



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 ~

Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Warren Wortman

Karin Emery, Columbia Council Representative

June 13, 2023

OMCA ARCHITECTURAL COMMITTEE APPEAL

This meeting was hybrid and was held in-person at The Other Barn and virtually via Zoom.

Mr. Edelson called the meeting of the Architectural Committee to order at 6:08 p.m.

Present: Jonathan Edelson, Acting Architectural Committee Chair and OMCA Board Chair; Bill McCormack, OMCA Board Vice-chair; Warren Wortman; Rebecca Bryant

Quorum Present: Yes

Also Present: OM Village Manager Brigitta Warren; OMCA Covenant Advisor Michael Vaughn; OMCA Administrative Assistant Amy Carpenter; Carol Brain (owner of the property being appealed); RAC Chair David Smith; OM Columbia Council Representative Karin Emery.

Mr. Edelson presented information on procedure. He then presented the appeal, which had been made by the owner of 9347 Enquiry Row, Carol Brain.

OM Covenant Advisory Michael Vaughn explained the application and the RAC's recommendation. Ms. Brain then shared her reasoning for the appeal. **Mr. Edelson** responded. RAC committee chair David Smith also provided input.

Mr. McCormack motioned to overturn the recommendation of the RAC as signed by the Architectural Committee Chair and allow for the tree removal without any stipulation for replacement. **Mr. Wortman** seconded, and the motion passed (4-0-0).

The appeal for 9627 Rocksparkle Row was tabled because the owner could not attend.

Mr. Edelson adjourned the meeting of the OMCA Architectural Committee at 6:33 p.m.

Link to YouTube recording of the June 13, 2023 OMCA Board Meeting:

<https://youtu.be/gM-vzCzfEKM>

OMCA REGULAR BOARD MEETING

This meeting was hybrid and was held in-person at The Other Barn and virtually via Zoom.

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:02 p.m.

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

Quorum Present: Yes

Also Present: Howard County Council District 2 Aide Ashley Alston, CA Director of Open Space Operations Nick Mooneyhan, CA Capital Projects Manager Jason Heath; see resident list.

Opening of Meeting

- **Mr. McCormack** motioned to approve the May 9, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Ms. Bryant** seconded, and the motion passed (4-0-0).
- **Ms. Bryant** motioned to approve the June 13, 2023 Board Meeting agenda (ATTACHMENT B). **Mr. Wortman** seconded, and the motion passed (4-0-0).

New Business

CA Play Areas/Tot Lots Presentation

CA Director of Open Space Operations Nick Mooneyhan shared a presentation on CA Play Areas and Tot Lots in Oakland Mills for the purpose of the OM pilot tot lot program (ATTACHMENT C). CA would be forming a tot lot pilot program work group. The group would have its first meeting on July 13.

Old Business

Open Space Advisory Co-chair

Mr. McCormack motioned to add Gerry Witte as co-chair of OM's Open Space Advisory Committee. **Mr. Wortman** seconded, and the motion passed (4-0-0).

OM Board Seat Vacancy

Mr. Edelson said that a resident had expressed interest in the vacant Board member position. Mr. Edelson and Ms. Warren would meet with the candidate first. The candidate would then meet with the Board possibly at the next Board meeting.

Board Chair Report

In honor of Talbott Springs Elementary School Principal Nancy Thompson and her retirement, the Board agreed to post a proclamation declaring Wednesday, June 14, 2023 Nancy Thompson Day in the Village of Oakland Mills.

Mr. Edelson reported that the Board of Education voted to replace Oakland Mills Middle School. While the BOE passed the capital budget that included the rebuild, the Board and residents would need to continue to advocate for funding to complete the project.

Mr. Edelson reported on continued issues with the unmowed hill behind Oakland Mills High School and Middle School in the village center. HCPSS agreed to edge the area to contain invasive species, but continued advocacy was needed to find a more permanent and aesthetically pleasing solution. **Mr. Edelson** said he would suggest including landscaping of the hill in the OMMS rebuild plan. **Ms. Bryant** suggested working with Howard Community College's Nourishing Garden Program, and **Ms. Warren** suggested Howard EcoWorks.

Mr. Edelson reported that Klein had addressed covenant violations and continued to improve and maintain the village center. A business had expressed interest in the former saloon space. OM Covenant Advisor Karina Caico had contacted the owners of the future 7-Eleven lot to ask them to mow.

CCR Report

Ms. Emery reported that Howard Hughes Corporation's Greg Fitchett gave a presentation to the CA Board on the development of downtown Columbia at the June 8 CA Work Session. The presentation was available on the CA Live Stream YouTube channel

(<https://www.youtube.com/live/ogxbIgo1BqI?feature=share&t=1886>, starting at 31:28). The CA Board would hold an extended resident speak-out about the development plan on June 22.

There would be a presentation on the Lake Elkhorn Watershed Stream Restoration Project at the July 27 CA Board meeting. The CA Board continued to work on the ethics policy. The CA Board would not hold meetings in August due to the summer break. **Ms. Emery** asked to be included in the tot lot pilot program work group meeting.

Village Manager's Report

Ms. Warren shared the revised FY24 budget (ATTACHMENT D). **Ms. Bryant** motioned to approve the revised FY24 budget. **Mr. McCormack** seconded, and the motion passed.

Ms. Warren shared the FY23 4th Quarter Financials (ATTACHMENT E). **Ms. Bryant** motioned to accept and approve the FY23 4th Quarter Financials. **Mr. McCormack** seconded, and the motion passed (4-0-0).

Ms. Warren reported that Jazz in the Mills tickets would be sold only in advance. The OM Pool Party would take place on Monday, August 7, and free tickets would be available to residents on Eventbrite.

Ms. Warren thanked Nancy Thompson for all the years she served as principal of TSES.

Ms. Warren reported that OM Facility and Rentals Coordinator Ashleigh Jacobs would be organizing this year's OM Prepare for Success school supplies drive which would begin on July 5th.

Committee Reports

Architecture Committee

Mr. Edelson reported on issues with covenants. The exterior alterations form would be updated to include a change from required to encouraged neighbor signatures. The Architecture Guidelines would need to be reviewed for changes to the rules about trees in yards. Exterior Alteration applications would also need to be fully completed to be heard at a RAC meeting.

Bulletin Board

Ms. Bryant said that she and Mr. Wortman were working on finding a different location for the Downtown Columbia 4th of July Fireworks bike corral. Volunteers were also needed for the corral.

Mr. Edelson thanked TSES Principal Nancy Thompson (retiring) and Stevens Forest Elementary School Principal Joy Smith (transferring to HCPSS Central Office) for their work in the schools and community.

Mr. Edelson adjourned the OMCA Board meeting at 8:34 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 ~

Bill McCormack Jr., Vice-chair ~ Rebecca Bryant ~ Warren Wortman

Karin Emery, Columbia Council Representative

May 9, 2023

Link to YouTube recording of the May 9, 2023 OMCA Board Meeting:

<https://youtu.be/p0CB95lex1g>

OMCA REGULAR BOARD MEETING

This meeting was held virtually.

Ms. Warren called the regular meeting of the OMCA Board of Directors to order at 7:01 p.m.

Present: Jonathan Edelson; Bill McCormack; Karin Emery, Columbia Council Representative; Rebecca Bryant; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Administrative Assistant.

Quorum Present: Yes

Also Present: Oakland Mills Election Monitor Committee Co-chair Bob Berlett; Howard County Council District 2 Aide Ashley Alston; see resident list.

Ms. Warren called for nominations for the election of a new Board Chair.

Mr. McCormack nominated Mr. Edelson as the 2023-24 OMCA Board Chair. **Mr. Wortman** seconded, and Mr. Edelson's nomination was approved (4-0-0).

Mr. Edelson assumed leadership of the meeting.

Ms. Bryant nominated Mr. McCormack as the 2023-24 OMCA Board Vice-chair. **Mr. Wortman** seconded, and Mr. McCormack's nomination was approved (4-0-0).

Mr. Edelson resumed the regular order of business.

- **Mr. McCormack** motioned to approve the May 9, 2023 OMCA Board meeting agenda (ATTACHMENT A). **Mr. Wortman** seconded, and the motion passed (4-0-0).
- **Mr. Wortman** motioned to approve the April 25, 2023 OMCA Board meeting minutes (ATTACHMENT B). **Mr. McCormack** seconded, and the motion passed (4-0-0).

New Business

Validation of 2023 OMCA Election Results

Election Monitor Committee Co-chair Bob Berlett presented the election results. For the Oakland Mills Columbia Council Representative contested election, Ms. Karin Emery received 359 votes, and Ms. Amy Brooks received 283 votes. The Oakland Mills Board election was non-contested, and all candidates were deemed elected—Rebecca Bryant, Jonathan Edelson, Bill McCormack, and Warren Wortman. **Mr. McCormack** motioned to validate the results of the OMCA 2023 elections. **Ms. Bryant** seconded, and the motion passed (4-0-0).

Board Action Items

Call for Nominations for Architectural Committee

- The Board agreed that Mr. Edelson would serve as acting Architectural Committee (AC) Chair until an additional member could be appointed to the Board and serve as AC Chair. **Ms. Warren** would send a communication to the community asking for letters of interest in the position.
- **Mr. McCormack** nominated himself, Mr. Edelson, Ms. Bryant, and Mr. Wortman to the Oakland Mills Architectural Committee. **Mr. McCormack** seconded, and the nomination was approved (4-0-0).
- **Mr. Edelson** called for the names of four Board members to be sent to Columbia Association for CA's approval to sit on the OMCA Architectural Committee as CA's appointed members. The Board agreed to send Mr. Edelson, Mr. McCormack, Ms. Bryant, and Mr. Wortman's names to CA for approval.
- **Mr. McCormack** motioned to appoint David Smith, Lisa Dillard, Susan Lynn, Carl McKinney, and Lynn Steven-Engelke as Residential Architecture Committee (RAC) members. **Mr. Wortman** seconded, and the motion passed (4-0-0).
- **Mr. McCormack** motioned to appoint Phil Engelke, David Smith, Valerie Smith, and Jervis Dorton as Non-residential Architectural Advisory Committee (NRAAC) members. **Mr. Wortman** seconded, and the motion passed (4-0-0).

Village Manager Appointment

Mr. McCormack motioned to appoint Ms. Warren to continue as village manager of Oakland Mills. **Mr. Wortman** seconded, and the motion passed (4-0-0).

Committee Chairs and Liaisons Appointments

- **Mr. McCormack** nominated Mr. Edelson as Chair of the OMCA Education Committee. **Ms. Bryant** seconded, and the nomination was approved (4-0-0).
- **Mr. Wortman** nominated Mr. McCormack as Chair of the OMCA Housing Committee. **Ms. Bryant** seconded, and the nomination was approved (4-0-0).
- The OMCA Safety and Security Committee would be considered inactive until further notice.
- **Ms. Bryant** nominated Mr. Wortman as Chair of the OMCA Public Space Advisory Committee. **Mr. McCormack** seconded, and the nomination was approved (4-0-0).
- **Mr. Wortman** nominated Mr. McCormack Chair of the OMCA Open Space Advisory Committee. **Ms. Bryant** seconded, and the nomination was approved (4-0-0).
- **Mr. McCormack** nominated Paul Verchinski as OMCA's BWI Roundtable Liaison. **Mr. Wortman** seconded, and the nomination was approved (4-0-0).

CA Advisory Committee Representative Appointments

- **Mr. Wortman** motioned to send Jerome Rollerson's name to CA as OM's CA Senior Advisory

Committee representative. **Mr. McCormack** seconded, and the motion passed (4-0-0).

- **Mr. McCormack** motioned to send Bob Berlett's name to CA as OM's CA Tennis Advisory Committee representative. **Mr. Wortman** seconded, and the motion passed (4-0-0).
- Bob Marietta would continue to serve as OM's CA Watershed Advisory Committee representative.

Cul-de-sac Beautification

Mr. McCormack motioned to contribute \$1500 to cul-de-sac beautification. **Ms. Bryant** seconded. The motion was amended to include a short list of prohibited invasive plants. The motion passed as amended (4-0-0).

Block Parties

Mr. McCormack motioned to contribute \$1125 total for block parties, with \$25/for up to 15 streets with 12 or less homes; \$50 for up to 15 streets with 13 or more homes or a combination of streets with 13 or more homes. **Ms. Bryant** seconded, and the motion passed (4-0-0).

Board Chair Report

Mr. Edelson said that the next Board meeting would need to be rescheduled due to lack of quorum. He shared his condolences with the village of Harper's Choice for the loss of Board member Ann DeLacy.

CCR Report

Ms. Emery reported that the tot lot pilot program would begin soon.

Village Manager's Report

Ms. Warren reported on the successful OM plant sale.

Bulletin Board

Ms. Bryant thanked Ms. Warren for the plant sale and help with the Yards Alive! plant share.

Mr. Wortman said there would be a bike corral at Books in Bloom

Mr. Edelson spoke about the Lavenia Nesmith jazz concert on May 13.

Mr. Edelson adjourned the regular OMCA Board meeting at 8:03 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



Oakland Mills Board of Directors Meeting Agenda

Board Members: Jonathan Edelson (Chair/Acting AC Chair), Bill McCormack Jr. (Vice-chair), Rebecca Bryant, Warren Wortman; **Columbia Council Representative:** Karin Emery

Tuesday, June 13, 2023 – 7:00 p.m.

Hybrid Meeting

In-person at The Other Barn

5851 Robert Oliver Place, Columbia, MD, 21045

OR Online via Zoom (participation not guaranteed due to possible tech issues):

****Use the same Zoom link for both the Architecture Committee meeting and the Board meeting.**

Join Zoom Meeting

<https://us02web.zoom.us/j/89167720725>

Meeting ID: 891 6772 0725

One tap mobile

+13017158592,,89167720725# US (Washington DC)

Dial by your location

+1 301 715 8592 US (Washington DC)

Meeting ID: 891 6772 0725

Find your local number: <https://us02web.zoom.us/j/89167720725>

Architecture Committee

6:00 p.m.

Appeal - 9347 Enquiry Court

6:30 p.m.

Appeal – 9627 Rocksparkle Row

Oakland Mills Board of Directors

7:00 p.m.

Opening of Meeting (5 min)

- Approve Minutes from May 9, 2023 Board Meeting
- Approve Agenda for June 13, 2023 Board Meeting

Jonathan Edelson, Board Chair

7:05 p.m.

Resident Remarks (3 minutes per resident, 10 minutes)

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

- **CA Play Areas/Tot Lot Presentation** (20 min) Nick Mooneyhan, CA
Director of Open Space
Operations

7:35 p.m.

OLD BUSINESS

- **Open Space Advisory, add Gerry Witte as Co-chair** (5 min)
- **Update on the board seat vacancy** (5 min)

7:55 p.m.

Board Chair Report (10 min)

Jonathan Edelson, Board
Chair

8:05 p.m.

Columbia Council Rep Report (10 min)

Karin Emery, CCR Rep

8:15 p.m.

Village Manager Report (10 min)

Brigitta Warren, Village
Manager

- Vote on Revised FY24 Budget
- Present and Vote on 4th Quarter FY23 Financials
- Operations Update

8:25 p.m.

Committee Reports

- Architecture (5 min)

Jonathan Edelson, Acting
Chair

8:30 p.m.

Board Bulletin Board (5 min)

8:35 p.m.

Adjourn

Upcoming Events

The Other Barn Office Closed

Mon., June 19th

Oakland Mills Community Pool Party

Mon., August 7th, 6:30 p.m.

Oakland Mills Tot Lot Overview



Columbia
Association

June 13, 2023

Resolution

Working with one village (OM), CA will create and implement a pilot program for reimagining CA's play (tot lot) areas.

- Aims to identify options to replace redundant tot lots within substantially overlapping service areas with an improved community amenity.
- CA staff will use the lessons learned to inform the Columbia-wide Play Area Program
- Provide recommendations to CA Board

Project Scope

- Create a work group consisting of Oakland Mills village board members, residents, and CA staff
- Conduct open space recreational area survey utilizing QR codes
- Identify and evaluate overlapping service areas and site constraints/options.
- Research strategic options
- Present options with cost analysis and impact to the replacement schedule
- No building outside of the interim replacement plan will occur until options are approved by CA Board.

Introduction



Objective

Provide information regarding the Oakland Mills tot lot inventory which will be used by the Tot Lot Pilot Program Workgroup to develop strategic options.

- Historical perspective
- Inventory
- Distribution
- Existing conditions
- Ongoing operating and maintenance cost
- Long term capital cost
- Consolidation criteria
- Next steps

Historical Perspective



Tot lots in Columbia were originally intended to supplement the natural amenities of the open space by providing areas where concentrated play could take place, primarily geared toward preschoolers (ages 2-5).

Historical Perspective



- From 1967 to 1974, 88 tot lots were constructed Columbia wide.
- Nearly four times the average in other communities at that time.
- An additional 87 tot lots were constructed between 1975 and 2010.
- Initially ranged in size from 600 sq. ft. to 2,000 sq. ft. Majority of tot lots are now over 2,000 sq ft.
- Installation of “special” tot lots typically reserved for a neighborhood center park started in 1996 with Steven’s Forest.
 - ADA accessible and geared toward an older age group while also considering play activities for preschoolers

Tot lots served an important role in attracting young families to Columbia and continue to serve an important role today.

Before



After



County Playgrounds

HoCo Rec and Parks' Blandair Park provides Columbia residents a "destination" playground within Columbia. There are 17 HoCo playgrounds that are accessible in and around Columbia.



Inventory of Existing Open Space Tot Lots

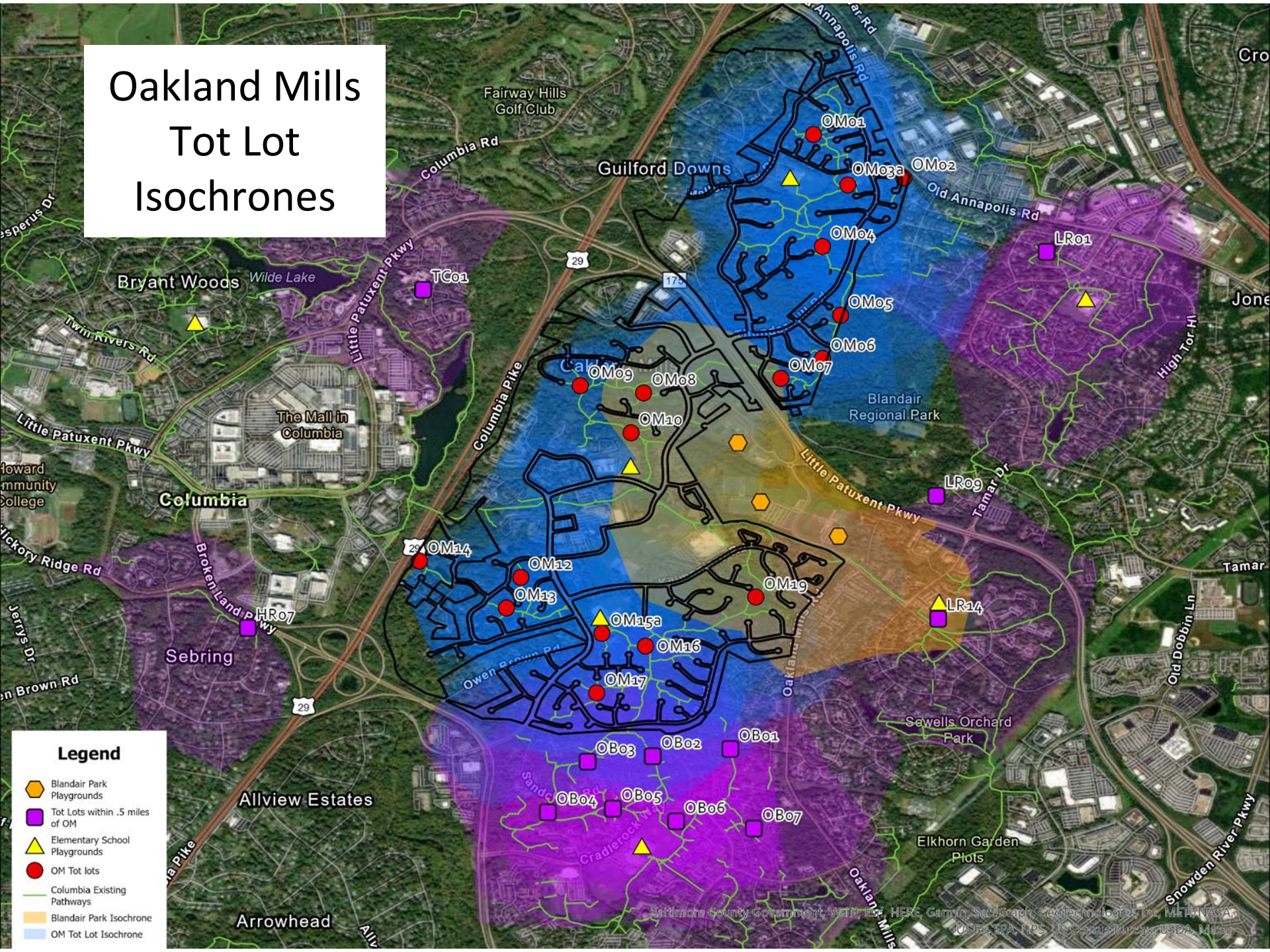
Neighborhood	Playground totals
Thunder Hill	9
Talbott Springs	1
Stevens Forest	7
Oakland Mills	17

There are three additional neighborhood facility tot lots that are not open to the public.

Inventory of Existing Tot Lots

Tot Lot		Fiscal Year (New or Replacement)		
#	Name	New	Replacement 1	Replacement 2
OM-1	Grapewine Court	1972	1991	2009
OM-2	Orchard Green	1972	1988	2011
OM-3	Thunder Hill Pool	1972	1991	2004
OM Facility	Thunder Hill NC	2011		
OM-4	Delphinium Court	1973	1988	1999
OM-5	April Wind Court	1972	1989	2000
OM-6	Hound Hill Court	1972	1989	2008
OM-7	Bluecoat Lane	1974	1993	
OM-8	Mirrorlight Place	1972	1995	2021
OM-9	Wandering Way	1972	1991	2009
OM-10	Caboose Court	1972	1991	1999
OM Facility	Talbott Springs NC	2007		
OM-12	Camelback Lane	1973	1995	
OM-13	Gatsby Green	1974	1995	
OM-14	Offshore Green	1974	1997	
OM-15	Stevens Forest	1996		
OM Facility	Stevens Forest NC	2007		
OM-16	Pamplona Road	1973	1991	
OM-17	Pastora Place	1974	1994	
OM-18	Castile Court	1974	1994	Removed
OM-19	Macomber Lane	1973	1990	2012

Oakland Mills Tot Lot Isochrones



Existing Conditions

OM Age Ranges as of 6/2023

- 11 tot lots are 20 years or older including one pre-manufactured neighborhood center playground
- 6 are between 10 - 20 years old
- 0 are between 4 - 10 years old
- 1 is 4 years old or newer
 - Pre-manufactured

Existing Conditions

Tot Lot #	Reference name	Material Type	ADA access now	Potential ADA access w/o route	Potential ADA access route
OM-1	Grapewine Court	Wood	N	Y	Y
OM-2	Orchard Green	Wood	N	N	N
OM-3	Thunder Hill NC	Wood/Metal	N	Y	N
OM-4	Delphinium Court	Wood	N	Y	Y
OM-5	April Wind Court	Wood	N	Y	Y
OM-6	Hound Hill Court	Wood/Metal	N	Y	N
OM-7	Bluecoat Lane	Wood/Metal	N	Y	N
OM-8	Mirrorlight Place	Metal	N	Y	N
OM-9	Wandering Way	Wood	N	Y	N
OM-10	Caboose Court	Wood	N	Y	Y
OM-12	Camelback Lane	Wood/Metal	N	Y	Y

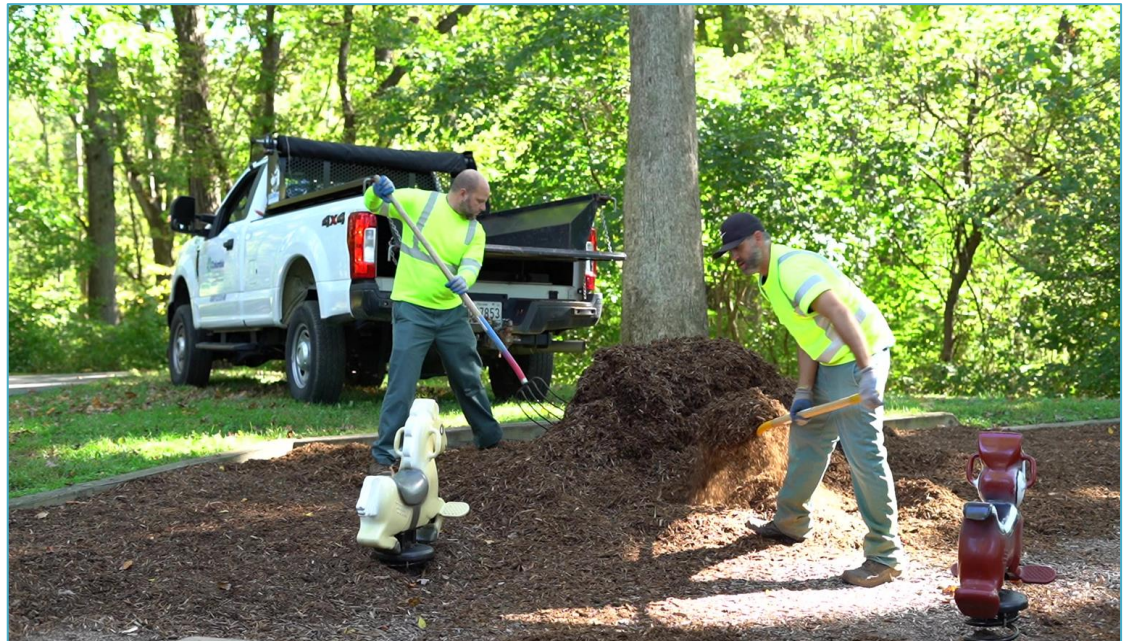
Existing Conditions

Tot Lot #	Reference name	Material Type	ADA access now	Potential ADA access w/o route	Potential ADA access route
OM-13	Gatsby Green	Wood	N	Y	Y
OM-14	Offshore Green	Wood	N	Y	Y
OM-15	Stevens Forest	Metal	Y	-	-
OM-16	Pamplona Road	Wood	N	Y	Y
OM-17	Pastora Place	Wood/ Metal	N	Y	Y
OM-19	Macomber Lane	Wood	N	Y	Y

Operating and Maintenance

Standard of Care Guidelines

- Weekly maintenance visit
 - trash collection
 - safety checks
 - redistribute mulch
 - routine cleaning
 - minor repairs
- Mulch replacement (25 sites per year)
- Quarterly inspections
- Annual full structural inspection
- Annual repairs



Standard of Care - Play Areas

Application

Standard applies to 175 tot lots throughout all villages.

Ongoing Maintenance

- Inspect play structures for defects.
- Redistribute mulch under play structures.
- Rake and remove debris from sandboxes.
- Clean signage, labels and benches.
- Remove trash.
- Check for hazards/remove broken glass.
- Check for and remove vandalism.
- Unclog drains in spring rockers.
- Inspect and treat for pests such as bees and wasps.
- Blow and remove debris .
- Inspect for hazardous trees/limbs overhanging play area.
- Treat or remove weeds.
- Mow and trim around tot lots.
- Frequent inspections.

Annual/Periodic Maintenance:

- Check/tighten the bolts and replace worn parts.
- Add/rotate mulch.
- Major inspection.
- Pressure wash play structures and benches (more frequently if needed).
- Reseal play structures, picnic tables and benches.
- Inspect for poor drainage (ponding, erosion etc.).
- Clean rubberized surface.

Major Maintenance Projects/Design Goals

- Replace 1x/25 years.
- Remove and replace mulch 1x/7 years.
- Replace timber borders 1x/20 years.
- Install/replace drainage 1x/20 years



Resources:

ASTM Playground Standards F1487, F1292, F2075, F223, F2479, F1951

National Parks and Recreation Certified Playground Inspector Handbook

National Parks and Recreation Certified Playground Inspector Field Guide

Equipment Manufacturers Installation Guide

Operating and Maintenance Cost

Annual Tot Lot Maintenance Program	
Annual Cost for Weekly Maintenance and Inspections	\$340,800
Annual Cost for Mulch Replenishment	\$160,000
Annual Cost for Mulch Replacement	202,500
Annual Cost for Repairs	\$200,000
Annual Tree Removal and Pruning	\$100,000
Annual Maintenance Cost	\$1,003,300
Annual cost per tot lot	\$5,733

Original Tot Lot Design & Materials

The traditional wooden CA fort structures in the open space have been failing prematurely due to changes in the lumber treatment process which have caused accelerated rot and bug infestations. CA has recently moved from wooden to pre-manufactured metal play structures.



Original Tot Lot Design & Materials

The traditional wood swing structures in the open space have also been prematurely failing due to changes in the lumber treatment process. CA has recently moved from wooden to pre-manufactured metal swings.



Intermediate Replacement Strategy



- Based on safety inspections, safety standards, and estimated repair costs.
- ADA accessibility and inclusive play are considered at the time of replacement.
- Standardize play equipment for efficiency in space planning, purchasing, maintenance, and operations.
- Wooden play structures (forts and swings) will be replaced with pre-manufactured powder-coated metal and plastic units such as the “Rascal”, “Firefly”, and the “Coghill”

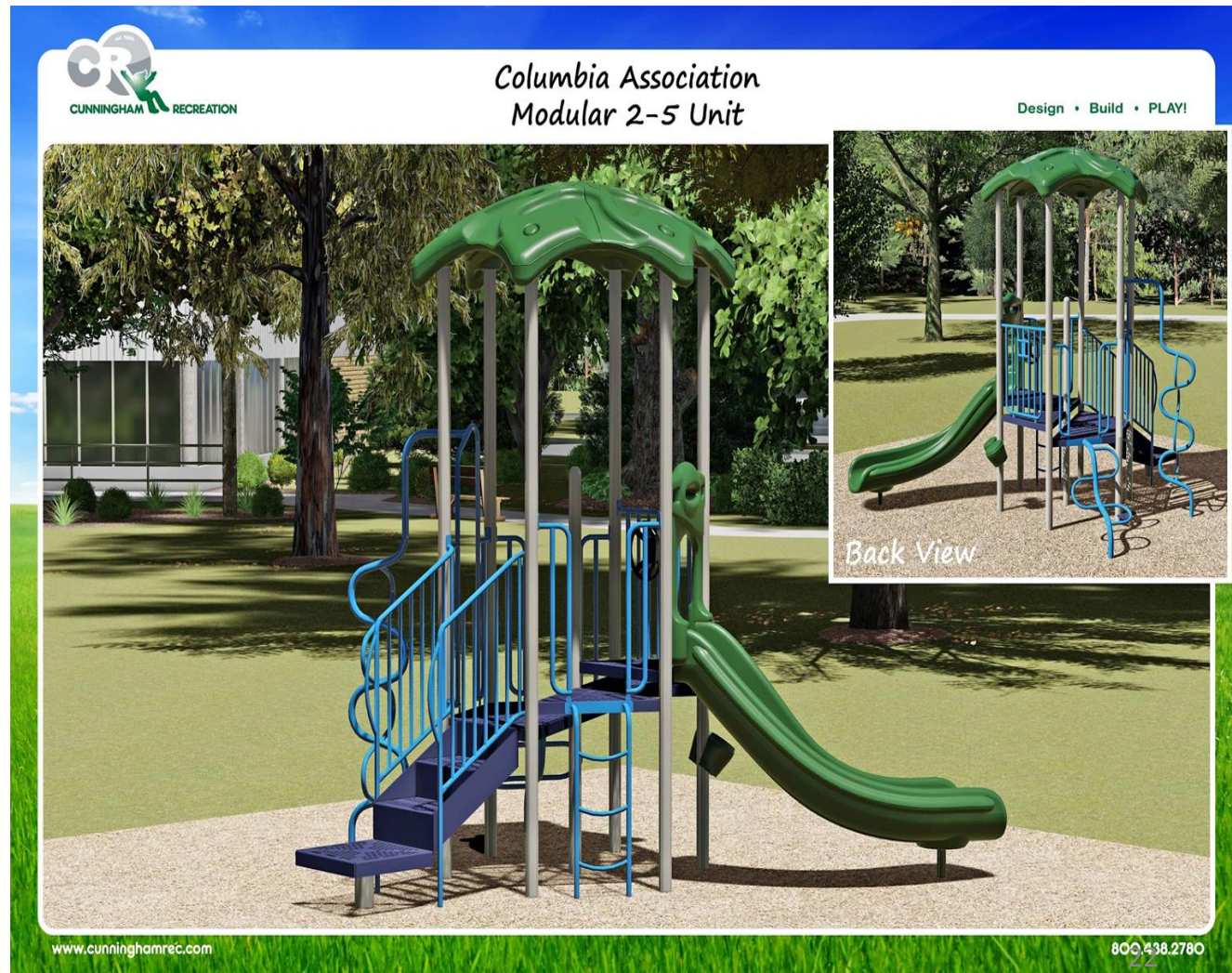
Intermediate Replacement Strategy



- Intended age group of 2 to 5 year olds.
- Existing “special” tot lots that are already pre-manufactured structures will be replaced when warranted with a similar size structure that serves 2 to 12 year olds.
- Additional play activities for 2 to 12 year olds will be considered when space, budget, and topography allows.

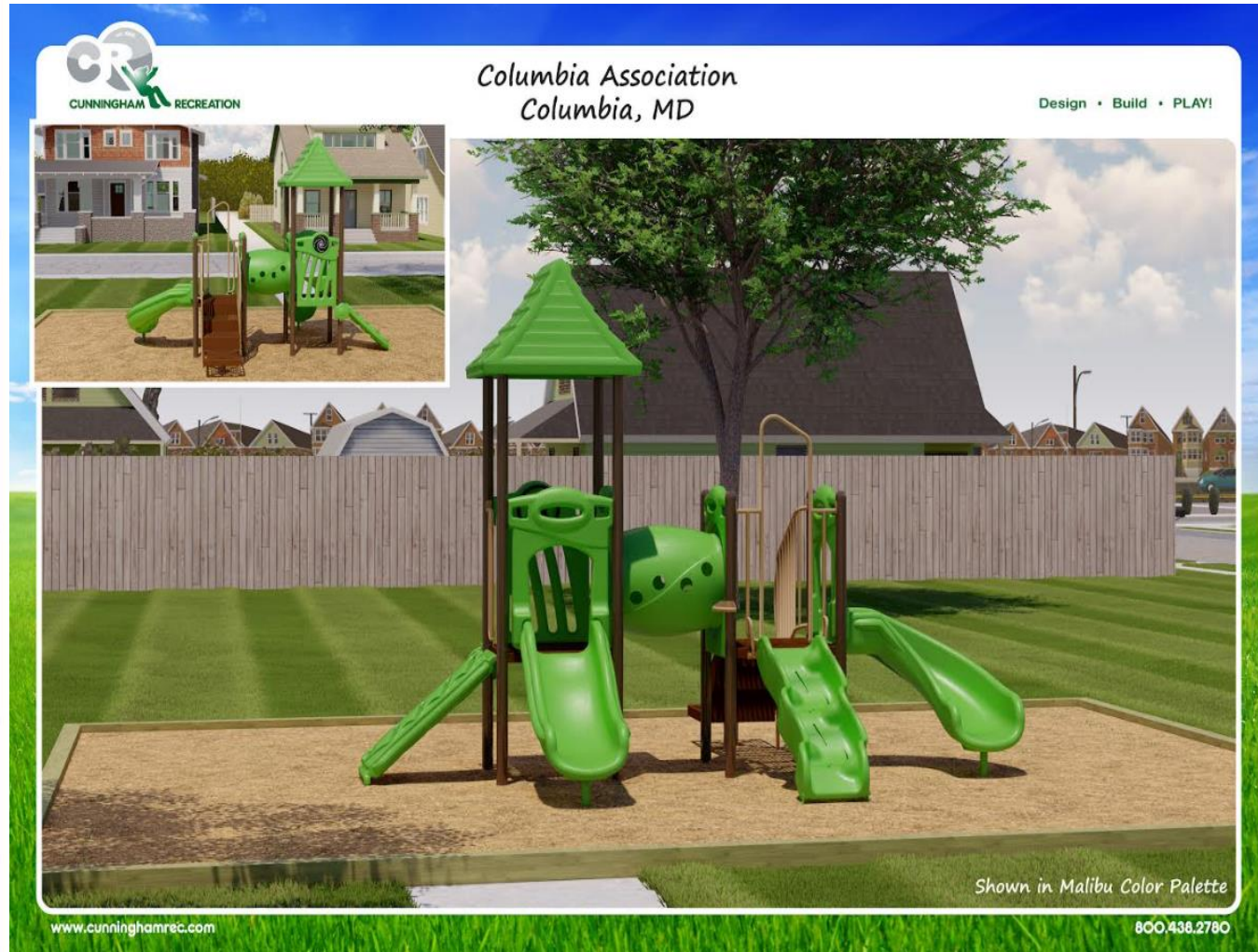
Pre- Manufactured Fort

This is a Rascal play structure which has eight play activities.



Pre- Manufactured Fort

This is a Coghill play structure which has eight play activities.



Additional play activities

Cosmic Warp



Spring animal



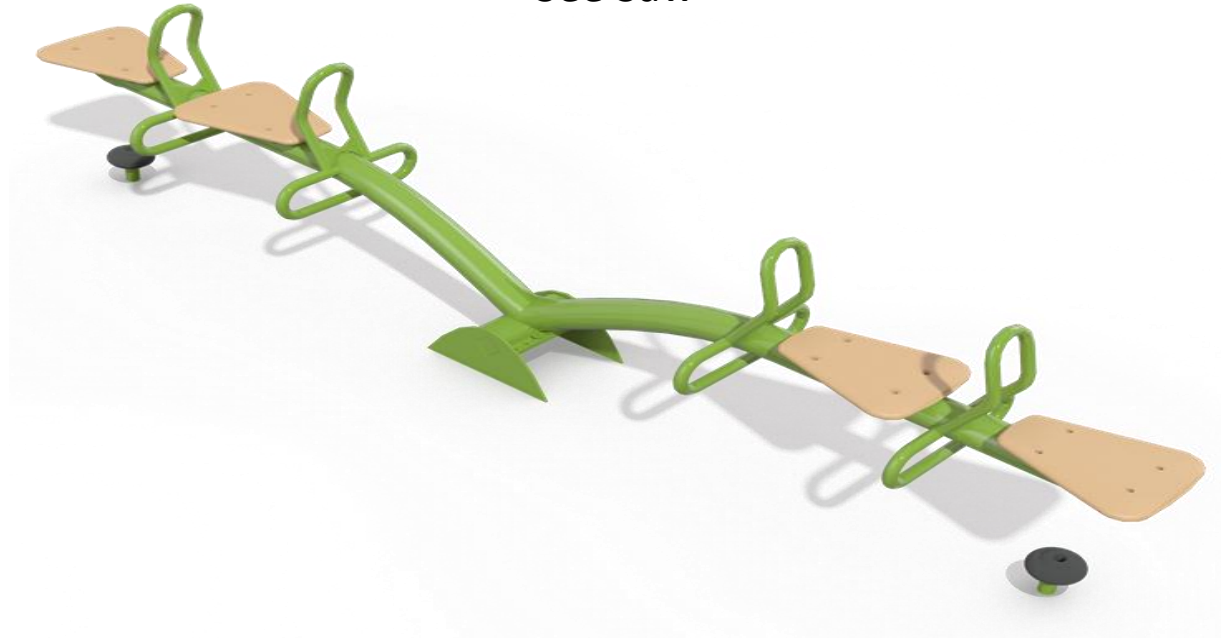
Double Wave Zip Slide - 7'



**Additional
play activities**

Additional play activities

See Saw



Play Panel



Additional play activities



Forked Log Balance Beam



**Additional
play activities**

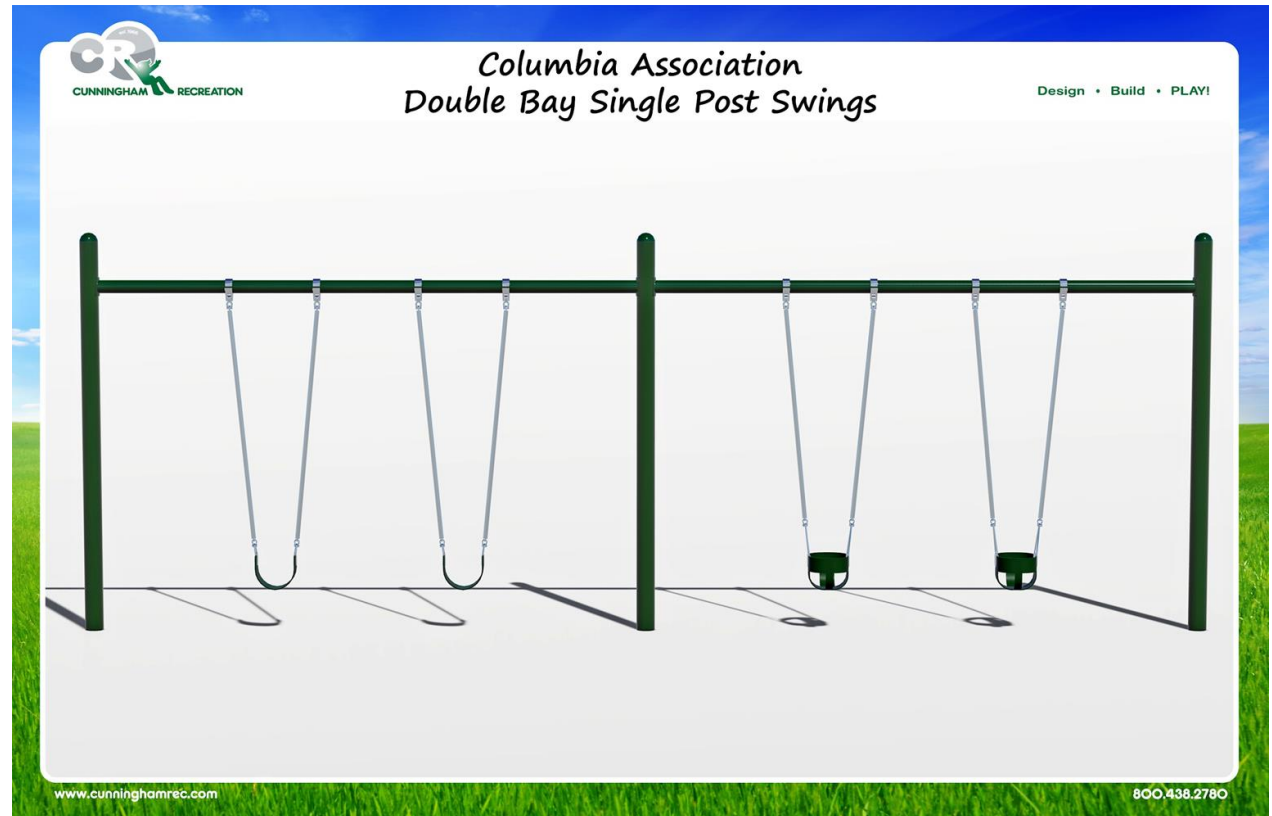
Horizontal Ladder



**Additional
play activities**

Pre-manufactured Swing

Double Bay Four Seat Swing



Capital Budget per Tot Lot

Name of play structure	Firefly	Rascal	Coghill
Size type of Play area*	Typical	Typical	Typical
Play structure cost	\$16,000.00	\$16,000.00	\$20,000.00
T-swing	\$1,900.00	\$0.00	\$0.00
Single bay swing	\$0.00	\$0.00	\$0.00
Double bay swing	\$0.00	\$3,000.00	\$3,000.00
Seating area	\$3,500.00	\$3,500.00	\$3,500.00
Supplemental Equipment	\$8,000.00	\$15,000.00	\$12,000.00
Border work	\$5,500.00	\$7,000.00	\$7,000.00
Mulch	\$3,800.00	\$3,800.00	\$3,800.00
Poured in-place	\$0.00	\$0.00	\$0.00
Labor	\$36,000.00	\$36,000.00	\$36,000.00
Surveying and drawings	\$3,200.00	\$3,200.00	\$3,200.00
Sub-total	\$77,900.00	\$87,500.00	\$88,500.00
Contingency	\$3,895.00	\$4,375.00	\$4,425.00
Budget estimate total**	\$81,795.00	\$91,875.00	\$92,925.00

** Budget is subject to change due to site accessibility, weather, topography, and material cost.

Long Term Capital Cost

Replacement Schedule Comparison

Pre-manufactured tot lots

- 25 year replacement cycle
- Requires 7 tot lots replaced per year
- Average annual replacement
 - ~~7 x \$73K = \$511,000 (annually).~~
 - **7 x \$92K = \$644,000 (annually)**

Wood tot lots

- 8 year replacement cycle due to less effective wood preservatives
- Requires 22 tot lots replaced per year
- Average annual replacement cost
 - ~~22 x \$65K = \$1,430,000 (annually).~~
 - **22 x \$82K = \$1,804,000 (annually)**

Strategic Considerations

Strategic Considerations

- Travel Time/Walking Distance
- Environmental Impact
 - Proximity to streams
 - Tree removal
 - Material life cycle
- Safety (sight lines)
 - Visibility to others
 - Non-park like activities
- ADA Accessibility
- Maintenance Equipment Access
- Size and Topography
- Age of Tot Lot
- Tot Lot Service Area
 - Dwellings within a 10-minute walk
- Parking

Next Steps

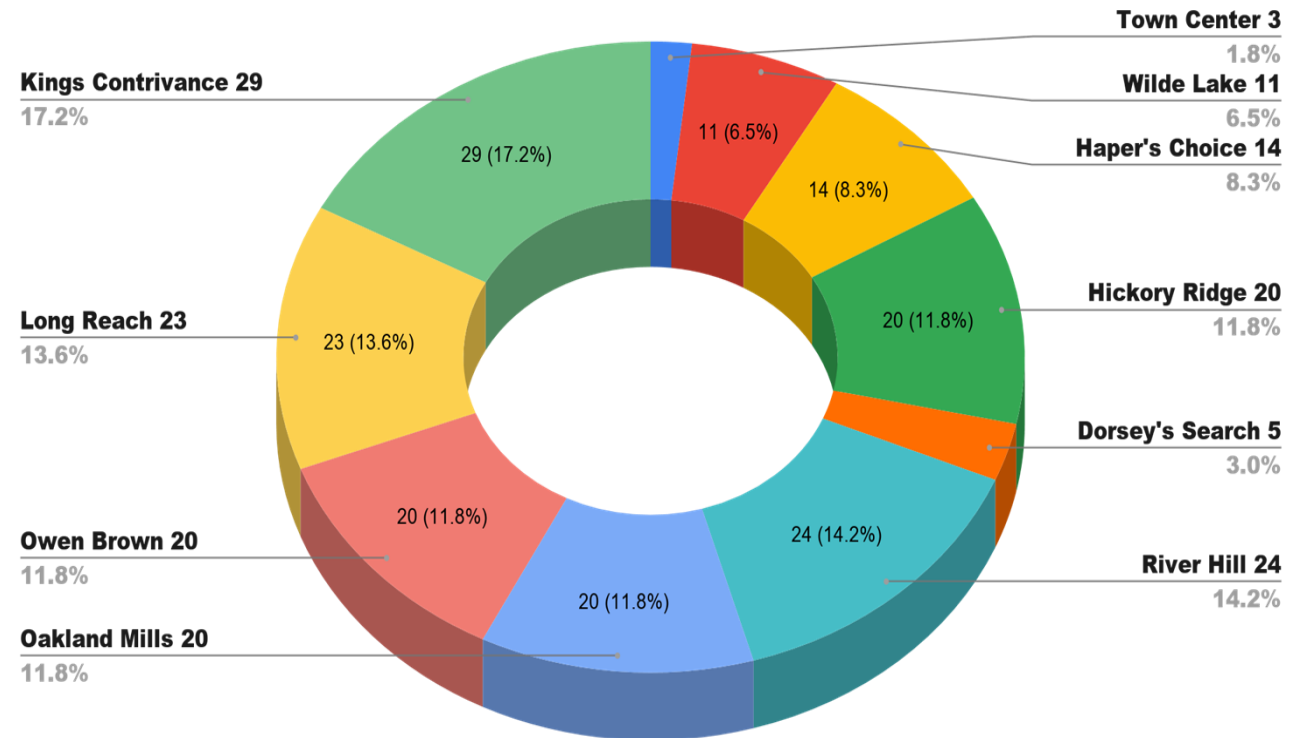
Process for moving forward

- Form Workgroup
- CA staff will provide:
 - Resource Guide
 - Meeting Schedule
- First Workgroup meeting July 13.
 - Project goal and scope
 - Deliverables
 - Review Resource Guide
 - Service areas
 - Demographics
 - Discuss focus group/surveys?

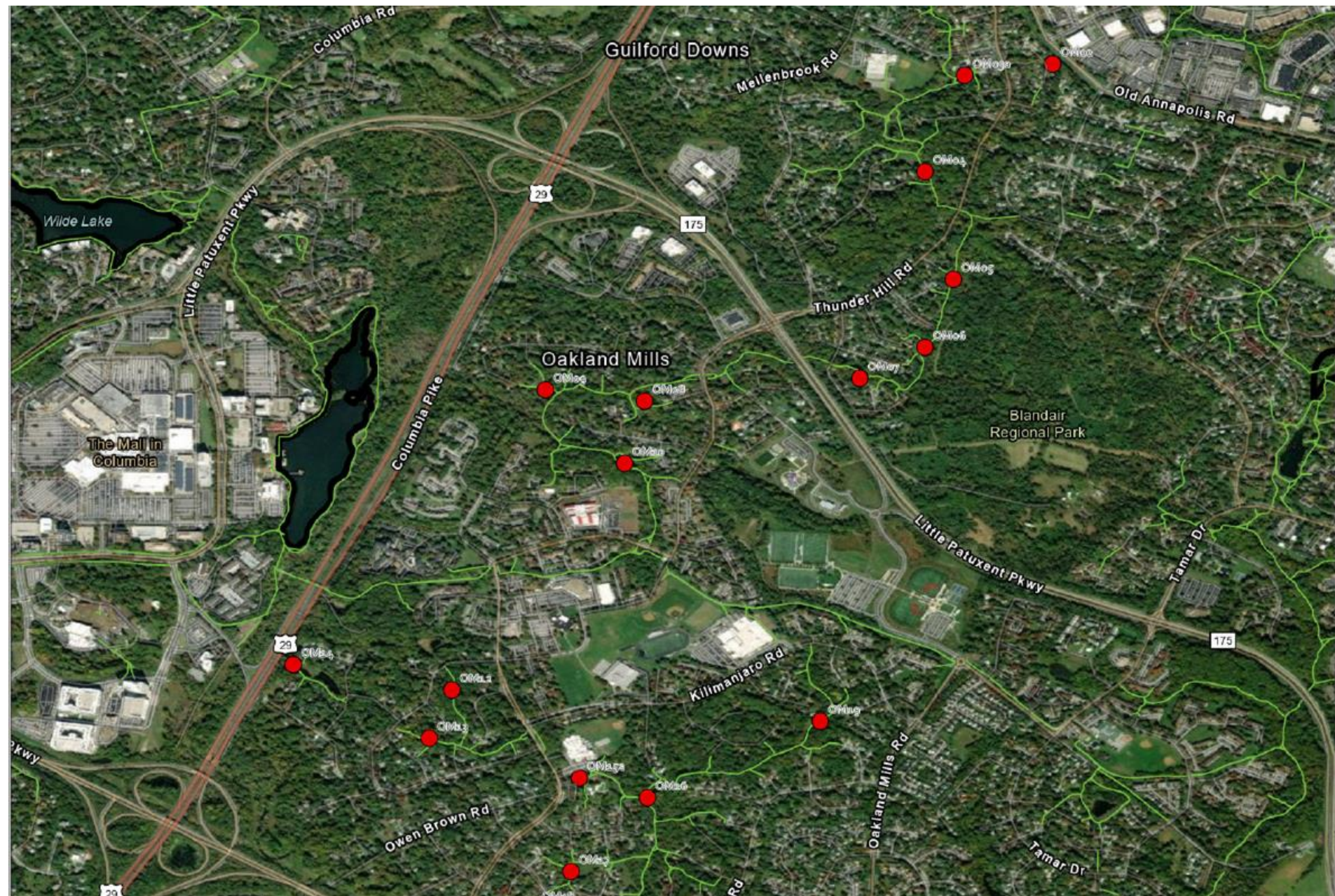


Inventory of Existing Tot Lots

There are currently 175* tot lots system wide. The chart below shows the breakdown of the total tot lots by village.



*Six tot lots are at neighborhood centers and not open to the public



Village: Oakland Mills
 Fiscal Year: FY24
 Date Prepared: 4/25/2023 Revised 6/1/2023

BOARD APPROVED OPERATING BUDGET

	Budget FY24	Budget FY23	Estimate FY23	Budget Variance FY23 to FY24		Current Year Est vs. Next Year Budget	
				FY23 \$	FY24 %	\$	%
REVENUES							
1 CA Annual Charge Share	377,874	362,910	362,908	14,964	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	1,688	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	0	0	0	0	#DIV/0!	0	#DIV/0!
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	525,510	616,210	33,784	6%	(56,916)	-9%

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

0

0

Village: Oakland Mills
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	1,500	2,400	278	(900)	-38%	1,222	440%
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	21,000	19,000	23,365	2,000	11%	(2,365)	-10%
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	27,485	5%	(62,374)	-10%
29 Depreciation	6,836	4,394	6,864	2,442	56%	(28)	0%
30 Total Expenses	578,526	548,599	640,928	29,927	5%	(62,402)	-10%
Increase/(Decrease) in Unrestricted Net Assets	(19,232)	(23,089)	(24,718)	3,857	-17%	5,486	-22%

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

0

0

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

June 6, 2023

TO: Jackie Tuma, CPA, CFE, CA Director of Audit and Advisory Services Auditor
Dennis Matthey, CA Interim President/CEO

FROM: Brigitta Warren, Village Manager, Oakland Mills Community Association

SUBJ: FY23, 4th Quarter Financial Variance Memo

Revenue:

2. Leases and Rental: Uptick in number of rentals as we come out of two years of Covid.

Expenses:

15. Fees: Legal Fees incurred.

19. Advertising: Wedding Website Increases.

21. Other Printing: Village Election Newsletter.

27. Furniture, Fixtures and Equipment: Amount budgeted was not spent so the budget was overestimated.

29. Depreciation: Depreciation budget was underestimated due to purchases in FY22 4th Quarter.

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4
Date Prepared: 1-Jun-23

Input Cell

SCHEDULE A

BEGINNING CASH

1 Cash and Investments 431,469

SOURCES OF FUNDS

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

a) Loan #1	0
b) Loan #2	0
c) Subtotal - Bank Loans & Other Income	0

3 Total Revenue - Year-to-Date 582,356

4 Proceeds from Sale of Capital (24)

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 1,013,800

USES OF FUNDS

6 Total Expenses - Year-to-Date 618,006

7 Capital Expenditures Made During Period not
Included in Line 6 above 0

8 Subtotal - all disbursements
(Lines 6 + 7) 618,006

9 Less Depreciation & Other Non-cash
Charges Recorded in Line 6 Above 6,864

10 Disbursements Less Depreciation
(Line 8 less Line 9) 611,142

11 Subtotal - (Line 5 minus Line 10) 402,658

OTHER CHANGES

12 Other Current Assets - (Increases)/Decreases between
4/30 of current year and 4/30 of prior year 241

13 Short-term Liabilities - Increases/(Decreases) between
4/30 of current year and 4/30 of prior year (96,612)

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) (96,372)

ENDING CASH

15 Cash and Investments 306,286

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4
Date Prepared: 1-Jun-23

SCHEDULE TO COMPUTE CASH RESERVES LIMITATION

1)	Fiscal Year Expenses (exclusive of Depreciation)		611,142
2)	Percentage Calculation *	x	0.20
3)	Operating Reserve		<u>122,228</u>
4)	Village Association Cash and Investment Accounts:		<u>306,286</u>
5)	Adjustments		
	Accounts Payable	(+)	<u>7,748</u>
	Security Deposits	(+)	<u>21,590</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>94,462</u>
	Deferred Revenue - Other	(+)	<u>20,530</u>
	Accrued Liabilities - Payroll	(+)	<u>6,672</u>
	Accrued Liabilities - Other	(+)	<u>11,588</u>
	Accounts Receivable	(--)	<u>0</u>
	Prepaid Expenses	(--)	<u>0</u>
		(+)	<u>0</u>
	Returned Village Contingency Funds	(+)	<u>30,364</u>
	Total Adjustments		<u>192,953</u>
6)	Reserve Account (line 4 minus line 5)		<u>113,333</u>
7)	Excess Cash Reserves (line 6 minus line 3)		0
8)	Audit fee allowance **		0
9)	Remittance amounts (Line 7 minus line 8)		<u>0</u>

* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 20% of the total expenses of the village for that year exclusive of depreciation and capital expenditures.

** Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3 (the year the audit is conducted).

Input cells

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4
Date Prepared: 1-Jun-23

STATEMENTS OF FINANCIAL POSITION
May 1 - April 30

	FY23	FY22	Variance
ASSETS			
CASH AT END OF PERIOD:			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	123,771	151,792	(28,021)
Cash (Savings Accounts)	161,635	258,965	(97,330)
Short term investments	20,780	20,612	168
Total Cash and Investments	306,286	431,469	(125,182)
Accounts Receivable	0	0	0
Loan Receivable	0	0	0
Prepaid Expenses	0	241	(241)
Inventory	0	0	0
Other Current Assets	0	241	(241)
Furniture, Fixtures and Leasehold Improvements	131,341	131,341	(0)
Accumulated Depreciation	(111,222)	(104,358)	(6,864)
Net Furniture and Fixtures	20,119	26,983	(6,864)
TOTAL ASSETS	326,405	458,692	(132,287)
LIABILITIES AND NET ASSETS			
Accounts Payable	7,748	11,739	(3,991)
Amount Payable to CA for excess cash reserves	0	40,202	(40,202)
Security Deposits	21,590	28,815	(7,225)
Sales Tax	0	0	0
Deferred Revenue - CA	94,462	90,727	3,735
Deferred Revenue - Other	20,530	51,087	(30,557)
Accrued Liabilities - Payroll	6,672	6,875	(203)
Accrued Liabilities - Other	11,588	29,757	(18,169)
Long Term Debt Due Within 1 Year	0	0	0
Subtotal - Short Term Liabilities	162,589	259,202	(96,612)
Long Term Debt Due After 1 Year	0	0	0
Unrestricted Net Assets:			
Beginning of year	199,466	200,919	(1,453)
Increase/(Decrease) in Unrestricted Net Assets for Year	(35,650)	(1,428)	(34,222)
Net Assets - Year-to-Date	163,816	199,491	(35,674)
TOTAL LIABILITIES & NET ASSETS	326,405	458,692	(132,287)

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4
Date Prepared: 1-Jun-23

SUMMARY STATEMENTS OF ACTIVITIES
May 1 - April 30

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<u>REVENUES</u>						
1 CA Annual Charge Share	90,727	362,908	362,910	(2)		335,746
2 Lease & Rental	19,088	203,207	144,050	59,157	Requires Comment	111,078
3 Tuition & Enrollment	0	0	0	0		0
4 Interest	115	168	20	148		20
5 Special Events	3,329	15,380	18,000	(2,620)		3,775
6 Fees	0	18	30	(12)		24
7 Miscellaneous	210	675	500	175		1,906
8 Gain/loss on Disposal of Asset	0	0	0	0		0
Total Revenue	<u>113,469</u>	<u>582,356</u>	<u>525,510</u>	<u>56,846</u>		<u>452,549</u>
<u>EXPENSES</u>						
9 Staff Salaries	60,695	280,464	300,000	(19,536)		250,350
10 Janitorial Wages	468	4,531	4,400	131		2,575
11 Contract Labor	1,155	4,097	4,000	97		3,573
12 Payroll Benefits	2,915	41,567	39,000	2,567		37,832
13 Payroll Taxes	6,118	22,569	27,000	(4,431)		23,013
14 Janitorial Expense	7,437	39,288	31,500	7,788		27,571
15 Fees	64,219	109,111	23,820	85,291	Requires Comment	12,773
16 Operating Expenses	1,757	5,138	5,285	(147)		5,984
17 Business Expenses	1,707	1,802	2,400	(598)		1,710
18 Insurance	0	7,149	7,000	149		6,791
19 Advertising	2,978	9,950	7,600	2,350	Requires Comment	6,656
20 Newsletter	0	0	0	0		0
21 Other Printing	7,532	8,218	800	7,418	Requires Comment	835
22 Donations/Contributions	0	4,750	5,000	(251)		13,298
23 Special Events	1,406	19,145	25,000	(5,855)		7,158
24 Taxes	944	570	600	(30)		493
25 Utilities	8,759	31,601	39,800	(8,199)		30,797
26 Repairs & Maintenance	3,282	20,806	19,000	1,806		14,615
27 Furniture & Fixtures	0	387	2,000	(1,613)	Requires Comment	3,620
28 Total Expenses Before Depreciation	<u>171,372</u>	<u>611,142</u>	<u>544,205</u>	<u>66,937</u>		<u>449,644</u>
29 Depreciation	<u>1,716</u>	<u>6,864</u>	<u>4,394</u>	<u>2,470</u>	Requires Comment	<u>4,333</u>
30 Total Expenses	<u>173,088</u>	<u>618,006</u>	<u>548,599</u>	<u>69,407</u>		<u>453,977</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(59,619)</u>	<u>(35,650)</u>	<u>(23,089)</u>	<u>(12,561)</u>		<u>(1,428)</u>

Input cells

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4
Date Prepared: 1-Jun-23

DETAILED STATEMENTS OF ACTIVITIES
May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
REVENUES					
1 CA Annual Charge Share	90,727	362,908	362,910	(2)	335,746
A. CA Base Annual Charge Share	81,797	327,188	327,188	(0)	348,152
B. CA Medical Reimbursement	8,508	34,032	34,034	(2)	26,196
C. Other CA Reimbursement	422	1,688	1,688	0	1,600
D. Payment to CA for excess cash reserves	0	0	0	0	(40,202)
2 Lease & Rental	19,088	203,207	144,050	59,157	111,078
A. Room Rentals	8,928	165,492	115,000	50,492	91,358
B. Leases	10,160	36,565	28,000	8,565	18,520
C. Retained Deposits	0	1,150	1,050	100	1,200
3 Tuition & Enrollment	0	0	0	0	0
A. Classes	0	0	0	0	0
B. Camps	0	0	0	0	0
C. Other	0	0	0	0	0
4 Interest	115	168	20	148	20
5 Special Events	3,329	15,380	18,000	(2,620)	3,775
6 Fees	0	18	30	(12)	24
A. Copier	0	4	0	4	0
B. Late Fees	0	4	0	4	0
C. Postage	0	0	0	0	0
D. Notary	0	9	30	(21)	24
E. Other	0	0	0	0	0
7 Miscellaneous	210	675	500	175	1,906
A. Sales	210	675	500	175	1,906
B. Newsletter Ads	0	0	0	0	0
C. Catering/Food Service	0	0	0	0	0
D. Other	0	0	0	0	0
8 Gain/loss on Disposal of Asset	0	0	0	0	0
Total Income	113,469	582,356	525,510	56,846	452,549

Village: OAKLAND MILLS
Fiscal Year: FY23
Quarter: 4

DETAILED STATEMENTS OF ACTIVITIES
May 1 - April 30

EXPENSES	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
9 Staff Salaries	60,695	280,464	300,000	(19,536)	250,350
10 Janitorial Wages	468	4,531	4,400	131	2,575
11 Contract Labor	1,155	4,097	4,000	97	3,573
12 Payroll Benefits	2,915	41,567	39,000	2,567	37,832
13 Payroll Taxes	6,118	22,569	27,000	(4,431)	23,013
14 Janitorial Expense	7,437	39,288	31,500	7,788	27,571
A. Cleaning Service	5,181	21,560	22,000	(440)	20,270
B. Setup & Breakdown	1,836	15,290	6,500	8,790	5,887
C. Floors, Carpets and Windows	0	212	0	212	0
D. Supplies	419	2,225	3,000	(775)	1,414
15 Fees	64,219	109,111	23,820	85,291	12,773
A. Accounting	1,355	4,535	5,500	(965)	3,765
B. Legal	57,644	80,951	1,000	79,951	0
C. Performance	163	163	0	163	0
D. Audit	0	8,009	8,200	(191)	0
E. Web	343	1,600	1,020	580	1,416
F. Other	4,714	13,853	8,100	5,753	7,592
16 Operating Expenses	1,757	5,138	5,285	(147)	5,984
A. Office Supplies	0	0	0	0	557
B. Program Supplies	1,267	2,649	3,700	(1,051)	3,042
C. Cost of Goods Sold	0	0	120	(120)	80
D. Postage	19	271	225	46	820
E. Staff Development	0	0	100	(100)	100
F. Catering/Food Service	0	0	0	0	0
G. Other	471	2,218	1,140	1,078	1,385
17 Business Expenses	1,707	1,802	2,400	(598)	1,710
A. Mileage	0	156	500	(344)	201
B. Food (Business Meals)	1,363	1,249	1,500	(251)	700
C. Other	344	397	400	(3)	809
18 Insurance	0	7,149	7,000	149	6,791
19 Advertising	2,978	9,950	7,600	2,350	6,656
20 Newsletter	0	0	0	0	0
21 Other Printing	7,532	8,218	800	7,418	835
22 Donations/Contributions	0	4,750	5,000	(251)	13,298
23 Special Events	1,406	19,145	25,000	(5,855)	7,158
24 Taxes	944	570	600	(30)	493
25 Utilities	8,759	31,601	39,800	(8,199)	30,797
A. Gas & Electric	6,793	26,177	34,000	(7,823)	24,769
B. Water & Sewer	776	2,289	2,500	(211)	2,440
C. Telephone	1,190	3,135	3,300	(165)	3,589
26 Repairs & Maintenance	3,282	20,806	19,000	1,806	14,615
A. Building	2,772	17,034	14,000	3,034	11,468
B. Equipment	0	3,262	5,000	(1,738)	3,148
C. Rental	511	511	0	511	0
D. Vandalism	0	0	0	0	0
E. Other	0	0	0	0	0
27 Furniture, Fixtures and Equipment	0	387	2,000	(1,613)	3,620
28 Total Expenses Before Depreciation	171,372	611,142	544,205	66,937	449,644
29 Depreciation	1,716	6,864	4,394	2,470	4,333
30 Total Expenses	173,088	618,006	548,599	69,407	453,977
Increase/(Decrease) in Unrestricted Net Assets	(59,619)	(35,650)	(23,089)	(12,561)	(1,428)