



Oakland Mills Community Association Village Board Meeting Minutes

The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045
Board Members: Jonathan Edelson, Chair ~ Lynn Engelke, Architectural Committee Chair
Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Jerome Rollerson ~ Warren Wortman
Virginia (Ginny) Thomas, Columbia Council Representative

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April 25, 2023

Link to YouTube recording of the April 25, 2023 OMCA Board Meeting:

<https://youtu.be/MnQ5IIEvFE>

OMCA REGULAR BOARD MEETING

This meeting was held virtually.

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:04 p.m.

Present: Jonathan Edelson, Chair; Bill McCormack, Vice-chair; Ginny Thomas, Columbia Council Representative; Rebecca Bryant; Jerome Rollerson; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Administrative Assistant.

Absent: Lynn Engelke

Quorum Present: Yes

Also Present: Howard County Council District 2 Aide Ashley Alston

Opening of Meeting

- **Mr. Rollerson** motioned to approve the March 28, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Mr. Wortman** seconded, and the motion passed (5-0-0).
- **Mr. Wortman** motioned to approve the April 25, 2023 Board Meeting agenda (ATTACHMENT B). **Mr. McCormack** seconded. **Mr. Edelson** motioned to amend the agenda to include an item under Old Business. **Mr. McCormack** seconded, and the motion to amend passed (5-0-0). The agenda was approved as amended (5-0-0).

Resident Remarks

Howard County Council District 2 Aide Ashley Alston said that District 2 would be launching a newsletter. She asked that any items the Board had for the district newsletter be emailed to her by the following Thursday afternoon.

Old Business

OMCA FY24 Budget

Ms. Warren presented the draft OMCA FY24 Budget (ATTACHMENT C). **Mr. McCormack** motioned

to accept the OMCA FY24 Budget. **Ms. Bryant** seconded, and the motion passed (5-0-0).

Howard County Planning Board Public Hearing for the 7-Eleven Site

Mr. Edelson read the announcement for the Howard County Planning Board's public hearing for approval of the site development plan (SDP-22-027) for a 7-Eleven motor vehicle fueling station, convenience store, and car wash on May 18 at 7:00 p.m. **Mr. McCormack** motioned to support SDP-22-027 and Oakland Mills Village weighing in as such. **Mr. Rollerson** seconded, and the motion passed (5-0-0). **Ms. Warren** would sign up for OM's testimony and compose the letter on May 4 for review by the new OMCA 2023-24 Board.

Board Chair Report

Mr. Edelson thanked Mr. Rollerson for his service on the Board. He also thanked Ms. Thomas for her seven years of service as OM's CA representative and for her service before that as an OM board member and co-chair.

Mr. Edelson reported that beginning with the new Board year on May 1, 2023, only four members would be serving on the OMCA Board. This did not meet the OMCA Bylaw requirement of five members. As a workaround, the current OMCA Board could give the new Board the authority to meet as four members to appoint more Board members. **Mr. Edelson** motioned to allow the OMCA FY24 Board to temporarily operate with four members and begin the process of appointing a viable Board candidate at the first meeting of the new Board year. **Mr. McCormack** seconded, and the motion passed (5-0-0).

CCR Report

Ms. Thomas reported that OMCA still needed a CA Senior Advisory Representative. There would be a name change for the committee.

Ms. Thomas also discussed possible changes to CA advisory committees, the OM tot lot study that would begin May 1, and the evaluation for interim CA President/CEO Dennis Matthey.

Ms. Thomas thanked the Board for the opportunity to serve. Board members also thanked her for her years of service on the CA Board, OMCA Board, and in other local and state government positions.

Village Manager's Report

Ms. Warren reported on turn-out for in-person voting on Election Day. She thanked the election monitoring committee volunteers, including EMC co-chairs Bob Berlett and Bob Bartolo. Results would be posted by April 28.

Ms. Warren thanked Ms. Carpenter for running the shredding event. The annual OM Plant Sale would take place on May 6 from 9:00 a.m. to 1:00 p.m.

Ms. Warren reported that she would meet with the bookkeeper to close out the fiscal year financials by the end of the week.

AP testing would take place in The Other Barn in May through the 11th. TSES Principal Nancy Thompson would retire on July 1.

Ms. Warren said she would be attending an April 29 Horizon Foundation event, "Reimagining Good Health for All," with Soledad O'Brien as the keynote speaker. She would report on what she learned.

Ms. Warren thanked Mr. Rollerson, Ms. Engelke, and Ms. Thomas for their service on the Board. She

said she would be ordering a bronze wind spinner for the courtyard to honor all those who had served as OMCA Board members.

Committee Reports

Architecture Committee

Mr. Edelson reported on behalf of Ms. Engelke that there had been an uptick in exterior alteration applications, a good sign that owners were investing in their homes.

Education

Mr. Edelson reported on the education committee that had been held earlier in the evening. The TSES PTA would be recognizing Nancy Thompson, and this could possibly be an opportunity for OMCA to acknowledge her.

The Board of Education would hear a presentation on the feasibility study for OMMS. Four options were available: limited renovation, major renovation with addition, new construction, and net-zero new construction.

Public Space

Mr. Wortman reported on the need for a curb cut on Blue Coat Lane, the bike corral on Wilde Lake election day, tree planting on April 28, biking downtown, and May's Public Space meeting at Blandair Park.

Bulletin Board

Ms. Carpenter thanked Ms. Thomas, Ms. Engelke, and Mr. Rollerson for their service on the Board.

Ms. Thomas shared her appreciation for working with the OM staff and Board.

Ms. Bryant thanked Mr. Rollerson and Ms. Thomas for their work on the Board.

Mr. Wortman thanked Mr. Rollerson and Ms. Thomas. He said there would be a bike corral at Books in Bloom on May 13.

Mr. Rollerson expressed his appreciation for working with the Board.

Mr. McCormack thanked Mr. Rollerson for his service.

Mr. Edelson thanked Mr. Rollerson, Ms. Engelke, and Ms. Thomas as well as the rest of the Board for a good Board year. He especially thanked Ms. Warren for taking on the role of village manager.

Mr. Edelson adjourned the OMCA Board meeting at 8:30 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



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Virginia (Ginny) Thomas, Columbia Council Representative

March 28, 2023

Link to YouTube recording of the March 28, 2023 OMCA Board Meeting:

<https://youtu.be/nhENTnU1ljU>

OMCA REGULAR BOARD MEETING

This meeting was held virtually.

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:00 p.m.

Present: Jonathan Edelson, Chair; Lynn Engelke, AC Committee Chair; Bill McCormack, Vice-chair (arrived 7:17 p.m.); Ginny Thomas, Columbia Council Representative; Rebecca Bryant (arrived 7:03 p.m.); Jerome Rollerson; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Administrative Assistant.

Quorum Present: Yes

Also Present: Howard County Department of Housing and Community Development Housing Repair Program Coordinator Taylor Shelton; Oakland Mills United Executive Director & CEO Samuel Hahn; Howard County Council District 2 Aide Ashley Alston; see resident list.

Opening of Meeting

- **Mr. Rollerson** motioned to approve the March 14, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Ms. Engelke** seconded, and the motion passed (4-0-0).
- **Mr. Wortman** motioned to approve the March 28, 2023 Board Meeting agenda (ATTACHMENT B). **Ms. Engelke** seconded, and the motion passed (4-0-0).

Resident Remarks

Oakland Mills United (OMU) Executive Director/CEO Samuel Hahn said that on April 2nd, OMU would be celebrating its first anniversary as an official 501(c)(3) organization. He thanked OMCA for being one of OMU's strongest partners.

New Business

Presentation on Howard County Reinvest*Renovate*Restore Housing Loan Program

Howard County Department of Housing and Community Development Housing Repair Program Coordinator Taylor Shelton gave a presentation on the County's housing loan program,

*Reinvest*Renovate*Restore* (ATTACHMENT C). The program helped residents in certain income ranges to obtain low-interest rate, long-term loans between \$500 to \$40,000 to make improvements on their properties.

Old Business

Letter to Howard County Regarding Stevens Forest Road & Broken Land Pkwy Intersection Improvements

Mr. Wortman presented a draft letter to the County regarding safety concerns at the intersection of Stevens Forest Road and Broken Land Parkway (ATTACHMENT D). The Board agreed that the letter could be sent with the discussed revisions.

Board Chair Report

Mr. Edelson reported that seven of the ten village board chairs or their representatives had met together to discuss formation of a taskforce to address village election issues. Though they decided not to follow through with the taskforce, they discussed legislative issues and brought back the idea of meeting as village chairs again.

CCR Report

Ms. Thomas discussed ethics enforcement with the CA Board as well as the Lake Elkhorn watershed stream restoration project and the need for advisory committees to continue working with CA Board representatives.

Village Manager's Report

Ms. Warren reported on village elections. She said a hybrid Columbia Council Representative forum would be held on April 4th at 7:00 p.m. She also gave an update on recent past and upcoming events. She announced that Ms. Carpenter would be filling in as interim events coordinator, in addition to her administrative assistant responsibilities. Ms. Warren would share the FY24 draft budget at the next Board meeting.

Committee Reports

Architecture Committee

Ms. Engelke reported that applications had picked up for the spring/summer season.

Education

Mr. Edelson reported on the OM education committee meeting held earlier that night. He said continued advocacy was needed to ensure OMMS renovation funding made it into the County budget.

Mr. Edelson also reported that OMHS would have heating system renovations this summer. He said this would not affect the planned OMHS renovations because the school had been slated for a capacity increase, which would require an addition to the school.

Mr. Edelson discussed new school start times for the 2023-24 school year which necessitated expanded school walking zones.

Public Space

Mr. Wortman reported on the recent Public Space committee meeting (ATTACHMENT E). He said the PSAC would be trying to install more effective bike racks at OMHS and that those bike racks could easily be moved during renovations.

Mr. Wortman said volunteers were needed to help with Bike HoCo bike corrals. Links to the volunteer form would be emailed to the community. He also reported that the dirt pile off of Time Sweep Lane had been fully removed.

Bulletin Board

Ms. Carpenter said she looked forward to organizing events for the community.

Mr. Rollerson asked for the power point presentation of Reinvest*Renovate*Restore. A video link to Ms. Shelton's presentation would be made available to the community.

Ms. Warren gave an update on the upstairs bathroom for The Other Barn, which was now up for contracting bids. She said renovations for the bathroom would take place beginning January 2024 through March or April 2024.

Mr. Edelson adjourned the OMCA Board meeting at 8:40 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 Engelke, Architecture Committee Chair;

Rebecca Bryant, Jerome Rollerson, Warren Wortman

Columbia Council Representative: Virginia (Ginny) Thomas

**Oakland Mills Board of Directors Meeting – Virtual Meeting Agenda
Tuesday, April 25, 2023, 7:00 p.m.**

Topic: OMCA Board of Directors Meeting

Time: Apr 25, 2023 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88159967905>

Meeting ID: 881 5996 7905

One tap mobile

+13017158592,,88159967905# US (Washington DC)

Meeting ID: 881 5996 7905

Find your local number: <https://us02web.zoom.us/u/kcbxgpC5BiTopic>:

7:00 p.m.

Opening of meeting

Approve Minutes from March 28, 2023 Board Meeting

Approve Agenda for April 25, 2023 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.

OLD BUSINESS (15 min)

OMCA FY24 budget, Board Discussion and Vote (10 min)

7:30 p.m.

Board Chair Report, Jonathan Edelson (10 min)

7:40 p.m.

Columbia Council Rep. Report, Virginia (Ginny) Thomas (10 min)

Vice-Chair of the Columbia Association Board of Directors

Senior CA committee

Issue with other advisory CA committees

Tot lot study for Oakland Mills and Columbia

Interim evaluation of CEO/President

7:50 p.m. **Village Manager Report**, Brigitta Warren (5 min)
Financial and Operations Update, Upcoming Events

7:55 p.m. **Committee Reports (10 min)**
Architecture, Lynn Engelke, Chair
Education, Jonathan Edelson, Chair
Public Space Committee, Warren Wortman, Chair

8:05 p.m. **Board Bulletin Board** (5 min)

8:10 p.m. **Adjourn**

ATTACHMENT C

	Budget FY24	Budget FY23	Estimate FY23
REVENUES			
1 CA Annual Charge Share	377,874	364,712	362,908
A. CA Base Annual Charge Share	336,454	327,188	327,188
B. CA Medical Reimbursement	39,763	34,034	34,032
C. Other CA Reimbursement	1,657	3,490	1,688
D. Payment to CA for excess cash reserve	0	0	0
2 Lease & Rental	165,000	144,050	236,533
A. Room Rentals	135,000	115,000	200,000
B. Leases	29,000	28,000	35,000
C. Retained Deposits	1,000	1,050	1,533
3 Tuition & Enrollment	16,020	18,020	16,140
A. Classes	0	0	0
B. Camps	0	0	0
C. Other	0	0	0
4 Interest	20	20	70
5 Special Events	16,000	18,000	16,070
6 Fees	0	30	9
A. Copier	0	0	0
B. Late Fees	0	0	0
C. Postage	0	0	0
D. Notary	0	30	9
E. Other	0	0	0
7 Miscellaneous	400	500	620
A. Sales	400	500	620
B. Newsletter Ads	0	0	0
C. Catering/Food Service	0	0	0
D. Other	0	0	0
8 Gain/loss on Disposal of Asset	0	0	0
Total Income	559,294	527,312	616,210

EXPENSES			
9 Staff Salaries	305,000	300,000	293,025
10 Janitorial Wages	5,400	4,400	5,417
11 Contract Labor	4,000	4,000	3,922
12 Payroll Benefits	45,000	39,000	51,480
13 Payroll Taxes	22,000	27,000	21,935
14 Janitorial Expense	42,200	31,500	42,466
A. Cleaning Service	22,000	22,000	21,838
B. Setup & Breakdown	17,000	6,500	17,938
C. Floors, Carpets and Windows	200	0	282
D. Supplies	3,000	3,000	2,408
15 Fees	26,200	23,820	108,608
A. Accounting	4,500	5,500	4,240

B. Legal	10,000	1,000	82,307
C. Performance	0	0	0
D. Audit	0	8,200	8,200
E. Web	1,700	1,020	1,676
F. Other	10,000	8,100	12,185
16 Operating Expenses	6,940	5,285	4,452
A. Office Supplies	0	0	0
B. Program Supplies	2,000	3,700	1,843
C. Cost of Goods Sold	140	120	0
D. Postage	2,700	225	280
E. Staff Development	100	100	0
F. Catering/Food Service	0	0	0
G. Other	2,000	1,140	2,329
17 Business Expenses	57,700	48,400	48,423
A. Mileage	300	500	208
B. Food (Business Meals)	1,000	1,500	0
C. Other	200	400	70
18 Insurance	9,600	7,000	9,532
19 Advertising	10,000	7,600	9,296
20 Newsletter	0	0	0
21 Other Printing	6,000	800	915
22 Donations/Contributions	5,000	5,000	4,750
23 Special Events	25,000	25,000	23,652
24 Taxes	600	600	0
25 Utilities	35,500	39,800	30,455
A. Gas & Electric	30,000	34,000	25,845
B. Water & Sewer	2,500	2,500	2,017
C. Telephone	3,000	3,300	2,593
26 Repairs & Maintenance	21,750	21,000	23,881
A. Building	16,000	14,000	19,016
B. Equipment	5,000	5,000	4,349
C. Rental	0	0	0
D. Vandalism	0	0	0
E. Other	0	0	0
27 Furniture & Fixtures	750	2,000	516
28 Total Expenses Before Depreciation	571,690	544,205	634,064
29 Depreciation	6836	4394	6864
30 Total Expenses	578,526	548,599	640,928
Increase/(Decrease) in Unrestricted Net Assets	(19,232)	(21,287)	(24,718)

Village:

Fiscal Year:

FY24

Date Prepared:

BOARD APPROVED OPERATING BUDGET

	Budget FY24	Budget FY23	Estimate FY23	Budget Variance		Current Year Est vs. Next Year Budget	
				FY23 \$	to FY24 %	\$	%
REVENUES							
1 CA Annual Charge Share	377,874	364,712	362,908	13,162	4%	14,966	4%
A. CA Base Annual Charge Share	336,454	327,188	327,188				
B. CA Medical Reimbursement	39,763	34,034	34,032				
C. Other CA Reimbursement	1,657	3,490	1,688				
D. Payment to CA for excess cash reserves	0	0	0				
2 Lease & Rental	165,000	144,050	236,533	20,950	15%	(71,533)	-30%
A. Room Rentals	135,000	115,000	200,000				
B. Leases	29,000	28,000	35,000				
C. Retained Deposits	1,000	1,050	1,533				
3 Tuition & Enrollment	16,020	18,020	16,140	(2,000)	-11%	(120)	-1%
A. Classes	0	0	0				
B. Camps	0	0	0				
C. Other	0	0	0				
4 Interest	20	20	70	0	0%	(50)	-71%
5 Special Events	16,000	18,000	16,070	(2,000)	-11%	(70)	0%
6 Fees	0	30	9	(30)	-100%	(9)	-100%
A. Copier	0	0	0				
B. Late Fees	0	0	0				
C. Postage	0	0	0				
D. Notary	0	30	9				
E. Other	0	0	0				
7 Miscellaneous	400	500	620	(100)	-20%	(220)	-35%
A. Sales	400	500	620				
B. Newsletter Ads	0	0	0				
C. Catering/Food Service	0	0	0				
D. Other	0	0	0				

8 Gain/loss on Disposal of Asset	0	0	0	0	#DIV/0!	0	#DIV/0!
Total Income	559,294	527,312	616,210	29,982	6%	(57,036)	-9%

Check (Next year income minus current year income minus total variance)... should = 0 2,000 120

Village: 0
Fiscal Year: FY24

BOARD APPROVED OPERATING BUDGET

	Budget FY24	Budget FY23	Estimate FY23	Budget Variance FY23 to FY24		Current Year Est vs. Next Year Budget	
				\$	%	\$	%
EXPENSES							
9 Staff Salaries	305,000	300,000	293,025	5,000	2%	11,975	4%
10 Janitorial Wages	5,400	4,400	5,417	1,000	23%	(17)	0%
11 Contract Labor	4,000	4,000	3,922	0	0%	78	2%
12 Payroll Benefits	45,000	39,000	51,480	6,000	15%	(6,480)	-13%
13 Payroll Taxes	22,000	27,000	21,935	(5,000)	-19%	65	0%
14 Janitorial Expense	42,200	31,500	42,466	10,700	34%	(266)	-1%
A. Cleaning Service	22,000	22,000	21,838				
B. Setup & Breakdown	17,000	6,500	17,938				
C. Floors, Carpets and Windows	200	0	282				
D. Supplies	3,000	3,000	2,408				
15 Fees	26,200	23,820	108,608	2,380	10%	(82,408)	-76%
A. Accounting	4,500	5,500	4,240				
B. Legal	10,000	1,000	82,307				
C. Performance	0	0	0				
D. Audit	0	8,200	8,200				
E. Web	1,700	1,020	1,676				
F. Other	10,000	8,100	12,185				
16 Operating Expenses	6,940	5,285	4,452	1,655	31%	2,488	56%
A. Office Supplies	0	0	0				
B. Program Supplies	2,000	3,700	1,843				
C. Cost of Goods Sold	140	120	0				
D. Postage	2,700	225	280				
E. Staff Development	100	100	0				

F. Catering/Food Service	0	0	0				
G. Other	2,000	1,140	2,329				
17 Business Expenses	57,700	48,400	48,423	9,300	19%	9,277	19%
A. Mileage	300	500	208				
B. Food (Business Meals)	1,000	1,500	0				
C. Other	200	400	70				
18 Insurance	9,600	7,000	9,532	2,600	37%	68	1%
19 Advertising	10,000	7,600	9,296	2,400	32%	704	8%
20 Newsletter	0	0	0	0	#DIV/0!	0	#DIV/0!
21 Other Printing	6,000	800	915	5,200	650%	5,085	556%
22 Donations/Contributions	5,000	5,000	4,750	0	0%	250	5%
23 Special Events	25,000	25,000	23,652	0	0%	1,348	6%
24 Taxes	600	600	0	0	0%	600	#DIV/0!
25 Utilities	35,500	39,800	30,455	(4,300)	-11%	5,045	17%
A. Gas & Electric	30,000	34,000	25,845				
B. Water & Sewer	2,500	2,500	2,017				
C. Telephone	3,000	3,300	2,593				
26 Repairs & Maintenance	21,750	21,000	23,881	750	4%	(2,131)	-9%
A. Building	16,000	14,000	19,016				
B. Equipment	5,000	5,000	4,349				
C. Rental	0	0	0				
D. Vandalism	0	0	0				
E. Other	0	0	0				
27 Furniture & Fixtures	750	2,000	516	(1,250)	-63%	234	45%
28 Total Expenses Before Depreciation	571,690	544,205	634,064	36,435	7%	(54,085)	-9%
29 Depreciation	6836	4394	6864	2,442	56%	(28)	0%
30 Total Expenses	578,526	548,599	640,928	38,877	7%	(62,402)	-10%
Increase/(Decrease) in Unrestricted Net Assets	<u>(19,232)</u>	<u>(21,287)</u>	<u>(24,718)</u>	<u>(8,895)</u>	<u>42%</u>	<u>5,486</u>	<u>-22%</u>

Check (Next year expenses minus current year expenses minus total variance)... should = 0

(8,950)

0