



oakland mills
we value connections

Oakland Mills Community Association Village Board Meeting Minutes

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

Board Members: Jonathan Edelson, Chair ~ Lynn-Steven Engelke, Architectural Committee Chair
Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Paul Verchinski
Bageshwar Verma ~ Virginia (Ginny) Thomas, Columbia Council Representative

January 12, 2021

Link to YouTube recording of the January 12, 2021 OMCA Board Meeting:

<https://youtu.be/-47TY1P49kc>

OMCA Regular Board Meeting

This meeting was conducted via Zoom remote virtual conferencing due to the Covid-19 pandemic.

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:03 p.m.

Present: Jonathan Edelson, Board Chair; Bill McCormack, Board Vice-chair; Lynn Engelke, Architecture Committee Chair; Ginny Thomas, Columbia Council Representative; Rebecca Bryant; Paul Verchinski; Bageshwar Verma; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant

Absent: none

Quorum Present: Yes

Also Present: Howard County Council District 2 Aide Ashley Alston; see resident list

Opening of Meeting

- **Mr. Verchinski** motioned to approve the December 8, 2020 OMCA Board meeting minutes (ATTACHMENT A). **Ms. Engelke** seconded, and the motion passed (5-0-1).
- **Mr. Verma** motioned to approve the January 12, 2021 OMCA Board meeting agenda (ATTACHMENT B). **Mr. McCormack** seconded, and the motion passed (6-0-0).

Resident Remarks

Resident Alex Hekimian spoke regarding CA's announcement that eight pools were proposed to be kept closed over the summer, including the Talbott Springs pool. He thought all the pools should be open, noting that many of them were in communities with residents with low socioeconomic status. He suggested that other CA facilities that surveys had indicated had less demand instead be closed so that resources could be devoted to reopening all pools. **Mr. Verchinski** asked for Mr. Hekimian's opinion regarding CA's closure of Haven on the Lake. Mr. Hekimian noted that Haven had been rated lower on the surveys and had lost too much money. He suggested other programs that could be cut or delayed until CA's financial situation was more favorable.

Howard County Council District 2 Aide Ashley Alston shared greetings from Councilmember Opel Jones' office. She asked residents and board members to reach out to her with any questions or concerns. **Mr. Edelson** asked about a sinkhole near Kilimanjaro and Stevens Forest Road, and Ms. Alston said she would check into it.

New Business

Election Guidelines

Ms. Cederbaum reviewed changes to the Election Guidelines (ATTACHMENT C). The Board discussed timing of the challenge period and response, nomination petitions, ballot chain of custody, and destination of completed mail-in ballots. The issue of a change in the by-laws regarding nomination petitions, which would require a ballot question, would be brought back at the next Board meeting during New Business.

Election Monitor Chairs

Residents Bob Berlett and Bob Bartolo expressed interest in serving as Oakland Mills Election Committee co-chairs again this year. The decision on the Election Committee co-chairs would be brought back at the next Board meeting during Old Business.

Old Business

Vacant Oakland Mills Board Seat

Mr. Edelson asked if the Board would like to fill the vacant Board seat. A discussion ensued. **Mr. Edelson** motioned to fill the Board seat vacancy. **Mr. McCormack** seconded, and the motion passed (6-0-0). **Mr. Edelson** explained the process of filling the vacancy, which in the past included a subcommittee made of three Board members who would review letters of interest and recommend two candidates to the Board to review and interview. **Mr. Edelson** nominated Mr. McCormack, Ms. Bryant, and Ms. Engelke to serve on the Board vacancy subcommittee. **Mr. McCormack** seconded, and the motion passed (6-0-0). Ms. Cederbaum would send a communication the following day. Candidates would have until January 27th to send in their letters of interest. The Board vacancy subcommittee would then meet to decide on its recommendations and send them to the Board prior to the February 9th Board meeting.

Oakland Mills FY21/22 Finances

Ms. Cederbaum reported that the village managers met with CA's Chief Financial Advisor/Director of Audits and said that the proposed budget for the FY2022 proposed assessment share had been released. OM's part of the assessment share would be reduced further from last year by only a small amount. **Ms. Cederbaum** expected that OM's budget would be fine until event/rental income increased possibly in July or August of 2021. She said that it was possible that OM would end the fiscal year with a cash reserve. **Ms. Cederbaum** and **Mr. Edelson** recommended asking for a waiver of excess cash return. **Mr. Edelson** also recommended supporting CA's proposal to build its own cash reserve. The Board agreed that it would support CA building its own cash reserve but recommended not specifying a timeline for the cash reserve given CA's current financial circumstances. Ms. Cederbaum and Mr. Edelson agreed to draft a letter to CA regarding both issues.

Board Chair Report

Mr. Edelson read a statement (ATTACHMENT D) regarding the pandemic and current political events as well as local issues. He encouraged support of local leaders and teachers. He also reminded residents and board member of the need to advocate for action on deferred maintenance in Oakland Mills schools. He thanked the Board and staff.

Mr. Edelson updated the Board on Cedar Realty's intent to fill Vennari's restaurant space. He also discussed Cedar's plans for the space formerly occupied by 2nd Chance Saloon. Ms. Cederbaum and OM Covenant Advisor Karina Caico completed a site visit of the building and sent a formal letter, but it was agreed that follow-up from Mr. Edelson would be good. **Ms. Engelke** suggested contacting Councilmember Jones' and County Executive Calvin Ball's offices regarding the former 2nd Chance building.

Columbia Council Representative Report

Ms. Thomas recommended that residents and Board members read the transmittal letter from CA president Milton Mathews regarding the proposed CA FY22 budget. She discussed opportunities for residents to be involved in the budget process and announced that there would be a virtual town hall meeting on January 21st.

She asked board members to send the CA Board their questions and concerns before the January 21st CA Board virtual town hall meeting. A discussion ensued regarding the CA budget.

Village Manager Report

Ms. Cederbaum updated the Board on painting done to the interior of The Other Barn. She also thanked Oakland Mills Facility and Event Coordinator Brigitta Warren for a successful Lively Arts virtual concert.

Committee Reports

Architecture Committee

Ms. Engelke reported on recent RAC meetings and applications. She said that she would meet with Mr. Edelson and Ms. Cederbaum regarding the NRAC and the status of the former 2nd Chance building.

Board Bulletin Board

Ms. Cederbaum said that a food drive for the Oakland Mills High School food pantry would be held outside The Other Barn on January 23rd between 9:00 a.m. and noon. She reported that Columbia Community Care was doing well at the Stevens Forest Neighborhood Center.

Ms. Thomas suggested that Ms. Engelke and the RAC might want to look at HB322, sponsored by Maryland delegates Terry Hill and Jessica Feldmark. The bill proposed prohibiting “unreasonable limitations” on low-impact landscaping under certain circumstances.

Mr. Verchinski reported on the DC Metroplex BWI Community Roundtable and said that a public hearing on the aviation noise zone would be held January 28th from 6:00 to 8:00 p.m.

Ms. Bryant gave an update from the OM Public Space Advisory Committee. She said the committee was concerned about ADA ramps on bike paths and that it had not received replies despite multiple letters sent to the County. She also said the committee was concerned about bikes on balconies in apartments and condos around the area and finding safe alternate locations for residents to store bicycles. The Board gave recommendations on who best to contact about the issue.

Mr. Edelson reiterated the importance of advocating for action on deferred maintenance of OM schools.

Mr. Edelson adjourned the regular OMCA Board meeting at 9:32 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



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Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Paul Verchinski
Bageshwar Verma ~ Virginia (Ginny) Thomas, Columbia Council Representative

December 8, 2020

Link to YouTube recording of the December 8, 2020 OMCA Board Meeting:

<https://youtu.be/TbWt4ao4RWw>

OMCA Regular Board Meeting

This meeting was conducted via Zoom remote virtual conferencing due to the Covid-19 pandemic.

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:05 p.m.

Present: Jonathan Edelson, Board Chair; Lynn Engelke, Architecture Committee Chair; Ginny Thomas, Columbia Council Representative; Rebecca Bryant; Paul Verchinski; Bageshwar Verma; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant

Absent: Bill McCormack

Quorum Present: Yes

Also Present: Howard County Council District 2 Aide Ashley Alston; see resident list

Opening of Meeting

- **Ms. Engelke** motioned to approve the November 24, 2020 OMCA Board meeting minutes (ATTACHMENT A). **Mr. Verchinski** seconded, and the motion passed (5-0-0).
- **Ms. Bryant** motioned to approve the December 8, 2020 OMCA Board meeting agenda (ATTACHMENT B). **Ms. Engelke** seconded, and the motion passed (5-0-0).

New Business

HoCo By Design: Community Discussion and Vision for Howard County for the Next 20 years

Mr. Verchinski introduced HoCo by Design, which was the County's update to its General Plan. The Board opened the floor for residents, but no resident asked to speak. The Board discussed the plan. There was a discussion regarding confusion about the different committees and subcommittees and the difference between HoCo by Design, the Housing Affordability Opportunities Taskforce, and CA's New Town Visioning, which Mr. Verchinski addressed. The Board expressed concern that, though the Housing Affordability Opportunities Taskforce consultants had asked for community input, that input was not being factored into the consultants' recommendations. There was also concern that the relationship between housing and schools was not being included in the plan. Another concern was lack of communication between the various committees and subcommittees. There was also discussion about assisted living homes in Columbia and affordable housing units. It was suggested that Board members and residents continue to express their concerns to County leaders.

Vacant Board Seat

Mr. Edelson reviewed the vacant board position and options for filling it. The Board would consider whether to fill the seat and discuss further at its January 12th Board meeting.

Old Business

Increased Vehicle Speeds throughout Columbia

Howard County Council District 2 Aide Ashley Alston gave an update on County District 2 discussions regarding increased vehicular speeds in the County. She reported that District 2 was working with District 3 to come up with solutions. **Mr. Edelson** mentioned safety at the Stevens Forest roundabout and asked about the speed limit on Stevens Forest Road. Ms. Alston said she would look into it and communicate with Ms. Cederbaum about the issue.

Board Chair Report

Mr. Edelson reported that he would be presenting OMCA's testimony at the County Executive's First FY22 County Budget Citizens Hearing on December 9th. He also reminded community and Board members that there would be no Board meeting on December 22nd due to the holidays.

Columbia Council Representative Report

Ms. Thomas spoke about upcoming opportunities during January and February CA public meetings for residents to speak regarding the CA FY22 budget.

Village Manager Report

Ms. Cederbaum reviewed Oakland Mills' FY21 2nd Quarter Financials (ATTACHMENT C). **Mr. Edelson** motioned to accept Oakland Mills' FY21 2nd Quarter Financials as submitted by the Village Manager. **Ms. Engelke** seconded, and the motion passed (5-0-0). **Mr. Edelson** and **Mr. Verchinski** thanked **Ms. Cederbaum** for her careful planning of and attention to the budget.

Ms. Cederbaum thanked OM Facilities and Events Coordinator Brigitta Warren for organizing the Holiday Donation Drive benefitting the Oakland Mills High School Food Pantry and Columbia Community Care (CCC). She also thanked Ms. Warren's family for helping to deliver the donations. She thanked community members for their generous donations to the drive.

Committee Reports

Architecture Committee

Ms. Engelke reported on RAC meetings and applications for exterior alterations. She thanked Ms. Cederbaum and Ms. Warren for ensuring RAC meetings and applications were well organized.

Board Bulletin Board

Mr. Verchinski said that the BWI Roundtable would be meeting December 15th and shared the topics that would be discussed. He reported that BWI Roundtable would be meeting on a monthly basis.

Ms. Engelke motioned to go into closed session to discuss matters pertaining to employees and personnel. **Mr. Verma** seconded, and the motion passed (5-0-0).

The closed session of the OMCA Board began at 8:38 p.m. and ended at 8:53 p.m.

Mr. Edelson went into the regular open session of the OMCA Board at 8:54 p.m.

Upon return to open session, it was announced that the board discussed and voted on a performance evaluation

and compensation of staff.

Mr. Edelson adjourned the regular OMCA Board meeting at 8:54 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant

DRAFT



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**Oakland Mills Community Association
Village Board**

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

Board Members: Jonathan Edelson, Chair; Bill McCormack Jr., Vice-Chair

Lynn-Steven Engelke, Architecture Committee Chair;

Rebecca Bryant, Paul Verchinski, Bageshwar Verma

Columbia Council Representative: Virginia (Ginny) Thomas

**Oakland Mills Board of Directors Meeting
Tuesday, January 12, 2021 – 7 p.m.**

Oakland Mills Community Association is inviting you to a scheduled Zoom meeting.

Topic: Oakland Mills Board of Directors Meeting _ Jan. 12_2021

Time: Jan 12, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87428709923>

Meeting ID: 874 2870 9923

One tap mobile

+13017158592,,87428709923# US (Washington D.C)

Dial by your location

+1 301 715 8592 US (Washington D.C)

Meeting ID: 874 2870 9923

Find your local number: <https://us02web.zoom.us/u/kFsSihPab>

You may join the meeting beginning at 6:50 p.m. You will be placed in a “waiting room” and zoom host will admit. All participant’s audio will be muted upon “entry”.

7:00 p.m.

Opening of meeting

Approve Minutes from December 8, 2020 Board Meeting

Approve Agenda for January 12, 2021 Board Meeting

7:05 p.m.

Resident Remarks, 3-minute remarks (10 min)

Please note that meeting attendee’s audio is muted. If you wish to participate in Resident Remarks please “raise your hand” which is one of the options available for participants and appears as an icon on the screen.

7:15 p.m.

NEW BUSINESS

Election Guidelines, Review (10 min)

Election Monitor Committee Chairs, Discussion (5 min)

7:30 p.m.

OLD BUSINESS

Vacant Board Seat, Board Discussion (10 min)

FY 21 and FY 22 Finances, Board Discussion (15 min)

- 7:55 p.m.** **Board Chair Report**, Jonathan Edelson (10min)
- 8:05 p.m.** **Columbia Council Rep. Report**, Virginia (Ginny) Thomas (10 min)
Vice-Chair of the Columbia Association Board of Directors
Discussion of the Columbia Association budget process for receiving feedback from stakeholders. Discussion of the Jan. 21. virtual town hall meeting.
- 8:15 p.m.** **Village Manager Report**, Sandy Cederbaum (5 min)
Financial and Operations Update
Lively Arts Virtual Concert, recap
- 8:20 p.m.** **Committee Reports (5 min)**
Architecture, Lynn Engelke, Chair (5 min)
- 8:25 p.m.** **Board Bulletin Board** (5 min)
- 8:30 p.m.** **Adjourn**

DRAFT: Jan 7, 2021 sc

Approved by the Oakland Mills Board: January 14, 2020

**OAKLAND MILLS COMMUNITY ASSOCIATION, INC.
ELECTION GUIDELINES AND REGULATIONS**

Village Elections are officially guided by Article VIII, Section 8 of the By-laws. In addition, tradition, experience and press deadlines contribute to the effective administration of an annual election. These rules and regulations draw from the by-laws and past elections in order to serve as guidelines for the Village Board, the staff and the Election Monitor Committee before, during and after the village elections. The procedures are described according to the timeline of the election activities.

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

At its discretion and based on village, county, state, or federal circumstances, the Oakland Mills Board of Directors may decide that village elections be held partially or fully be held remotely. This would include the authority to provide for all mail-in ballots; cancel on-site voting and on-site ballot counting; cancel on-site election events.

All questions regarding the elections should be directed to the Election Monitor Committee Chair(s).

GOALS

The following major goals have been identified in administering village elections:

1. The election should be fair and be perceived as fair by the establishment of clear procedures.
2. The election procedures should encourage potential candidates to run in the election and encourage people to vote.
3. Elections should be efficient and run at a reasonable cost.

Non-Contested Election

In 2016 the Members of the Association passed a by-law amendment stating that if the number of candidates for the Board of Directors was equal to or less than the number of open seats those candidates, who submitted a valid nomination petition, would be deemed elected with the term of office being May 1. The members also passed a by-law amendment stating that if the number of candidates for the Columbia Council Representative seat was equal to or less than one candidate, that candidate, who submitted a valid nomination petition, would be deemed elected with the term of office being May 1.

If both races are non-contested there will be no election held. An election will be held if both races are contested or an election will be held for either the Board or CCR if one of the two is contested.

"ELECTION ADMINISTRATIVE RULES AND REGULATIONS"

I. BEFORE ELECTION

A. Selection of Election Monitor Committee and Chair

1. Appointment by Village Board
 - a. The Village Board is responsible for appointing the Election Monitor Committee by Jan. 31. The Committee will number at least 5 people.
 - b. The Chair(s) of the Election Monitor Committee is appointed by the Village Board.
2. Duties and responsibilities of Election Chair(s) and Committee
 - a. The chair(s) must be completely familiar with the rules and regulations of the election. The chair works very closely with the Village Manager to insure that the By-Law requirements are met and that all duties are performed. However, it is the chair's ultimate responsibility to the Oakland Mills Village Board that the election conforms to the By-Laws and that all deadlines as required by the By-Laws are met.
 - b. The chair(s) or chair's designee is responsible for explaining the rules and procedures of the election to all candidates. Candidate packets are prepared by village staff and distributed to candidates.
 - c. The committee coordinates Candidates' Night/Candidates' Forum, and the chair or chair's designee(s) traditionally serves as moderator.
 - d. The committee is responsible for training poll workers. It is particularly important that all poll workers clearly understand how to determine voting eligibility, how to read the voters lists, and how to handle special problems.
 - e. The Village Manager, chair(s) or chair's designee prepares ~~prior to Election Day, the vote count grid for people who will be counting ballots. all material needed for counting ballots.~~ The chair(s) or chair's designee is also responsible for validating all "irregular" and absentee ballots.
 - f. The chair(s) or chair's designee acts as spokesperson for the Committee and, after the election, ~~is responsible for posting the official results, compiling final election results,~~ handling challenges to the election, and submitting an election report to the Village Board.
3. Personal qualities of Election Chair(s)
 - a. With the duties and responsibilities of this position, also comes the need to handle pressure and, sometimes, confrontations with people who have personal investments in the election results. The chair's style of dealing fairly and authoritatively with candidates and volunteers is critical for a fairly perceived election.
 - b. It is preferable that the chair(s) have previously worked on the Election Monitor Committee.

B. Schedule for Election

1. Setting Election Day

The Village Manager is responsible for setting the date of the election with other Village Managers so that elections are held simultaneously throughout Columbia. ~~Election Day will be April 24, 2021.~~
2. Setting election schedule
 - a. The Village Manager prepares an election timetable based on the By-Law requirements after the Election Day is established. ~~This should be distributed and publicized to the Village Board, residents and Election Monitor Committee in January.~~ Important dates are outlined below:
 - April: required month for village elections

- By Jan 31: appointment of Election Monitor Committee and the election chair
- 45 or more days prior to election: begin accepting nomination petitions
- 45 or more days prior to election: eligibility date for members in good standing
- 30 or more days prior to election: finish accepting nomination petitions
- date established by EMC: deadline for candidates' statements
- 5 or more days prior to election: publish candidates' statements

~~•4:00 p.m. of day prior to election: deadline absentee ballots~~
All absentee ballots must be received by April 30, 2021.

- 5 days after posting of election results: deadline for written challenges to elections
- within 7 days of receiving a challenge: Election Monitor Committee will meet
- 5 days after election or until disposition of any challenge: chair will hold ballots
- by May ~~12, 2020~~11, 2021 results: certify election

- b. The Village Manager will consider the need for transition time between the election of Village Boards and their taking office on May 1 in order to allow time for challenges to take place and for the election results to be accepted by the Board.

C. Nomination Petitions – Please refer to the information below pertaining to members of the Association and residency requirements. According to OMCA's legal documents, candidates may only submit one nomination petition and run for only one office, either for the Board or as the Columbia Council Representative.

Members of the Association – OMCA Articles of Incorporation, Article EIGHTH (approved by the members of the Association on July 28, 2017):

The Affairs of the corporation shall be managed by at least (5) directors, all of whom shall be members of the Association as of the date of their election and through their entire term. If a director ceases to be a member before that director's term expires, that director's seat shall be considered vacant and the remaining members of the Board of Directors shall fill that position pursuant to the procedures provided herein and in the By-Laws.

OMCA By-Law Change, Section 2.03 (approved by members of the Association on April 29, 2017):

Section 2.03 – Change the title to: Election and Removal of Directors

Section 2.03 – Add the following sentence to the end of the paragraph:

If a director is no longer a member of the Association before the expiration of that director's term, the Board of Directors may remove that director from office and appoint a successor.

1. Preparation
 - a. Each nomination petition shall show the full name and address of the candidate, his/her signature, and the office she/he is seeking. A candidate whose name is on a lease must submit a copy of the lease along with their nomination petition. This will be kept in confidence and only used to validate the candidate's address.
 - b. Room will be provided for twelve signatures of association members, plus space for printed

name, address, and telephone numbers or email address. Two members from a household may sign a petition. (Members are Oakland Mills property owners and those who are tenants on Oakland Mills property with their name on a lease.)

2. Validation

- a. A member of the Election Monitor Committee will declare the petition valid when ten signatures have been verified as those of association members.
- b. Association members may sign more than one petition.

The following resolution was passed by the Oakland Mills Board on February 28, 2017 and effective immediately:

To ensure that Oakland Mills residency can be established for candidates for the Oakland Mills Board of Directors and the Oakland Mills Representative to the Columbia Council, the Oakland Mills Election Monitoring Committee will adopt the following criteria to establish the residency of candidates, effective as of the 2017 election cycle:

- The election committee will perform a State Department of Assessments and Taxation (SDAT) online search to confirm candidates claiming property ownership in Oakland Mills.
- If the election committee is unable to confirm ownership, or if the candidate leases property in Oakland Mills:
 - Candidates will present to a member of the committee a valid and current government-issued identification including a driver's license, state identification card, passport, or other state or federal government issued identification displaying the candidate's name, photograph, and home address.
 - Candidates will present to a member of the committee a signed original, current lease or deed with candidate's address, valid dates, and signature(s).
 - Candidates will present to a member of the committee a current (issued within one month of the election filing date) utility bill for services at a fixed address that includes candidate's name and address (e.g., landline telephone, gas, electric, water, cable bill)
 - Address on each of the three documents presented should match to establish residency at that address.

The election committee will develop a process and check sheet to ensure each candidate meets these criteria and will return rather than retain the documentation to the candidate for protection of privacy after two election committee members review the documentation. The election committee will determine whether the candidate for the Columbia Council has Oakland Mills residency and whether the correct minimum number of candidates for the Oakland Mills Community Association Board of Directors have Oakland Mills residency, per the OMCA by-laws, and report to the Village Manager and sitting Board of Directors prior to finalization and printing of election ballots.

D. Election Information Packets

Election Packets will be available at The Other Barn during business hours and available on the Oakland Mills Website for download—If the facility is closed for any reason, the village manager will publish information on the dates, times, and location that packets will be available for those who would like a "hard copy" and not download from the web. ~~There is no requirement to "sign out" a packet and the OMCA office will not keep a list of who has taken out an election packet.~~

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1. Preparation and distribution of packets
 - a. The Village Manager, and Village Staff, ~~is~~ are responsible for the preparation of packets for each candidate.
 - ~~b. These packets are distributed to potential candidates when they pick up their nomination petitions.~~
2. Contents of information packets
 - a. The information packets shall include, for Columbia Council Representative:
 - 1) CA Articles of Incorporation and By-Laws
 - 2) Calendar of Important Columbia Association Board of Director meetings/events
 - 3) All of the following:

For Village Board:

 - 1) Village Articles of Incorporation and By-Laws
 - 2) Election Guidelines and Regulations
 - 3) Calendar for election
 - 4) Recent copies of the latest newsletter.
 - 5) Other information about the village as prepared by the Village Manager.
 - 6) Association Approved Budget
 - 7) Nomination Petition
 - b. The Village Board appoints the members of the Architectural Committee. It has been the practice in Oakland Mills that the Village Board appoints itself as the Architectural Committee. Information regarding Board Member architectural covenant compliance will be included in the election packet.

E. Candidates' Statements

1. Length

Candidates' official statements must be 150 words or less. All words in excess of 150 will be deleted from the statement. Candidates will also be asked to supply a shorter 100 word statement (all words in excess of 100 will be deleted from the short statement) for use when space will not allow printing the official statements. Statements will be published exactly as submitted by the candidate.
2. Publication
 - a. Complete statements are published no later than 5 days prior to the election to fulfill By-law requirements.
 - c. The statements shall be available in posted the lobby of The Other Barn, on the Oakland Mills website, in the lobby of The Other Barn, and on the front door of The Other Barn.

F. Volunteers for Election Day

1. Recruiting
 - a. The Village Manager is responsible for recruiting workers to staff the polls on election day.
 - b. The Election Monitor Committee chair or a member from the committee is responsible for the supervision of poll workers on election days and for answering their questions during election hours.
2. Training
 - a. Each poll worker must be specifically trained.
 - b. Poll workers should be asked to arrive at least 10 minutes before their shifts begin in order to review and observe procedures.

G. List of Eligible Voters

1. Acquiring voters list
 - a. The Village Manager is responsible for securing a list of eligible voters according to the Village By-Laws.
 - b. The list of property owners shall be obtained from the CA assessment office.
 - c. The list of apartment tenants shall be a list of apartment dwelling units, not residents of the units, for each apartment complex.
2. Format of list
 - a. Two lists of property owners should be available at the polls, one printed out in alphabetical order by owner, one by address. Both are important to validate all possible ballots.
 - b. A current list of apartment dwelling units must be available.

H. Regular and Absentee Ballots

1. Preparation
 - a. The Village manager and village staff are responsible for the preparation of all ballots.
 - b. The order of names on the ballot is determined by lottery at the time that the ballots are verified. Names are “drawn” by an election committee member with either another member or OMCA staff member present to verify order drawn. Names will be listed on the ballot according to the order that they were drawn.
2. Absentee ballots
 - a. Absentee ballots will be available as provided by the By-Laws.
 - b. ~~Only a~~absentee ballots ~~may should~~ be submitted by mail ~~or delivered, in the sealed ballot in the return~~ envelope provided by the village. Hand delivered ballots must be turned in to The Other Barn by 4:00 p.m. the day before the election. The Election Committee will accept absentee ballots received by April 30, 2021.
 - c. The return envelope flap of the absentee ballot will have space for the sender's Oakland Mills address and a check box indicating that the sender is an owner or lease. By checking the box the sender attests to the fact that they are a valid property owner or valid lease holder at the address listed on the return envelope flap.
3. Procedures for validating ballots
 - a. ~~Regular ballots~~Ballots will be validated by the Election Monitor Committee.
 - b. ~~Under the authority of the Election Monitor Committee Chair(s), Absentee ballots are validated and remain sealed until election day.~~ absentee ballots may be validated and counted prior to election day.

I. Campaigning - Candidate's volunteers who serve in any capacity for Oakland Mills Community Association as elected members or as volunteers (with the exception of the members of the Election Monitor Committee) can actively campaign for or against candidates. **This must be done separately from their volunteer roles for the Association.**

Campaign Signs and Campaigning: The Oakland Mills Election Monitor Committee will follow the Howard County Sign Code as it pertains to sign codes and the Oakland Mills Architectural Guidelines. Here is a link to the Howard County Sign Code: <http://library.municode.com/index.aspx?clientID=14680&stateID=20&statename=Maryland>
 Here is link to the Oakland Mills Architectural Guidelines: <http://oaklandmills.org/node/43>
 Additionally no campaign signs are permitted on Columbia Association property. For your reference CA property in the Oakland Mills village center area are the Ice Rink, The Teen Center, The Other Barn, and sidewalk/courtyard in front of, and around all facilities, and the parking lot behind the Columbia Bank where the police office is located. Additionally we recommend that you contact Cedar Shopping Centers (owners of the Oakland Mills Village Center) for permission to campaign in the village center. You can contact Cedar's property manager ~~Olen Clark, OClark@cdrrt.com or by calling 484-560-4217.~~ (contact village manager for Cedar's property manager contact information.)

Individual storeowners should be contacted for any type of campaigning within the stores.

The Oakland Mills Board of Directors has no role in the manner in which candidates' chose to campaign.

II. DURING THE ELECTION

***Please note that if a decision is made to cancel on-site voting, some of the provision below will not be applicable and all ballots will be received by mail.**

A. Voting Time and Place

1. Location

Voting takes place at The Other Barn, 5851 Robert Oliver Place, Columbia, and possible other locations at the discretion of the EMC.

2. Hours for polls to be open:

In order to encourage voter turnout, polls *may* be open Friday hours as well as Saturday hours.

Voting in ~~2020-2021~~ will take place at The Other Barn on Saturday, April ~~25-24~~ only from 8:30 a.m. – 5:00 p.m.

3. Visibility and location of polling sites

- a. Voting tables should be in a clear, obvious place, not obstructed by other special events or displays.
- b. People setting up poll sites should be aware of the electioneering boundaries.

B. Who Can Vote

1. Owners of property in Oakland Mills and tenants with a lease on property in Oakland Mills

- a. If a property is jointly owned, the voting right is jointly held, so only one vote may be cast.
- b. If a "fee simple" lot, condominium or cooperative unit is leased to a tenant, the tenant is also entitled to a vote.

2. Eligibility and identification

- a. A member who has resided in Oakland Mills at least 45 days prior to the election is eligible to vote. The actual date is set by the Election Monitor Committee.
- b. For on-site voting only: A member will be considered eligible to vote if she/he can present identification showing that they rent and/or own at an address to be in Oakland Mills Village. On-site voters who do not have identification with them will be asked to sign a form providing their name and address and attest to the fact that they are an Oakland Mills property owner or valid leaseholder.

For absentee voting only: The absentee ballot envelope flap will have space to attest to voter eligibility.

- c. ~~The Election Monitor Committee should publicize election mailer will include, along with the names and statements of candidates, information about who can vote and I.D. requirement in order to encourage voter turnout, voter eligibility and identification requirements.~~

C. Voters Lists and Procedures for Validating Ballots at the Polls

1. Voters lists

- a. There should be at least two poll workers and, poll workers will determine the best method to efficiently verify voter information utilizing voter lists and apartment dwelling lists.

2. Validation of property owners

- a. After showing suitable I.D., property owners whose names are on the voters list will be checked off by the poll worker. A ballot will then be issued to them. (see 2 b above for those who do not have ID)
- b. After showing suitable ~~I.D. identification~~, property owners **whose names are not on the**

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voters lists will place their ballots in a cover envelope with their name and address on the outside, and the ballot, in the envelope, will be placed in the ballot box.

- c. After showing suitable I.D., an apartment tenant will be checked off the apartment unit at the appropriate address. Apartment tenants will also be asked if they have lived at the address for at least 45 days. (see 2 b above for those who do not have ID) and if so, sign a sheet identifying their address and verifying that they are a current lease holder.

D. Electioneering

1. Electioneering boundaries

- a. There shall be no electioneering within the area established annually by the Election Monitor Committee. Boundaries established for 2020-2021 are:

No electioneering may take place inside The Other Barn or inside the courtyard, or on the sidewalk area directly in front of, on the side or behind the Other Barn (except as outlined below) or the parking lot on the side of The Other Barn or the parking lot in the rear of The Other Barn.

Electioneering may take place in front of and behind the CA Youth & Teen Center and on the sidewalk in front of the Courtyard up to the end of the Courtyard fence where the sidewalk leads to the handicap door of The Other Barn and the same area behind the Courtyard. **Electioneering may also take place** to the left of The Other Barn (when looking at the building from the street) on the section of the sidewalk abutting Robert Oliver Place and in front of the grass area.

Candidates may not stand under the canopy in front of the Other Barn entrance doors.

Candidates and their supporters must adhere to all electioneering boundaries.

No electioneering means that no canvassing, electioneering, campaigning, or posting of any campaign material is permitted within the zone. "Posting of any campaign material" includes wearing any article of clothing, hat, sticker, or button that indicates support of or opposition to any candidate, question, or political party.

However, electioneering does not apply to a voter going to vote in his or her polling place. A person on his or her way to vote may wear campaign paraphernalia or carry, but not distribute, campaign literature. He/she must leave the voting zone promptly after voting.

- b. Poll workers should take care to remove any electioneering hand-outs from the voting tables and from anywhere else in The Other Barn

2. Violations

- a. The Election Monitor Committee chair or a delegate is responsible for warning candidates and their representatives if they electioneer within the electioneering boundary.
- b. If a serious problem results, the Election Monitor Committee should document the violations in writing and may recommend that the Village Board invalidate the election.

III. AFTER THE ELECTION

If the election is held remotely and on-site voting and on-site ballot counting is canceled, ballots will be counted and verified off-site as authorized by the Election Monitor Committee Chair(s). Election results will be provided to the community after April 30, 2021 which is the deadline for receiving absentee ballots.

If the election is held remotely there will be no option to observe vote counting.

A. Vote Count

1. Setting up for the vote count

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- a. Members of the Election Monitor Committee and assigned helpers shall count the ballots. The chair is responsible for the smooth processing and counting of the ballots.
 - b. The vote count shall be held in a room separate from post-election socializing.
 - c. Candidates (and/or their representatives) are permitted to be present in the counting room but they may not verbally question the counting or any other election procedures. If they have any objections to the procedures, they must submit a written challenge.
2. Preparation and validation of ballots
- a. All ballots will first be scanned to be sure none has more than 7 votes cast for Village Board slots and no more than 1 vote cast for Columbia Council Representative. If part of the ballot is invalid, only the invalid section will not be used in the count.
 - b. The Election Monitor committee chair and designee(s) will open all absentee validated ballots. These ballots will be added to the other ballots. The Election Monitor Chair will then determine the validity of the ballots that were cast by voters who were not on the voter list (ballots were placed in sealed envelopes.)
3. Counting the ballots
- a. The ballots are divided into piles of up to 40 ballots and each pile of ballots is assigned to two counters.
 - b. Each counter records ballots on a counting grid. The grid shall be numbered vertically from 1 to 40 and have candidates' names across the top. Each ballot shall be assigned a separate line.
 - c. Each counter counts one pile of 40 ballots on a separate grid. The two grids are totaled and compared for accuracy. If a discrepancy exists, the pile of 40 ballots shall be recounted until the discrepancy is resolved.
4. Official election results
- ~~a. After the ballots are counted, the official election results are announced to those present and posted by the Election Monitor Committee Chair or designee on the front door of The Other Barn.~~
 - ~~b. Only the Election Monitor Committee chair or designee is authorized to post, publish, announce or otherwise release the election results. The chair or designee also acts as the only spokesperson for the committee. Official election results will be released by the Election Monitor Committee Chair(s) after all absentee ballots received by the deadline are counted.~~
5. Challenge procedure
- a. Challenges must be in writing or sent by email and submitted to the Election Monitor Committee chair within 5 calendar days after the ~~posting of releasing~~ the election results. After receiving a challenge the committee shall meet in a public session within 7 days for discussion on the challenge and, if necessary, make any recommendations to the Village Board.
 - b. The committee is not required to consider any challenges, unless they could affect the results of the election, until after the election is certified. The committee should then evaluate the election procedures and the complaint and make recommendations in the final report of the election.
6. Certification of results
- a. The Village Board shall certify, or invalidate, the election after reviewing the election report submitted by the Election Monitor Committee.
 - b. The committee must submit its report **by Tuesday, May 4~~211~~, 2020~~2021~~.**

I don't often make lengthy board chair comments from a script, but there are some things I want to share as I have the floor for the first time in 2021.

I think most will agree that 2020 was not a great year. It wasn't a great year for OMCA, for CA, for our county, our state, our country, or our world. We're living through a global pandemic of the magnitude that very few people alive today have experienced. Before the pandemic started, we were already seeing signs of increasing division and mistrust over local, national, and world issues. I fear the financial, emotional, and human toll the pandemic has taken has only served to make bad situations worse.

What I watched at the Capitol last week was something I never thought I'd see in this country. I'd like to hope that was the end of bitter division and the start of something better. We don't have to agree, but we can disagree peacefully and respectfully. Unfortunately, I think many of us are anxiously waiting to see how the next week turns out to see whether that's true.

However, this is not just a national problem. We've seen tensions run high right here in our little Village board meetings. Residents of our county have turned up outside of an elected official's home rather than using the communications channels afforded to all residents to speak to our local elected leaders. Our school system's headquarters building has been vandalized. Teachers are being accused by a vocal minority of not doing their jobs because they happen to be teaching virtually, rather than in a classroom. In some cases, they are being blamed for tragic outcomes among some children. These are tragedies that it would take more than a classroom to prevent.

I hope everyone will start to take a moment to think before they say or do. Does it make sense that our state and county leaders are restricting gatherings and certain indoor activities because they want businesses to close down and people to lose their jobs? No; they are trying to save lives and prevent what we are seeing in California – hospitals with ambulances lined up for three or four hours, and a death every 8 minutes.

Do our teachers not want to teach our children? Of course, they do. And they are. Maybe virtual isn't ideal for everyone, but for some children, neither is the stress of being in the classroom. And it certainly won't help our children from an educational or psychological perspective if they have to watch their teachers and other adults around them get sick because the resources weren't there to secure an entire large school system the way they are to secure a store, or a gym, or even a private school. Schools aren't closed; school **buildings** are closed for most students.

Will having only two of our three pools open for the summer be the end of the world? I'll repeat what I said on our local school discussion group – I wish people would get as passionate and take appropriate action over the over \$100 million in deferred maintenance on our OM school buildings that serve almost every child in our community as they are passionate over pools that a subset of us use and that we may not be able to visit much anyway due to the pandemic that is still very much with us. For the record, my kids love the Talbott Springs pool. They'll get over it if they can't go again this summer. I'd rather know they, their classmates, and their teachers are breathing safe air in school. For every OM resident who comes to the CA town hall to discuss pools, I hope five testify at a BOE or Council meeting about deferred maintenance.

So, Oakland Mills, maybe you like what I just said and maybe you don't. Do the research on everything from reputable sources, get the facts, and debate respectfully and peacefully. We all have different

priorities and preferences, and it's impossible to get our way every time, but we can and should always respect and listen to one another.

I'll close by thanking my board colleagues and especially the dedicated staff of OMCA for their service during a very difficult year. Also, thank you to everyone out there doing the best they can to get through difficult times.

Respectfully submitted,

Jonathan Edelson
Chairman, Oakland Mills Community Association