display
- 8:20 p.m. Old Business**
Oakland Mills Board and Staff Goals
- 8:45 p.m. Board Bulletin Board**
- 9:00 p.m. Adjourn**

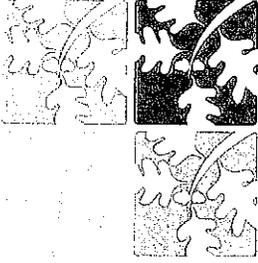
Upcoming Events: for details on all events visit: oaklandmills.org

June 28, Oakland Mills NEAC Meeting, 6:00 – 7:00 p.m.

June 28, OMCA Board Meeting, 7 p.m.

July 12, Oakland Mills Education Committee Meeting, 6:00 – 7:00 p.m.

July 12, OMCA Board Meeting, 7 p.m.



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Judy Gottsagen ~ Paul Verchinski
Reginald Avery, Columbia Council Representative

June 14, 2016

OMCA Regular BoD Meeting

Mr. McCormack called the regular meeting of the OMCA Board of Directors to order at 7:03 pm.

Present: Ginny Thomas, Co-Chair, Bill McCormack, Co-Chair, Jonathan Edelson, Kay Wisniewski, Paul Verchinski, Judy Gottsagen, Lynn Engelke, Reginald Avery, CA Rep., Sandy Cederbaum, Village Manager

Absent: Brigitta Warren, Event & Administrative Coordinator

Also Present: Fred Gottemoeller and Cathy Spain, Bridge Columbia Committee; Susan Azoulay, OM Facility Coordinator and Bob Bellamy, OM Covenant Advisor for Violations. See resident list.

Opening of Meeting

- **Ms. Wisniewski** motioned that the agenda for June 14, 2016 (ATTACHMENT "A") be approved. **Ms. Thomas** seconded and the motion passed (7-0-0).
- **Ms. Thomas** motioned to accept the May 24, 2016 OMCA Board meeting minutes (ATTACHMENT "B"). **Mr. Edelson** seconded and the motion passed (7-0-0).

Resident Remarks: **Mr. Tom Quick**, an Elkridge liquor store owner, was present to introduce himself and inform the board that he has a lease on the space outside Wegmans (second floor, outside store entrance) and intends to open a liquor store. This is pending a zoning ruling on the use of the space which may include a liquor store as a related use. Mr. Quick said he has no affiliation with Wegmans other than to lease the store.

New Business

- **BRIDGE COLUMBIA:** **Fred Gottemoeller and Cathy Spain**, representing the Bridge Columbia Committee gave an update on BC activities and issues moving forward. Bridge Columbia Committee members have had two meetings with Clive Graham, HC DPZ, Deputy Director and staff about the bridge. The committee was informed that County Executive Kittleman continues to support the transit/pedestrian/bicycle bridge but informed his staff they needed to find funding outside of the County (Federal/State). Discussion took place regarding the transit portion of the bridge and looking at transit grants and the Bridge Committee and County staff are not going to look at the bridge becoming part of a larger transit corridor extending from Howard County General Hospital, HCC, Downtown, Oakland Mills, Long Reach to Gateway. Mapping the route will take into account the transit Right of Way. This corridor route is at the very early stages of discussion but the Bridge Committee will continue to be in conversation with the county with the hope of moving this forward expeditiously. The committee is also working with the county on the NEPA study. **Mr. Verchinski** brought up Federal funding which has been very limited in the Baltimore region and suggested that they not limit themselves to federal transit but also to look at federal highway grants. He also mentioned the flexibility with state funding.

Ms. Thomas asked the Mr. Gottemoeller, Ms. Spain and Mr. Bartolo to draft a letter to be sent to the County Executive regarding Bridge Columbia. This should be done now and included in the letter we will invite the County Executive to attend an Oakland Mills Board meeting after Labor Day to give a status report to the community. Included in the letter we will thank the County Executive for once again adding the Bridge Columbia project to the county's list to the state of priority transit projects and for FY17 funding in the County's Capital Budget.

Resident Beckerman stated the need to get the bridge build as soon as possible for the sake of the entire village center.

It was also suggested that the Board invite Senators Guzzone, Kasemeyer and local delegates to a September board meeting to discuss the bridge and state funds.

- **COLUMBIA'S 50th**: **Ms. Cederbaum** discussed the idea that the Columbia's 50th Committee had presented to the village managers which is that the villages each contribute \$1000 towards the restoration of village posters that would be on display during the 50th celebration. The Board did not take action on this but rather would like more details as to where a permanent display would be located and if CA would cover the costs. **Ms. Cederbaum** will provide more information at a future meeting.
- **Ms. Cederbaum** also mentioned a tulip planting project Columbia wide for the 50th. PLEASE NOTE THAT THIS IS DAFFODILS and **Ms. Cederbaum** will provide more information on 6/28/16.

Mention was made about maintaining cul de sacs and how this has become a burden on some streets. Maintaining cul de sacs could possibly become eagle scout projects.

Board Chairs Report, Virginia Thomas and Bill McCormack

- **Ms. Thomas and Mr. McCormack** discussed the June 6, 2016 meeting and issues that were raised that they are pursuing with the County Executive's Chief of Staff regarding the scope of the Feasibility Study. Discussion continued about the scope and process going forward and the Board's role and what expectations they have regarding the process and communication w/contractors.

CCR Report, Reginald Avery

- **Mr. Avery** discussed issues that were addressed at the last CA Board Work Session including Talbott Springs Pool, and the facility assessment studies of The Other Barn, The Barn and the Ice Rink. Mention was made of the attendance at the Talbott Springs Pool and how CA should market to the community that surrounds the pool. **Mr. Avery** informed the Board that bow deer hunting will take place on certain parcels of CA open space including areas near Blandair Park. Signs will be posted and information on dates/times will be passed along to the community. **Mr. Avery** mentioned a discussion of an easement of CA land to HRD and HRD land to CA.

Manager's Report, Sandy Cederbaum (ATTACHMENT "C")

- **Ms. Cederbaum** presented the Staff Goals to the Board

Committee Reports

- **Architecture Committee (ATTACHMENT "D")**
Mr. Bellamy presented a report of Covenant Violations (ATTACHMENT "E") and the Covenant Advisors log of violations. The Board asked for a log of violations going back past January, 2016. **Ms. Cederbaum** presented **Ms. Wenholtz's** Covenant Applications Report (ATTACHMENT "F").

Arts Advisory, Paul Verchinski

- **Mr. Verchinski** hopes to meet with the OMHS Art teacher this summer.

Education, Jonathan Edelson

- **Mr. Edelson** held the first Education Committee meeting tonight. Councilman Ball was in attendance as was representatives from Talbott Springs, Stevens Forest and Oakland Mills middle school. The committee discussed having a BOE candidate's forum in September and asking the other villages if they would like to co-sponsor.

NEAC, Lynn Engelke (Report Attached, ATTACHMENT "G")

- **NEAC** will have first meeting at 6:00 p.m. on June 28th. **Ms. Engelke** went over items to be discussed at the upcoming meeting which are detailed in the attached report. Mention was made of two seminars to be held in conjunction with Columbia's 50th. One will be on Aging and Retrofitting homes and the other will be on creative, sustainable landscaping.

Safety and Security, Judy and Steve Gottsagen (Report Attached, ATTACHMENT "H")

- **Ms. Gottsagen and Mr. Gottsagen** presented the attached report and are keeping track daily of criminal activity reported in Oakland Mills. They will follow up w/police on why certain reported incidents are not included in the HCPD crime report. The first meeting of the Safety and Security Committee will be held on June 21 at 7:00 p.m.

Discussion of Board Goals and Staff Goals will continue on June 28, 2016.

Board Bulletin Board

The OMCA Board meeting was adjourned at 9:15 pm.

Respectfully submitted: Sandy Cederbaum, Village Manager

Action Items from June 14, 2016 OMCA Board Meeting

FOR BOARD MEMBERS:

FOR STAFF:

Sandy - Draft Letter to County Executive on Bridge Columbia after Labor Day

Bob - provide back dates of Covenant Violations Log

Manager's Report

Submitted by Sandy Cederbaum on June 23, 2016 for the June 28th Board Meeting

Board Issues/Manager Related

PENDING and RESOLVED ISSUES

Feasibility Study – (Study Pending) since the last meeting I have not been requested by the board to follow up on any aspects of the study. Board Co-Chairs are the point of contact and I will follow up on any issues that I am tasked with. We have had no community feedback or inquiries since the Feasibility Study Kick-Off meeting which was held on June 6, 2016.

Bridge Columbia – Draft Letter sent to Board June 23, 2016 (PENDING)

Aquatics

Swim Lessons for Kids who attend the Police Summer Program (PENDING) on Mondays at Talbott Spring NC: Sent an email to the new director of Aquatics, Marty Oltmanns, and asked if during the two hours that the kids have complimentary swim if Aquatics could provide swim lessons much like the Columbia Swms program. Awaiting word but should hear back by Tuesday.

In response to Board Member Edelson's email to me on the Talbott Springs Pool non ADA status I did the following: Sent a follow up email to one that was sent last summer to Mr. Oltmanns and requested that a sign be posted at parking lot/top of pool area. Aquatics agreed to signage which will indicate that TSP is not ADA and list the nearest ADA pools. The sign will take several weeks to make. I then asked for a temporary sign and hopeful that it will be installed.

Ahold/ Delahaize Merger (Pending)

There are no updates in the Ahold Merger site indicating any dates about the merger being finalized - I do keep checking.

PENDING Legislation

Affordable Housing – continue to send all information on the County's proposed legislation and Council Member Terrasa's pending legislation to the Board. Neither proposal will be heard by the Council this month. CB 43 and CB 44 and CB 45 (all Councilmember Terrasa's legislation) are scheduled to be heard next month.

Link to pending legislation: <https://apps.howardcountymd.gov/olis/PrefiledLegislation.aspx>

Clearsmoke Court fence installation: (RESOLVED and PENDING) Due to the improper removal of the fence on Clearsmoke the board instructed that the homeowner receive three bids for the fence and pay for the cost to replace the back portion. Fence was replaced and payment in full was made to the homeowner. I am now currently working with the "servicing company" that removed the fence to receive half of the cost. I sent required documentation yesterday and awaiting a check.

Multi Use Path and Path/Bridge over 29 (PENDING)

July 4- (**PENDING AND WORKING ON**) I have contacted Nancy Tucker, HHC, twice about the July 4th bridge crowd and the fact that the path/bridge is still under construction and won't be accessible. Ms. Tucker said she did not have an answer yet as to what plans they had to announce the bridge/path closure. I copied CA on all correspondence and today contacted Phil Nichols and John Byrd to bring them into the conversation.

Phil Nichols confirmed that the County is working on this w/HHC and will update me on Monday, June 27, 2016

ACTION:

Trash Cans at Whiteacre/Thunder Hill – I would like to know if the board wants me to pursue the removal of the cans or if you want them to remain where they are.

Staff Goals – (Complete) requested by Personnel Committee and submitted to the Oakland Mills Board prior to the June 14, 2016 meeting and presented to the board on 6/14/16.

Correspondence Follow-Up:

PENDING -April 28, 2016 – Letter from Board to Mr. Tom Carbo relating to 6141 Commitment Court

We requested that the Housing Commission notify the board in writing about the exact terms of the MIHU status and the terms that will govern any resale of the property.

Ms. Cederbaum followed up by email with Mr. Carbo on May 11, June 13 and June 23.

Received the following response from Mr. Carbo on June 23, 2016

Hi Sandy,

I am still working on the covenant document for this property. I apologize for the delay, but other priorities – downtown Columbia legislation, nonprofit center, reorganization of the Commission, among others – have taken my time. I hope to have something to you by the end of next week. Thanks.

Tom

(PENDING) April 26, 2016 – Letter to Kris Jagarupa (Chief HC Traffic) pertaining to the proposed Round About at Stevens Forest and Farewell Roads. Followed up w/several email including sending two letters and asking for an answer/confirmation that in addition to studying the round about the county would also address safety issues from Broken Land to Santiago and again asked about the opinion from the Office of Law is it pending or not?

Mr. Jagarupa sent the following response on June 3, 2016

Sandy,

Thank you for your e-mail. We have not issued a purchase order to our consultant to begin the work for this task yet. We are finalizing the scope of work and cost proposal from the consultant. Once work begins we will have tentative schedule on the completion date. Design efforts could take several months and we will work with your office as we get closer to the community meeting stage to select a date such that there is ample amount of time for outreach.

Thanks,
Kris

Mr. Jagarupa sent the following response on May 16, 2016

Dear Sandy,

Thank you for your e-mail. We are in receipt of the request from Oakland Mills Village Board to consider a roundabout at the intersection of Stevens Forest Road and Farewell Road. As part of the review, Traffic Engineering Division is working with our engineering consultants to develop conceptual/preliminary design drawings of a mini-roundabout and/or median improvements to address the concerns raised for this intersection. As we get closer to completing the preliminary design, we will schedule a public meeting with assistance from your office to share the preliminary design and receive comments.

Per County Code Sec.18.211, DPW is required to host public meetings at Preliminary (30%) and Final (100%) design phase of a project. At the Preliminary Plan stage, the County will have a better understanding of potential impacts and the intent of hosting the public meeting at this stage is to ensure that we are on the correct track and that the needs of the community are being properly addressed. Depending on the comments that we receive at this stage, the preliminary design could be modified before taking to the Final design phase.

As we discussed during our phone conversation last Friday and Mr. Bohmer's response to your e-mail last week, there is no legal requirement to get a consent or signatures from adjacent property owners for us to review traffic control at an intersection. The signatures that you collected from the property owners in the four corners is not a requirement but an informal consent or support for the project before we initiate any work. Installation of any traffic control devices (stop signs, traffic signals or roundabouts) will need to follow the requirements and guidelines set forth in the Manual of Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), and Howard County's Design Manual.

Once we get to the preliminary design stage, we will know if the County will need to acquire any property beyond the available public right of way at this intersection. At that stage, depending on the need, we will contact the property owner and will require their consent before we could move forward with the design.

If you have further questions, please feel free to contact Mr. Buck Bohmer or me.

Thanks,
Kris

Kris Jagarapu, P.E.
Chief, Traffic Engineering Division
Howard County DPW

Committee Follow Up

Apartment Manager's Meeting – follow up action

PENDING – asked to set up a meeting w/Circuit Court Judge and Rena Ross (Forest Ridge) and any other managers that want to attend. I reached out to Ms. Ross after the meeting and she asked that we not schedule until January. I contacted the other 9 villages and only Harpers expressed interest to share meeting information with their apartment complex managers. Ms. Ross had concerns over judges favoring tenants that the apartment complex goes to court to evict and not favoring the apartment request/documentation. Thought it would be good to sit down and discuss issue w/circuit court judge.

Education Committee – BOE Forum (Pending, work in progress)

Obtaining information on any pending forums and candidate contact information.

Hopeful that forum will be scheduled either on Sept. 14/21. Contacted other 9 villages to ask if they would like to co-sponsor: 8 of 10 villages have confirmed co-sponsorship and expect all will.

Workshops In Conjunction with Columbia's 50th – (Pending and work in progress) Spoke with Phil Engelke who hopes to organize two workshops in conjunction w/Columbia's 50th. One would be on home retrofits for aging in place the other would be on innovative/green landscaping. **I sent Phil an estimate of costs related to the workshops.**

Daily Issues that Manager is working on:

Pop Up Panty, held on June 15, 2016 – Organized with a core committee, 40 volunteers, 105 families serviced which equated to over 300 individuals. This was a very successful event.

FY16 Year-End Financial – to send to board

Employee Handbook – receiving/reviewing information

Facility Assessment and Capital Projects – reviewing data and in touch w/CA

Working on CA 401K Audit

Bookkeeping while Rich is out of town (2 weeks)

Attended RAC meeting on June 17

Attended Apartment Managers and HOA board member meeting on June 13

OMCA Audit will begin on July 25 and will be gathering all the information prior to the audit.

Facility Related:

Summer Camp has returned for the 10th year to Stevens Forest Neighborhood Center

Stevens Forest Nursery School enrollment is down and sadly may close. They are making a determination in July.

K.I.D.S. Drama Camp will hold their camp at The Other Barn for six weeks beginning Monday, June 27.

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

June 23, 2016

TO: Jane Dembner, CA Director of Community Planning
FROM: Sandy Cederbaum, Village Manager, Oakland Mills Community Association
SUBJ: FY16 4th Quarter, Year-End Financials

**Revenues:
No variances**

Expenses:

- 15 **Fees** Legal expenses budgeted for in 2015 actually were paid in FY16 thus the amount greater than budgeted. (gave a verbal explanation of this to Marie Davidson).
4th quarter legal fees that were not budgeted for.
- 16 **Operating Expenses** Less than anticipated operating expenses
- 17 **Business Expenses** Less than anticipated business related expenses
- 19 **Advertising** Less than anticipated advertising expenses.
- 21 **Other Printing** Additional events mailing and addition fees related to election mailer
- 26 **Repairs and Maintenance** – large appliance repairs (Ice Machine, Handicap Lift) and many Toilet related and lighting issues/costs. Can not anticipate aging equipment failures and associated expenses
- 27 **Furniture and fixtures** Less than anticipated purchases as of this time in the year.
- 30 **Depreciation** greater than anticipated when preparing quarterly spreadsheet.

Input cells

Village: Oakland Mills
 Fiscal Year: 2016
 Quarter: 4
 Date Prepared: 7-Jun-16

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>
REVENUES					
1 CA Assessment Share	97,944	391,776	391,776	0	396,066
A. CA Base Assessment	88,361	353,444	353,442	2	343,213
B. CA Medical Reimbursement	8,992	35,968	35,969	(1)	39,815
C. Other CA Reimbursement	591	2,364	2,365	(1)	13,038
D. Payment to Contingency Fund		0	0	0	
2 Lease & Rental	27,185	170,079	175,584	(5,505)	166,973
A. Room Rentals	18,733	144,492	154,784	(10,292)	143,758
B. Leases	6,002	19,277	18,800	477	18,945
C. Retained Deposits	2,450	6,310	2,000	4,310	4,270
3 Tuition & Enrollment	0	0	300	(300)	90
A. Classes		0	300	(300)	36
B. Camps		0	0	0	
C. Other		0	0	0	54
4 Interest	3	11	100	(89)	96
5 Special Events	6,680	21,735	18,500	3,235	21,341
6 Fees	107	341	550	(209)	564
A. Copier	0	22	30	(8)	38
B. Late Fees		0	0	0	
C. Postage		0	0	0	38
D. Notary	44	146	220	(74)	178
E. Other	63	173	300	(127)	310
7 Miscellaneous	618	1,941	1,820	121	1,921
A. Sales	605	1,919	1,810	109	1,912
B. Newsletter Ads		0	0	0	
C. Catering/Food Service		0	0	0	
D. Other	13	22	10	12	9
8 Gain/loss on Disposal of Asset	0	300	0	300	0
Total Income	132,537	586,183	588,630	(2,447)	587,051

Village: Oakland Mills
 Fiscal Year: 2016
 Quarter: 4

DETAILED STATEMENTS OF ACTIVITIES
 May 1 - April 30

EXPENSES	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
9 Staff Salaries	68,905	289,866	299,000	(9,134)	306,473
10 Janitorial Wages	570	3,777	5,600	(1,823)	5,242
11 Contract Labor	0	85	40	45	18
12 Payroll Benefits	9,897	49,144	63,000	(13,856)	57,791
13 Payroll Taxes	5,428	22,521	26,000	(3,479)	25,321
14 Janitorial Expense	7,220	38,625	45,300	(6,675)	43,168
A. Cleaning Service	4,494	22,369	22,070	299	20,258
B. Setup & Breakdown	1,981	12,139	18,050	(5,911)	18,124
C. Floors, Carpets and Windows		0	350	(350)	170
D. Supplies	765	4,117	4,830	(713)	4,616
15 Fees	10,852	21,057	10,700	10,357	7,423
A. Accounting		0	0	0	
B. Legal	8,181	12,306	3,000	9,306	
C. Performance		0	0	0	
D. Audit		0	0	0	
E. Web	19	1,336	2,000	(664)	1,711
F. Other	2,652	7,415	5,700	1,715	5,712
16 Operating Expenses	1,197	5,229	9,140	(3,911)	9,660
A. Office Supplies		0	0	0	310
B. Program Supplies	615	2,627	5,000	(2,373)	4,630
C. Cost of Goods Sold	210	290	240	50	200
D. Postage	372	1,712	3,400	(1,688)	3,613
E. Staff Development		386	500	(114)	681
F. Catering/Food Service	0	214	0	214	226
G. Other		0	0	0	
17 Business Expenses	781	2,067	3,150	(1,083)	3,931
A. Mileage	382	814	950	(136)	1,105
B. Food (Business Meals)	117	965	1,600	(635)	1,926
C. Other	282	288	600	(312)	900
18 Insurance	644	10,350	9,000	1,350	6,963
19 Advertising	2,547	3,838	7,900	(4,062)	9,755
20 Newsletter	7,205	20,465	19,300	1,165	20,862
21 Other Printing	9,937	13,212	8,000	5,212	10,987
22 Donations/Contributions	0	4,500	4,000	500	2,800
23 Special Events	6,298	20,138	20,000	138	28,333
24 Taxes	(410)	73	380	(307)	(255)
25 Utilities	10,206	34,649	39,820	(5,171)	40,107
A. Gas & Electric	8,535	27,375	32,770	(5,395)	33,079
B. Water & Sewer	410	2,196	1,850	346	1,933
C. Telephone	1,261	5,078	5,200	(122)	5,095
26 Repairs & Maintenance	11,514	21,529	15,800	5,729	16,414
A. Building	9,072	16,433	13,000	3,433	12,860
B. Equipment	2,442	5,096	2,800	2,296	3,554
C. Rental		0	0	0	
D. Vandalism		0	0	0	
E. Other		0	0	0	
27 Furniture, Fixtures and Equipment	837	1,294	2,500	(1,206)	2,491
28 Total Expenses Before Depreciation	153,628	562,419	588,630	(26,211)	597,484
29 Depreciation	1,497	4,602	2,360	2,242	4,393
30 Total Expenses	155,125	567,021	590,990	(23,969)	601,877
Increase/(Decrease) in Unrestricted Net Assets	(22,588)	19,162	(2,360)	21,522	(14,826)

Village: Oakland Mills
 Fiscal Year: 2016
 Quarter: 4
 Date Prepared: 7-Jun-16

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>
REVENUES					
1 CA Assessment Share	97,944	391,776	391,776	0	396,066
2 Lease & Rental	27,185	170,079	175,584	(5,505)	166,973
3 Tuition & Enrollment	0	0	300	(300)	90
4 Interest	3	11	100	(89)	96
5 Special Events	6,680	21,735	18,500	3,235	21,341
6 Fees	107	341	550	(209)	564
7 Miscellaneous	618	1,941	1,820	121	1,921
8 Gain/loss on Disposal of Asset	0	300	0	300	0
Total Revenue	<u>132,537</u>	<u>586,183</u>	<u>588,630</u>	<u>(2,447)</u>	<u>587,051</u>
EXPENSES					
9 Staff Salaries	68,905	289,866	299,000	(9,134)	306,473
10 Janitorial Wages	570	3,777	5,600	(1,823) Requires Comment	5,242
11 Contract Labor	0	85	40	45	18
12 Payroll Benefits	9,897	49,144	63,000	(13,856)	57,791
13 Payroll Taxes	5,428	22,521	26,000	(3,479)	25,321
14 Janitorial Expense	7,220	38,625	45,300	(6,675)	43,168
15 Fees	10,852	21,057	10,700	10,357 Requires Comment	7,423
16 Operating Expenses	1,197	5,229	9,140	(3,911) Requires Comment	9,660
17 Business Expenses	781	2,067	3,150	(1,083) Requires Comment	3,931
18 Insurance	644	10,350	9,000	1,350	6,963
19 Advertising	2,547	3,838	7,900	(4,062) Requires Comment	9,755
20 Newsletter	7,205	20,465	19,300	1,165	20,862
21 Other Printing	9,937	13,212	8,000	5,212 Requires Comment	10,987
22 Donations/Contributions	0	4,500	4,000	500	2,800
23 Special Events	6,298	20,138	20,000	138	28,333
24 Taxes	(410)	73	380	(307)	(255)
25 Utilities	10,206	34,649	39,820	(5,171)	40,107
26 Repairs & Maintenance	11,514	21,529	15,800	5,729 Requires Comment	16,414
27 Furniture & Fixtures	837	1,294	2,500	(1,206) Requires Comment	2,491
28 Total Expenses Before Depreciation	<u>153,628</u>	<u>562,419</u>	<u>588,630</u>	<u>(26,211)</u>	<u>597,484</u>
29 Depreciation	<u>1,497</u>	<u>4,602</u>	<u>2,360</u>	<u>2,242</u> Requires Comment	<u>4,393</u>
30 Total Expenses	<u>155,125</u>	<u>567,021</u>	<u>590,990</u>	<u>(23,969)</u>	<u>601,877</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(22,588)</u>	<u>19,162</u>	<u>(2,360)</u>	<u>21,522</u>	<u>(14,826)</u>

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Village: Oakland Mills
 Fiscal Year: 2016
 Quarter: 4
 Date Prepared: 7-Jun-16

STATEMENTS OF FINANCIAL POSITION
May 1 - April 30

<u>ASSETS</u>	<u>2016</u>	<u>2015</u>	<u>Variance</u>
CASH AT END OF PERIOD:			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	107,591	136,792	(29,201)
Cash (Savings Accounts)	156,256	97,416	58,840
Short term investments	20,457	20,446	11
Total Cash and Investments	<u>284,404</u>	<u>254,754</u>	<u>29,650</u>
Accounts Receivable	333	774	(441)
Loan Receivable		355	(355)
Prepaid Expenses	122		122
Inventory	3,275		3,275
Other Current Assets	<u>3,730</u>	<u>1,129</u>	<u>2,601</u>
Furniture, Fixtures and Leasehold Improvements	94,025	90,973	3,052
Accumulated Depreciation	(85,256)	(80,654)	(4,602)
Net Furniture and Fixtures	<u>8,769</u>	<u>10,319</u>	<u>(1,550)</u>
TOTAL ASSETS	<u>296,903</u>	<u>266,202</u>	<u>30,701</u>
<u>LIABILITIES AND NET ASSETS</u>			
Accounts Payable	10,231	10,330	(99)
Amount Payable to Contingency Fund		0	0
Security Deposits	24,075	22,925	1,150
Sales Tax			0
Deferred Revenue - CA	97,516	97,944	(428)
Deferred Revenue - Other	35,083	24,132	10,951
Accrued Liabilities - Payroll	35,069	34,098	971
Accrued Liabilities - Other	494	1,500	(1,006)
Long Term Debt Due Within 1 Year			0
Subtotal - Short Term Liabilities	<u>202,468</u>	<u>190,929</u>	<u>11,539</u>
Long Term Debt Due After 1 Year			0
Unrestricted Net Assets:			
Beginning of year	75,273	90,099	(14,826)
Increase/(Decrease) in Unrestricted Net Assets for Year	19,162	(14,826)	33,988
Net Assets - Year-to-Date	<u>94,435</u>	<u>75,273</u>	<u>19,162</u>
TOTAL LIABILITIES & NET ASSETS	<u>296,903</u>	<u>266,202</u>	<u>30,701</u>

Village: Oakland Mills
 Fiscal Year: 2016
 Quarter: 4
 Date Prepared: 7-Jun-16

SCHEDULE TO COMPUTE CASH RESERVES LIMITATION

1)	Fiscal Year Expenses (exclusive of Depreciation)		<u>562,419</u>
2)	Percentage Calculation *	x	<u>0.15</u>
3)	Operating Reserve		<u>84,363</u>
4)	Village Association Cash and Investment Accounts:		<u>284,404</u>
5)	Adjustments **		
	Accounts Payable	(+)	<u>10,231</u>
	Security Deposits	(+)	<u>24,075</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>97,516</u>
	Deferred Revenue - Other	(+)	<u>35,083</u>
	Accrued Liabilites - Payroll	(+)	<u>35,069</u>
	Accrued Liabilites - Other	(+)	<u>494</u>
	Accounts Receivable	(-)	<u>(333)</u>
	Prepaid Expenses	(-)	<u>(122)</u>
	Total Adjustments		<u>202,013</u>
6)	Reserve Account (line 4 minus line 5)		<u>82,391</u>
7)	Excess Cash Reserves (line 6 minus line 3)		0
8)	Audit fee allowance ***		0
9)	Remittance amounts (Line 7 minus line 8)		<u>0</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

Village: Oakland Mills
 Fiscal Year: 2016
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SCHEDULE A

BEGINNING CASH

1 Cash and Investments 254,754

SOURCES OF FUNDS

2 Bank Loans & Other Loans during period (Increases Only)

a) Loan #1

b) Loan #2

c) Subtotal - Bank Loans & Other Income 0

3 Total Revenue - Year-to-Date 586,183

4 Proceeds from Sale of Capital

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 840,937

USES OF FUNDS

6 Total Expenses - Year-to-Date 567,021

7 Capital Expenditures Made During Period not Included in Line 6 above 3,052

8 Subtotal - all disbursements (Lines 6 + 7) 570,073

9 Less Depreciation & Other Non-cash Charges Recorded in Line 6 Above 4,602

10 Disbursements Less Depreciation (Line 8 less Line 9) 565,471

11 Subtotal - (Line 5 minus Line 10) 275,466

OTHER CHANGES

12 Other Current Assets - (Increases)/Decreases between 4/30 of current year and 4/30 of prior year (2,601)

13 Short-term Liabilities - Increases/(Decreases) between 4/30 of current year and 4/30 of prior year 11,539

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) 8,938

ENDING CASH

15 Cash and Investments 284,404

Price Chart for Proposal to compile village handbooks for 6 of the 10 villages. Three other villages will have a review of recently completed handbooks.

The scope of work from HR Strategy Group and impactHR are very similar. Both include review of current handbooks & HR policies, series of meetings to customize, briefing on-site with staff and electronic copy of final product. Here is a quick comparison of the prices.

<u>Company Name</u>	<u>Handbook Rewrite Cost</u>	<u>Handbook Review Cost</u>	<u>Other</u>
HR Strategy Group	\$2,200/Village	\$175/hour	
Client HR Services	\$4,000/Village	n/a	
impactHR	\$12,000 up to six Villages	\$150/hour	Optional legal review @ \$600/Village; Individual village handbook is \$2500

The scope of work from HR Strategy Group and impactHR are very similar. Both include review of current handbooks & HR policies, series of meetings to customize, briefing on-site with staff and electronic copy of final product.

Oakland Mills Community Association Vision and Goals DRAFT

Our Vision: The Village of Oakland Mills will be a diverse, attractive, and vibrant community in which to live, work, learn, and play by offering a wide range of housing options, a healthy village center, quality education, and recreational amenities.

Our Goals (Committee or Liason with primary responsibility indicated):

Living/Housing –

Advocate for a comprehensive, balanced housing policy for all of Howard County to ensure equitable distribution of housing options for residents of all backgrounds throughout the county. (Housing)

Research, recommend, and sponsor activities that will sustain and build on all aspects of the quality of life we enjoy in our Village. (NEAC)

Encourage positive change and pride in our Village by providing residents with information for modifying and enhancing the interiors and exteriors of their homes. (NEAC)

Collaborate with the residents and management of Oakland Mills apartment complexes on ongoing programs and community partnerships. (Full Board)

Assist senior residents in learning ways to remain independent. (Senior Advisory)

Establish a safer environment for Oakland Mills Residents by increasing community involvement and awareness. (Safety)

Develop a positive relationship between the residents of Oakland Mills and our safety services, including police, fire, and emergency medical personnel. (Safety)

Working/Business –

Work with Howard County elected officials and departments, Columbia Association, businesses, and developers to implement the Village Center Community Plan and redevelop the Oakland Mills Village Center area into an economically-viable destination with sustainable amenities for future generations. (Full Board)

Beautify the current Village Center to make it more attractive to residents and visitors. (Arts)

Learning/Education –

Advocate for and assist our schools to ensure students attending schools in the Oakland Mills Cluster have top-quality educational opportunities in diverse, enriching settings. (Education)

Highlight positive events and accomplishments in our schools. (Education)

Engage with stakeholders at each school and discuss what advocacy they need from OMCA to ensure funding or special project assistance. (Education)

Advocate for policies to ensure school redistricting will not adversely impact schools or students from less advantaged backgrounds. (Education)

Hold at least two education events per school year with local Principals, Board of Education members, and/or the school Superintendent. (Education)

Playing/Recreation –

Ensure our open space is properly maintained as an amenity to all of our residents. (Public Space)

Advocate for a top quality replacement for the ice rink and additional recreational amenities pending the recommendations of the Village Center Feasibility Study. (Full Board)

Work with Howard County Officials to ensure Blandair Park serves our residents and visitors as a recreational destination while minimizing negative impacts to roads and neighboring lots. (Full Board)

Oakland Mills Incidents						
Date Reported	Location	Incident	Weapon Used	Injury	Arrest Made	Notes
06/08/2016	Kliamanjaro Road	OMHS - Arson In Bathroom - 3 students charged	No	No	✓	1st degree arson; malicious destruction of property; destruction of school property.
06/09/2016	Oakland Mills Village Center	Female assaulted at bus stop by 5 juveniles. Purse stolen.	Yes	Yes		Police investigating.
REPORTED	06/14/2016	Village Board Meeting				
06/13/2016	Standon Place	Resident opened door; suspect forced his way in	?	No		Purse stolen. Police investigating.
06/15/2016	Owen Brown	Dangerous driver reported by several community drivers	Car	?		Silver Range Rover SUV 9CA9181 Speeding, weaving, cutting off - police notified
06/16/2016	Oakland Mills Road	Cars racing	?	?		Two cars racing - 911 called by community resident.
06/17/2016	Kliamanjaro Road	OMHS - Tennis court cable and netting cut and taken	?	No		Netting found in nearby neighbor's yard.
06/19/2016	Farwell Road	Police activity at 9314.	?	?		5 police cars responded to call.
06/19/2016	Farwell Road	Skylight pried open.	?	No		Reported by owner. Unknown if entry was gained.
06/19/2016	Farwell Road	Police activity at 9575.	?	?		Reason unknown at this time.
06/20/2016	Owen Brown Road	Illegal Dumping	?	?		Neighbor confronted driver about illegal dumping - police notified.
06/24/2016	Thunder Hill	Home Solicitation Complaint	No	No		Noted. Contacted the Howard County Office of Consumer Affairs.
06/25/2016	Robert Oliver Place	Assault and Robbery	?	No	✓	Suspect assaulted victim and stole victim's shoes.
06/26/2016	Stevens Forest Rd.	Attempted Breaking and Entry	?	No		Front door chain and rear slider security bar tampered with. No entrance gained.