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Oakland Mills Community Association

Village Board Meeting Minutes

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

Board Members: Jonathan Edelson, Chair ~ Lynn-Steven Engelke, Architectural Committee Chair
Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Jennifer Hood ~ Rena Ross ~ Warren Wortman
Virginia (Ginny) Thomas, Columbia Council Representative

January 25, 2022

Link to YouTube recording of the January 25, 2022 OMCA Board Meeting:

<https://youtu.be/OkXnv9kjd6I>

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 7:06 p.m.

Present: Jonathan Edelson, Chair; Bill McCormack, Vice-chair; Lynn Engelke, Architectural Committee Chair; Ginny Thomas, Columbia Council Representative; Rebecca Bryant (technical difficulties at beginning of meeting); Jennifer Hood; Rena Ross (arrived 7:08 p.m.); Warren Wortman (intermittent technical difficulties); Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

Quorum Present: Yes

Also Present: Howard County Council District 2 Aide Ashley Alston; Howard County Executive's Community Liaison Safa Hira; see resident list.

Opening of Meeting

- **Mr. Wortman** motioned to approve the January 11, 2022 OMCA Board meeting minutes (ATTACHMENT A). **Mr. McCormack** seconded, and the motion passed (6-0-0)
- **Mr. McCormack** motioned to approve the January 25, 2022 OMCA Board meeting agenda (ATTACHMENT B). **Mr. Wortman** seconded, and the motion passed (5-0-0).

Resident Remarks

Howard County Executive's Community Liaison Safa Hira said that the County had reviewed OMCA's priority list, which was sent in 2021. A response from the County would be coming soon. She said the County's annual Lunar New Year's Celebration would be held virtually on County Executive Calvin Ball's Facebook page on February 1st at 6:00 p.m.

Long Reach resident Amy Bennett said that she was involved in efforts to disapprove CA's Lake Elkhorn stream restoration project. She cited four organizations who had published articles about issues with stream restoration and asked the Board to read them. She said the U.S. Army Corps of Engineers and the Maryland Department of the Environment had extended the comment period to February 23rd.

New Business

Cul-de-sac Beautification Budget

Ms. Bryant spoke about OMCA's cul-de-sac beautification program. She proposed that \$250 of the program's budget be set aside for a cul-de-sac project that would involve Yards Alive. Yards Alive would help residents who received funding for the special project plan their cul-de-sac beautification to include sustainable native species. The cul-de-sac could then be used for educational purposes. A discussion ensued. The Board agreed that a caveat would need to be added ensuring that the chosen cul-de-sac's residents committed to working with Yards Alive. It was agreed that the project could be voted on separately from the cul-de-sac beautification program vote that usually took place at the beginning of the new Board year. **Ms. Bryant** agreed to share more details when the subject was brought back as Old Business at the February 8th Board meeting.

Old Business

OMCA 2022 Elections

Ms. Cederbaum presented a draft of the OMCA 2022 Election Guidelines, which included feedback and edits from Mr. Edelson, Mr. McCormack, Ms. Cederbaum, and Ms. Carpenter (ATTACHMENT C). A discussion ensued. **Ms. Engelke** motioned to approve the OMCA 2022 Election Guidelines as amended and pending minor grammatical edits. **Mr. McCormack** seconded, and the motion passed (7-0-0).

Mr. Edelson shared the OMCA 2022 Non-contested Election Calendar (ATTACHMENT D). **Ms. Engelke** motioned to approve the OMCA 2022 Non-contested Election Calendar. **Mr. McCormack** seconded, and the motion passed (7-0-0).

Mr. Edelson shared the OMCA 2022 Contested Election Calendar (ATTACHMENT E). A discussion ensued. **Ms. Engelke** motioned to approve the OMCA 2022 Contested Calendar. **Mr. McCormack** seconded, and the motion passed (7-0-0).

Mr. Edelson shared the proposed list of OMCA 2022 Election Monitor Committee members, chairs, and ballot counters (ATTACHMENT F). The Board added Intelliscan to the list as the electronic ballot vendor. **Ms. Engelke** motioned to approve the OMCA 2022 Election Monitor Committee members, chairs, ballot counters, and electronic ballot vendor. **Ms. Bryant** seconded, and the motion passed (6-0-0).

Contingency Fund Watershed Project

Mr. Edelson reported that no alternate watershed projects had been shared by CA. He suggested requesting a site visit of the Longlook Lane project with CA Watershed Manager John McCoy. **Ms. Cederbaum** suggested that part of the fund be used to plant trees in Oakland Mills, both by CA and by residents. **Ms. Engelke** suggested that OM's CA Watershed Advisory Committee representative Bob Marietta research the Longlook Lane project and other watershed issues and share his findings with the Board. The Board agreed.

Board Chair Report

Mr. Edelson shared again that For Sale signs in front of the Stevens Forest Professional Center were for an office unit in the building and not for the entire building. He reported that **Ms. Cederbaum** continued to work with Cedar to obtain an NRAAC proposal for changes to the former Second Chance Saloon space.

Columbia Council Representative Report

Ms. Thomas gave an update on CA's FY2023 budget process, including the financial impact of the minimum wage increase. There was a continued need for aquatics staffing. She asked for feedback on the budget, especially concerning Columbia Lakefront development.

Village Manager Report

Ms. Cederbaum gave an update on the search for new facility assistants.

Committee Reports

Public Space Committee

See the January 18th OM Public Space Committee minutes (ATTACHMENT G).

Education Committee

Mr. Edelson encouraged Board members and residents to keep up to date on the school capital budget process. He reported that the Covid Omicron variant outbreak seemed to be settling down at Oakland Mills High School. He also encouraged Board members to look at Maryland State Senate Bill 40, which would require the “Interagency Commission on School Construction to consider systemic renovation projects, regardless of cost, as eligible for funding from the Supplemental Public School Construction Financing Fund and the Supplemental Public School Construction Facilities Fund” (as stated on the bill’s summary). The current minimum amount required to qualify for funding was \$4 million. **Mr. Edelson** asked that Board members share their thoughts on the bill with him.

Board Bulletin Board

Ms. Thomas said that the Climate Vulnerability presentation would take place on January 26th in the evening.

Ms. Hood reminded the Board of the invitation she sent to attend a presentation by her employer regarding the Port of Baltimore and the supply chain.

Mr. Edelson adjourned the OMCA Board meeting at 9:24 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



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Oakland Mills Community Association Village Board Meeting Minutes

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

Board Members: Jonathan Edelson, Chair ~ Lynn-Steven Engelke, Architectural Committee Chair
Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Jennifer Hood ~ Rena Ross ~ Warren Wortman
Virginia (Ginny) Thomas, Columbia Council Representative

January 11, 2022

Link to YouTube recording of the January 11, 2022 OMCA Board Meeting:

<https://youtu.be/q95WcLBPhuI>

OMCA ARCHITECTURAL COMMITTEE APPEAL

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

Ms. Engelke called the meeting of the Architectural Committee to order at 6:31 p.m.

Present: Lynn Engelke, Architectural Committee Chair; Jonathan Edelson, OMCA Board Chair; Bill McCormack Jr., OMCA Board Vice-chair; Rebecca Bryant; Jennifer Hood; Rena Ross; Warren Wortman

Quorum Present: Yes

Also Present: OM Village Manager Sandy Cederbaum; OMCA Covenant Advisor Michael Vaughn; OMCA Administrative Assistant Amy Carpenter; Columbia Council Representative Ginny Thomas; Elisio Fester (representative for the owner of the property being appealed); RAC member Kay Wisniewski; RAC member David Smith.

Ms. Engelke presented information on procedure. Michael Vaughn, OMCA Covenant Advisor for Applications, then presented the appeal, which had been made by the owner of 9461 Greco Garth, Ola Fester.

Elisio Fester, who represented the owner, Ola Fester, presented his reason for appealing the Architectural Committee Chair's decision. Residential Architectural Committee Member Kay Wisniewski commented on some of the RAC's reasoning for recommending a denial of the application.

Mr. Edelson motioned to uphold the RAC's recommendation and the Architectural Committee Chair's decision. **Mr. McCormack** seconded, and the motion passed (7-0-0).

Ms. Engelke adjourned the meeting of the OMCA Architectural Committee at 6:53 p.m.

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 7:01 p.m.

Present: Jonathan Edelson, Chair; Bill McCormack, Vice-chair; Lynn Engelke, Architectural Committee Chair; Ginny Thomas, Columbia Council Representative; Rebecca Bryant; Jennifer Hood; Rena Ross; Warren Wortman; Sandy Cederbaum, Village Manager; Amy Carpenter, Administrative Assistant.

Quorum Present: Yes

Also Present: Maryland State Delegate Jen Terrasa; Columbia Association Vice President, Community Operations Dennis Matthey; CA Watershed Manager John McCoy; CA Manager of Development and Real Estate Services Jessica Bellah; Howard County Council District 2 Aide Ashley Alston; Howard County Executive's Community Liaison Safa Hira; see resident list.

Opening of Meeting

- **Mr. McCormack** motioned to approve the December 14, 2021 OMCA Board meeting minutes (ATTACHMENT A). **Ms. Thomas** seconded, and the motion passed (6-0-0) [Ms. Bryant stepped away from her screen briefly].
- **Ms. Thomas** motioned to approve the January 11, 2022 OMCA Board meeting agenda (ATTACHMENT B). **Mr. Wortman** seconded, and the motion passed (6-0-0).

Resident Remarks

Oakland Mills High School Senior Marina Blackman shared an adopt-a-stream program that she was developing at OMHS. The stream being adopted was located across from the high school, off Macomber Lane. Miss Blackman asked for the support and partnership of the OMCA Board. **Mr. Edelson** said that the Board had historically supported OMHS and its associated programs. He asked Miss Blackman to email Ms. Cederbaum any information she would like to share with the community in its social media and newsletters.

Joel Hurewitz, member of the Harper's Choice board, shared what he agreed and disagreed with regarding Maryland State House Bill 93.

New Business

Maryland State House Bill 93 Discussion with MD State Delegate Jen Terrasa

Maryland State Delegate Jen Terrasa shared details of Maryland State House Bill 93, as well as the reasoning for the bill. A discussion ensued. The House Ways and Means Committee would be holding a hearing for the bill on January 25th. Mr. Edelson asked that board members let him know if they would like to hold a special Board meeting before the hearing to discuss the bill.

CA Watershed Management Presentation on Projects in or affecting Oakland Mills

CA Watershed Manager John McCoy presented three projects in or affecting Oakland Mills (ATTACHMENT C). The first was a stream restoration project for the Lake Elkhorn/Jackson Pond subwatershed, which involved stream restoration mitigation banking. A discussion ensued. The second was a project which would fix outfall issues for Stevens Forest Pond. A discussion ensued. The third was a proposed project located off Longlook Lane for which OM FY21 cash reserve funds that OMCA had returned to CA would be used. A discussion ensued.

E-scooter Update from CA

CA Manager of Community Development and Real Estate Services Jessica Bellah presented the e-scooter program. The project's history went back to 2019 but had been put on hold due to the Covid pandemic. The program would include a one-year pilot period, which the CA Board had restricted to the downtown area and

Columbia Gateway Business Park only. A discussion ensued. Ms. Bellah shared some of the reasons the CA Board had chosen to exclude portions of eastern Columbia such as Oakland Mills from the project. Based on the agreement, the areas covered in the pilot project could be changed at any time by the CA board. Ms. Bellah confirmed that the CA Board could expand coverage at its discretion.

OMCA 2022 Elections

Ms. Cederbaum presented changes to the election guidelines for the 2022 OMCA Elections (ATTACHMENT D). She then presented the contested and non-contested Election Calendars (ATTACHMENT E). She also presented a list of election committee members and chairs (ATTACHMENT F). The subject would be brought back as Old Business at the January 25th Board meeting.

Board Chair Report

Mr. Edelson noted that there were no more trucks parked in the future 7-Eleven lot due to the installation of ropes and tow signs. He reported that Ms. Cederbaum was communicating with Cedar to ensure that their NRAAC proposal for the demolition of the former Second Chance Saloon space was moving along.

Mr. Edelson said that the owner of the Columbia Pharmacy had purchased another pharmacy, closed the Columbia Pharmacy, and moved to the other pharmacy, located on Stevens Forest Road on the other side of Broken Land Parkway. For Sale signs in front of the Stevens Forest Professional Center were for an office unit in the building and not for the entire building.

Mr. Edelson reported that the Howard County Board of Education would be holding a special meeting on January 12th to discuss the Covid Omicron variant outbreak.

Columbia Council Representative Report

Ms. Thomas reported that the CA Board would be meeting to discuss HB93. CA was also reviewing the process for its advisory committees. The CA FY 23 budget would be coming out on January 21st and included the opening of all pools. She discussed how the minimum wage hike would impact the CA budget.

Village Manager Report

Ms. Cederbaum shared that OMCA employee Justin Herron and former employee Reggie Smith had both passed away.

Ms. Cederbaum said that a shredding event would take place in conjunction with Election Day, and the annual plant sale would be held in May rather than on Election Day. A Lively Arts concert was being planned for the end of April.

Board Bulletin Board

Ms. Cederbaum shared family news.

Mr. Edelson adjourned the OMCA Board meeting at 9:20 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



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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, Jennifer Hood, Rena Ross, Warren Wortman

Columbia Council Representative: Virginia (Ginny) Thomas

**Oakland Mills Board of Directors Meeting – Virtual Meeting
Tuesday, January 25, 2022, 7:00 p.m.**

Topic: Oakland Mills Board of Directors Jan. 25, 2022

Time: Jan 25, 2022 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87092148841>

Meeting ID: 870 9214 8841

One tap mobile

+13017158592,,87092148841# US (Washington DC)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 929 436 2866 US (New York)

Meeting ID: 870 9214 8841

Find your local number: <https://us02web.zoom.us/u/kbcXXCqv68>

7:00 p.m.

Opening of meeting

Approve Minutes from January 11, 2022 Board Meeting

Approve Agenda for January 25, 2022 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

Cul-De-Sac Beautification Budget, board discussion (10 min)

7:25 p.m.

Old Business

OMCA Elections 2022, EMC Chairs and Committee, Revised Election Guidelines, Election Calendar, Board discussion (15 min)

Contingency Fund Watershed Project (5 min)

7:55 p.m. Board Chair Report, Jonathan Edelson (10 min)

8:05 p.m. Columbia Council Rep. Report, Virginia (Ginny) Thomas (10 min)
Vice-Chair of the Columbia Association Board of Directors

CA Climate Sustainability and Change Advisory Committee Vulnerability Study
CA budget which will be voted on Feb.24th

FY23

8:15 p.m. Village Manager Report, Sandy Cederbaum (5 min)
Financial and Operations Update

8:20 p.m. Committee Reports (10 min)

Public Space, Warren Wortman, Chair

Education, Jonathan Edelson, Chair

Architecture, Lynn Engelke, Chair

8:25 p.m. Board Bulletin Board (5 min)

8:30 p.m. Adjourn

Approved by the Oakland Mills Board: January 26, 2024

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 will be held remotely (partially or fully). This would include the authority to provide for online voting and -mail-in ballots; cancel on-site voting and on-site ballot counting; and 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 candidate application and met other criteria required for holding a seat on the Board of Directors, would be deemed elected with the one-year term of office beginning 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 candidate application and met other criteria required for holding the Oakland Mills seat on the Columbia Council, would be deemed elected, with the one-year term of office beginning 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 for one of the

Commented [ao1]: Sandy Accepts these changes.
Commented [ao2R1]: Sandy Accepts the change

two [that](#) 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 ensure 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 made available 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 all material needed for counting ballots. The chair(s) or chair's designee is responsible for validating all "irregular" and mail-in ballots.
 - f. The chair(s) or chair's designee act as spokesperson for the Committee and, after the election, is responsible for 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 fair 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 23, 2022~~ [April 23, 2022](#).
2. Setting election schedule
 - a. The Village Manager prepares an election timetable based on the By-Law requirements after the Election Day is established. 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](#)[candidate applications](#)
 - 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](#)[candidate applications](#)
 - date established by EMC: deadline for candidates' statements
 - 5 or more days prior to election: publish candidates' statements
- All mail-in ballots must be postmarked on or before April [24²³](#), [2021-2022](#) and received by April [30²⁹](#), [2024-2022](#).
- 5 days after posting of election results: deadline for written challenges to elections
 - Within 5 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 [11¹⁰](#), [2021-2022](#) 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](#)[Candidate Application](#) – 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. In 2021 Members of the Association approved a by-law amendment to [Sections 8.02 and 8.03 of the Oakland Mills Community Association By-Laws](#). The By-Law amendment eliminates the requirement for submitting a nomination petition and adds the requirement to submit a candidate application. The candidate can submit only one application, either for the Oakland Mills Board of Directors or for 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:

Commented [JE3]: Suggest revising to say 5 days or more prior to the opening of online voting or mailing of ballots to ensure statements are available for the full voting period.

Commented [ao4R3]: Sandy agrees with reasoning – however, we have a company mail ballots so why don't we say that statements will be published online and at the Other Barn by Monday, March 21 which gives us time before the mailing even goes to the printer.

Commented [JE5]: Note – this does not allow enough time between election day and May 1, when the new board technically takes office.

Commented [ao6R5]: Sandy says that this is in the by-laws, section 8.09

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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~~candidate application shall show the full name and address of the candidate, ~~his/her signature~~their signature, and the office ~~she/he/they is -are~~ 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.)~~

~~c. Alternatively, the candidates can obtain email nomination petition acknowledgements from at least 10 members of the association and submit the email nomination petition signatures to the village manager following the guidelines for submitting petitions. A sample email nomination form is included in the election packet.~~

Commented [oo7]: Fix bullet points after finalization by Board.

2. Validation

a. A member of the Election Monitor Committee will declare the ~~petition valid~~candidate application valid when ten signatures have been verified as those of association members when the requirements of section Preparation 1 -a- are met.

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)
- o 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~~ Election Information Packets can be viewed and downloaded from the Oakland Mills website or available at The Other Barn. -Email manager@oaklandmills.org to obtain a copy of the packet. If the facility is closed for any reason, the village manager shall publish information on the dates, times, and location that packets will be available for those who would like a "hard copy" in lieu of a download from the web.

1. Preparation and distribution of packets
 - a. The Village Manager and Village Staff are responsible for the preparation of election information packets ~~for each candidate~~ for candidates.
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:
 - b. 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 e-newsletter.
 - 5) Other information about the village as prepared by the Village Manager.
 - 6) Association Approved Budget
 - 7) Nomination petition and sample email nomination petition form Candidate Application
 - c. 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 shall 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~~ 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 posted 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. Online Voting – On November 9, 2021 the Oakland Mills Board of Directors approved the option to **allow online voting** for Oakland Mills village elections. Voter eligibility remains the same and a voter can choose to vote **EITHER** online, by mail-in ballot, or in person on election day.

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The online vote will supersede the mail-in ballot or the in-person ballot. **Simply stated, if a member votes online, the online vote is the vote that is counted.**

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Oakland Mills will use ~~an~~ outside company to tabulate online voting. -All votes are anonymous whether cast online, mail-in, or in-person. -OMCA election chair(s) will receive a list from the company that handles the online voting ~~which shows listing~~ only the address of the property that voted. No other information will be accessible to OMCA. No one from the company handling Oakland Mills elections will be a member of or affiliated with the Oakland Mills Community Association in any way beyond the provision of online voting services.

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H. Regular and Mail-in 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~~ candidate applications are verified. Names are “drawn” by an election committee member with either another member or OMCA staff member present, in person or electronically, to verify order drawn. Names will be listed on the ballot according to the order that they were drawn.
2. Mail-in ballots: ~~M~~mail-in ballots are available as provided by the By-Laws.
- a. Each ballot will contain an online voting code specific to the a property address. The code should be used to vote online and can only be used one time. Once the online vote is cast it can not be deleted or changed. The online vote will supersede the mail-in and in-person vote.
 - b. The ballot will be enclosed in the election mailing and can be used as a mail-in ballot if the voter choses to vote by mail-in ballot. ~~a. Mail-in ballots will be available as provided by the By-Laws.~~
 - c. If choosing to vote by mail-in ballot the ballot ~~Mail-in ballots~~ should be submitted by mail in the return envelope provided by the village. The Election Committee shall accept mail-in ballots postmarked on or before April ~~2423, 2024-2022~~ and received by April ~~3029, 2024-2022~~.
 - d. The return envelope flap of the mail-in ballot shall have space for the sender’s Oakland Mills address and a check box indicating that the sender is an owner or lessee. By checking the box the sender shall attest to the fact that they are a valid property owner or valid lease holder at the address listed on the return envelope flap.
 - e. Oakland Mills has a joint ~~b~~Business ~~f~~Reply postage ~~Mail~~ account with other Columbia villages. All mail-in ballots are sent to the Wilde Lake Community Association and held securely by the Wilde Lake Village Manager. The Oakland Mills Election Monitor Committee Chair(s) are authorized to obtain Oakland Mills sealed ballots from Wilde Lake and keep the ballots in their possession for validation and counting.
3. Procedures for validating ballots
- a. Ballots will be validated by the Election Monitor Committee.
 - b. Under the authority of the Election Monitor Committee Chair(s), mail-in ballots may be validated prior to election day. On election day or during the five days thereafter, all ballots shall be validated and counted.

I. Campaigning - Candidates’ 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&statername=Maryland>
- Here is link to the Oakland Mills Architectural Guidelines:
<http://oaklandmills.org/node/43>
https://oaklandmills.org/wp-content/uploads/2017/09/Guidelines_04-25-17-

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[revision_Final-Approved-Version-FINAL-TO-USE-FOR-WEBSITE.pdf](#)

Additionally, no campaign signs are permitted on Columbia Association property. CA properties in the Oakland Mills village center area are the Ice Rink, The Teen Center, The Other Barn, sidewalk/courtyard in front of and around all facilities, and the parking lot behind Dunkin' where the police office is located. Additionally, it is recommended that candidates contact Cedar Realty Trust (owners of the Oakland Mills Village Center) for permission to campaign in the village center. Candidates can contact Cedar's property manager. Contact the 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' choose to campaign.

II. DURING THE ELECTION

***Please note that if a decision is made to cancel [or alter](#) on-site voting, some of the provisions below will not be applicable and all ballots will be [cast online](#), received by mail, [or placed in the secure box affixed the front exterior wall of The Other Barn](#).**

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 [2021-2022](#) will take place at The Other Barn on Saturday, April [24-23](#) 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 cast one vote per unit.
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/they](#) can present identification showing that they rent and/or own at an address [to be in subject to Columbia Association assessment within](#) 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.
- c. For mail-in voting only: The mail-in ballot envelope flap shall have space to attest to voter eligibility.
- d. The election mailer shall include voter eligibility and identification requirements.

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

Online voting will close at 4:00 p.m. on April 22, 2022. The Election Committee will have a list of all properties that voted online. The online vote supersedes any other form of voting. Those who show up to vote on election day cannot vote if owner/lessee has voted online. Mail-in ballots will not be counted if the owner/lessee has voted online.

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 ID, 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 2b above for those who do not have ID.)
 - b. After showing suitable identification, property owners **whose names are not on the 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 ID, 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 2b above for those who do not have ID.)

Commented [JE8]: I would prefer to set the postmark deadline for mail to be the same date as the close of online voting. This would eliminate any confusion and leave April 23 as an in-person election day only for anyone who didn't use either of the other methods. This also gives the post office one more day to get ballots to us, since ballots mailed on a Saturday will likely sit in a facility or a mailbox if dropped after last pickup since there isn't regular Sunday delivery.

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Commented [JE9]: I don't understand the difference with what happens to the ballot in these two scenarios.

D. Electioneering

1. Electioneering boundaries
 - a. There shall be no electioneering within the area established annually by the Election Monitor Committee. Boundaries established for 2021-2022 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(s) or their designee 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 shall be counted and verified off-site as authorized by the Election Monitor Committee Chair(s). See Section H2(b). Election results shall be provided to the community on or after April 30²⁹, 2024²⁰²², which is the deadline for receiving mail-in ballots. If the election vote counting is held remotely there will be no option to observe vote counting.~~

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

-A. Vote Count

- 1. Setting up for the vote count
 - 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. **If the election vote counting is held remotely there will be no option to observe vote counting.**
- 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 mail-in validated ballots. These ballots will be added to the other ballots. The Election

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- 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 - Official election results shall be released by the Election Monitor Committee Chair(s) after all mail-in 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 release of the election results. After receiving a challenge, the committee shall meet within 5 days for discussion on the challenge and, if necessary, to 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 ~~11~~10, 2024**.

Comments by Bill McCormack:

Election Guidelines Proposed Changes

Page 3 - How have we handled a mail in ballot and an in person ballot from the same address/person?

Page 6 - All ballots are equal. None supersede others. Any duplicate ballots invalidate all ballots.

Electronic vote vendor supplies list of all addresses that voted and an electronic copy of each ballot with a ballot number on it.

Each electronic ballot is printed out on paper, and the ballots are counted on April 23rd along with the paper ballots from mail in and from in person.

All electronic ballots and all mail in ballots must be received by Friday, April 23rd. All addresses from these votes are marked in the master voting lists in time for the start of in person voting on Saturday, April 23rd. After the close of in person voting all ballots (electronic, mail in and in person) are counted through the same process. Results are posted Saturday, April 23rd.

2022 Oakland Mills ELECTION CALENDAR

This calendar is based a **non-contested** Election for BOTH OM Board and Columbia Council Representative (CCR).

- Tues., Jan. 25** Election Committee members and Chairs appointed.
2022 Election Guidelines approved by the Oakland Mills Board.
- Tues., Feb. 15** 9:00 a.m. “Candidate Packets” available online. A hard copy may be obtained by sending an email to manager@oaklandmills.org.
- Mon., Feb. 28** 6:30 p.m. **Virtual Information Session on Serving on OM Board/CCR**
Learn more about serving on the Oakland Mills Board or as a Columbia Council Representative. Session will be held virtually, use this link to attend: <https://us02web.zoom.us/j/87326837580>
- Fri., March 11** 4:00 p.m. “Candidate Application” due.
Candidate Application can be submitted on or before March 11 at 4:00 p.m. by email to manager@oaklandmills.org. Staff member will be at The Other Barn on 3/11 at 4:00 p.m. for those who would like to hand deliver the candidate application.
- If both races are non-contested (7 or less candidate applications for OM Board and 1 or less candidate application for CCR), the Oakland Mills Board will deem the candidates elected for the term beginning May 1, 2022 – April 30, 2023.**
- Mon., March 14** Candidate Statements (both 150 and 100 word count) due— statements must be sent by email to both manager@oaklandmills.org and office@oaklandmills.org. Statements are expected from all candidates regardless of whether the election is contested or non-contested.
- For a non-contested election for both OM Board and CCR, the candidate statements will be emailed to a distribution list, posted on the OM website, front door of The Other Barn, and Facebook.
- April 1 – April 20** Oakland Mills Covenant Advisor will inspect each Board candidate’s property and issue either a Letter of Covenant Compliance or a Letter of Non-Compliance. (Refer to By-Laws and Covenant Compliance Policy in the Board Candidate Packet.)
- Tuesday, April 26** **OMCA Board confirms appointment of candidates as Board members and CCR for the 2022-2023 Board Term.**
- May 1, 2022** **2022-2023 Board and CCR Term Begins**



2022 Oakland Mills ELECTION CALENDAR

This calendar is based on a **contested race** for either OM Board or Columbia Council Rep. (CCR)

- Tues., Jan. 25** Election Committee members and Chair appointed
2022 Election Guidelines approved by the Oakland Mills Board
- Tues., Feb. 15** 9:00 a.m. “Candidate Packets” available online. and, if requested, a hard copy may be obtained by sending an email to <mailto:manager@oaklandmills.org>.
- Mon., Feb. 28** 6:30 p.m. **Virtual Information Session on Serving on OM Board/CCR** Learn more about serving on the Oakland Mills Board or as a Columbia Council Representative. **Session will be held virtually, use this link to attend:**
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- Fri., March 11** 4:00 p.m. “Candidate Application” due.
Candidate Application can be submitted on or before March 11 at 4:00 p.m. by email to manager@oaklandmills.org. Staff member will be at The Other Barn on 3/11 at 4:00 p.m. for those who would like to hand deliver the candidate application.
- Drawing of names to determine placement order on the election ballot**
- Mon., March 14** **Candidate Statements (both 150 and 100 word count) due - statements must be sent by email to both manager@oaklandmills.org and office@oaklandmills.org.** Statements are expected from all candidates regardless of whether the election is contested or non-contested.
- April 1 – April 20** Oakland Mills Covenant Advisor will inspect each Board candidate’s property and issue either a Letter of Covenant Compliance or a Letter of Non-Compliance. (Refer to By-Laws and Covenant Compliance Policy in the Board Candidate Packet.)
- Late March/
Early April** **Election Newsletter w/Ballot to be mailed to every OM property, single family, townhome, condo, and apartment.**
- Tues., April 5** 7:00 p.m. – 8:30 p.m. **Election Forum**
Forum will be virtual unless otherwise notified.
- Sat., April 23** 8:30 a.m. to 5:00 p.m. **Voting at The Other Barn***
Voting at the Other Barn following all Covid protocols.
***This year members of the association who are eligible to vote have the option one of three ways: to vote online (details to be included in election mailing), vote by absentee ballot, or vote in person on election day at The Other Barn.**

All ballots postmarked on or before April 23, 2022 and received by April 29, 2022 will be counted.

May 1, 2022 **2022-2023 Board and CCR Term Begins**

Oakland Mills Community Association
Election Monitor Committee 2022

Election Chairs:

Bob Bartolo
Bob Berlett

Election Committee and Paper Ballot Counters

Sadj Bartolo
Cathy Berlett
Carol Brain
Pat Gilreath
Judy Gottsagen
Steve Gottsagen
Barb Haezel
Claudia Hollywood
John Hollywood
Cathy Lathan
Jean Rosenberg
Bob Rosenberg

Electronic Ballot Vendor

Intelliscan



Oakland Mills Community Association
Public Space Committee Meeting Minutes

oakland mills
we value connections

Tuesday, January 18, 2022

Attendees:

- Warren Wortman, chair
- Jim Caffey
- Mike Westendorf

Discussion(s):

- **SPIN eScooters coming to Columbia in March but not OM. BikeShare probably ending in June** - Jonathan Edelson sent an email to the CA board arguing for opening the eScooter boundaries to Oakland Mills.
- **Bike Corral** Bike HoCo will hold the 4th of July bike corral again this year. Does Oakland Mills have an upcoming event with a need for a bike corral?
- **Snow Shoveling** As stated on the OM website: "County law states that residents must clear all sidewalks that abut their property within 48 hours after the snow has stopped. Please take time after a snow and/or ice event to clear the sidewalks so that our children can get to and from school safely." I live on a corner with sidewalks on two sides of my property. After I shovel, county snowplows invariably pile snow from the intersection, blocking the end of the sidewalk. This usually happens at night, leaving a tall frozen pile the next morning. Not only is this practice frustrating to homeowners, but it is also unsafe for pedestrians and against the tenets of the Complete Streets policy. This happens throughout Oakland Mills and probably Columbia. Snow is predicted Saturday. OM Public Space will conduct a See Click Fix campaign, submitting before and after pictures of intersections after the snow.
- **Orchard Green and MD 108 pedestrian crossing.** I got tired of drilling down to find the Orchard Green Tot Lot in Google Maps, so a few years ago I submitted it as a location. Google recently notified me that the Orchard Green Tot Lot just had its 5,000th view.
- **OM Environmental project (\$28k)** The OM Public Space Committee supports using some money for rain gardens and tree planting. The circle along the path on Steven's forest is unshaded and could be a perfect location for an Oakland Mills oak(s).

Action Items:

- See Click Fix campaign highlighting snow piles at intersections blocking sidewalks.

Next Meeting: February 16th - 7:00 PM - Zoom