



**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 ~ Char Nado

Warren Wortman ~ Karin Emery, Columbia Council Representative

**July 25, 2023**

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

<https://youtu.be/FnnqN5eCAZU>

### **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 7:03 p.m.

**Present:** Jonathan Edelson, Chair; Bill McCormack, Vice-chair; Karin Emery, Columbia Council Representative; Rebecca Bryant (arrived 7:04 p.m.); Char Nado; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Administrative Assistant.

**Quorum Present:** Yes

**Also Present:** Howard County Council District 2 Aide Ashley Alston; Howard County Executive Office's Director of Constituent Services & Community Partnerships Paul Thompson; OMCA Covenant Advisor Michael Vaughn; GoldOller Real Estate Investments Senior Asset Manager Michelle Murphy; GoldOller Landscaper Brian Huryn; OMCA NRAAC members David and Valerie Smith; OM BWI Roundtable Representative Paul Verchinski.

### **Opening of Meeting**

- **Mr. Wortman** motioned to approve the July 11, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Mr. McCormack** seconded, and the motion passed (4-0-0).
- **Mr. McCormack** motioned to approve the July 25, 2023 Board Meeting agenda (ATTACHMENT B). **Mr. Wortman** seconded, and the motion passed (4-0-0).

### **New Business**

#### ***Columbia Pointe Architecture Presentation to Begin the NRAAC Process***

**Mr. Edelson** explained the Non-residential Architectural Advisory Committee application process. GoldOller Real Estate Investments Senior Asset Manager Michelle Murphy presented the proposed changes (ATTACHMENT C). A discussion ensued. The GoldOller Landscaper for the project, Brian Huryn, addressed Board member suggestions regarding native plants. The proposal would be posted for public comment until August 15, 2023.

## **Old Business**

### ***OMCA Exterior Alteration Application Draft***

The Board discussed the revisions to the OMCA Exterior Alteration Application (ATTACHMENT D). **Ms. Nado** motioned to accept the draft Exterior Alteration Application as revised. **Ms. Bryant** seconded, and the motion passed (5-0-0).

### **CCR Report**

**Ms. Emery** reported that Wetland Studies and Solutions, INC. had notified CA that it intended to withdraw its application for the Lake Elkhorn Stream Restoration Project. CA would be giving testimony on HoCo by Design. CA would also be voting on further revisions to the ethics panel at the upcoming CA board meeting the following Thursday. **Ms. Emery** also discussed early pool closures and lifeguard staffing shortages.

### **Village Manager's Report**

**Ms. Warren** reviewed the revised OMCA 4<sup>th</sup> Quarter FY23 Financials (ATTACHMENT E). **Mr. McCormack** motioned to approve the OMCA 4<sup>th</sup> Quarter FY23 Financials as modified. **Mr. Wortman** seconded, and the motion passed (5-0-0). **Ms. Warren** shared her report (ATTACHMENT F).

## **Committee Reports**

### ***Education Committee***

**Mr. Edelson** reported that the Board of Education did not change start times for any of the schools in the district who could potentially face similar issues to Oakland Mills High School and Middle School. **Mr. Edelson** said that he would put out a communication to the community regarding the potential traffic issues.

**Mr. Edelson** reported on OMHS's 50<sup>th</sup> Anniversary committee, including efforts to hold a festival after the OMHS Homecoming Game on October 14.

The HCPSS superintendent would present his proposed FY25 capital budget and improvement plan at the September 7 HCPSS BOE meeting. Continued advocacy could possibly be needed to ensure OMHS improvements were kept in the budget. The OMMS rebuild planning process should have already begun, but Mr. Edelson was waiting for confirmation from the OMMS principal.

### ***Public Space Committee***

**Mr. Wortman** reported on the July Public Space Advisory Committee meeting. CA had met with Howard County about moving the path at Bluecoat Lane so that a crosswalk and ADA-compliant ramps could be put in. A short bike lane would be installed on Thunder Hill Road between Route 175 and Lightning View on the uphill side. BikeHoCo had done a bike corral at the Coral Reef Encounter event, which had over a thousand visitors.

**Mr. Edelson** adjourned the OMCA Board meeting at 8:27 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



# 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 ~ Char Nado  
Warren Wortman ~ Karin Emery, Columbia Council Representative

**July 11, 2023**

**Link to YouTube recording of the July 11, 2023 OMCA Board Meeting:**

<https://youtu.be/MwqhloYet4U>

## **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 7:07 p.m.

**Present:** Jonathan Edelson, Chair; Bill McCormack, Vice-chair (arrived 7:17 p.m.); Karin Emery, Columbia Council Representative; Rebecca Bryant; Char Nado; Warren Wortman; Brigitta Warren, Village Manager.

**Quorum Present:** Yes

**Also Present:** Howard County Council District 2 Aide Ashley Alston; OM BWI Roundtable Representative Paul Verchinski; Columbia Association Aquatics Director for Communication Programs & Services Marty Oltmanns.

## **Opening of Meeting**

- **Mr. Wortman** motioned to approve the June 27, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Ms. Nado** seconded, and the motion passed (4-0-0).
- **Ms. Bryant** motioned to approve the July 11, 2023 Board Meeting agenda (ATTACHMENT B). **Ms. Nado** seconded, and the motion passed (4-0-0).

## **Resident Remarks**

Flower vendor Frank Hazzard praised the Oakland Mills Farmers Market, which he was a vendor for. He said he was concerned about trash he had seen in the village center during the farmers market and suggested that more trash receptacles be distributed. **Mr. Edelson** explained that Klein Enterprises owned the village center property used for the farmers market and said that OMCA could reach out to the company to ask about additional trash receptacles as well as cleaning up the property.

## **New Business**

### ***CA Team Member Liaison Update***

CA Aquatics Director for Community Programs and Services Marty Oltmanns introduced himself as CA's liaison to OMCA and presented an update on happenings at CA ATTACHMENT C).

## **Old Business**

### ***BWI Roundtable and FAA Issues Letter***

**Mr. Edelson** reviewed with the Board a draft letter written to address airplane noise and flight path issues that would be submitted to the FAA's docket during a noise issues public comment period (ATTACHMENT D). The letter was based on recommendations from OM's BWI Roundtable Liaison, Paul Verchinski. A discussion ensued. **Mr. McCormack** motioned to go forward and submit the letter to the docket as edited. **Mr. Wortman** seconded, and the motion passed (5-0-0).

### ***Draft Exterior Alteration Application***

**Ms. Warren** reported that more time was needed for input on the draft exterior alteration application. The Board agreed to table the discussion for the next OMCA Board meeting.

### ***Oakland Mills High School/Oakland Mills Middle School New Start Times***

**Mr. Edelson** reviewed the new school start times and traffic issues that the start times could create. He had received feedback from OMHS Principal Jeffrey Fink, the OMHS PTSA, and the OMMS PTSA. The Board discussed possible solutions. Mr. Edelson would draft a letter for the Board's review. Once reviewed by the Board, Ms. Warren would send the letter to Dr. Martirano and the Howard County Board of Education.

### **Board Chair Report**

**Mr. Edelson** reported on the unmowed hills behind OMHS/OMMS. He would be discussing the issue with OMMS Principal Regina Coleman.

### **CCR Report**

**Ms. Emery** said the next CA board meeting would be July 13, during which the CA board would review the five-year strategic plan. The board would also be discussing the ethics panel. **Ms. Emery** reported that the CA board would be going on a stream restoration field trip to Reston, Virginia to learn about the process.

### **Village Manager's Report**

**Ms. Warren** shared her report (ATTACHMENT E). OM Pool Party and Jazz in the Mills tickets were available on Eventbrite. Prepare for Success school supply donations were being accepted at The Other Barn during regular business hours. Ms. Warren would be working on a sign up for staff and board members who wished to volunteer for various organizations, including packing backpacks with school supplies.

### **Committee Reports**

#### ***Architecture Committee***

**Mr. Edelson** reported that exterior alteration applications were going well.

#### **Bulletin Board**

**Ms. Bryant** said that Bike HoCo had been awarded a Howard County Innovation Grant and would be using the funds from the grant to install bike racks at Oakland Mills High School and Wilde Lake High School. Some of the bike racks would be covered and there would be bike maintenance stations at each location.

**Mr. Edelson** thanked Ms. Bryant and Mr. Wortman for the work on the successful Lakefront 4<sup>th</sup> of July Fireworks bike corral.

**Mr. Edelson** adjourned the OMCA Board meeting at 8:17 p.m.  
Respectfully submitted: Amy Carpenter, Administrative Assistant

DRAFT



## Oakland Mills Board of Directors Meeting Agenda

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

**Tuesday, July 25, 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):**

### Join Zoom Meeting

<https://us02web.zoom.us/j/85769527870>

Meeting ID: 857 6952 7870

### One tap mobile

+13017158592,,85769527870# US (Washington DC)

### Dial by your location

• +1 301 715 8592 US (Washington DC)

Meeting ID: 857 6952 7870

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

## Oakland Mills Board of Directors

**7:00 p.m.**

### Opening of Meeting (5 min)

- Approve Minutes from July 11, 2023 Board Meeting
- Approve Agenda for July 25, 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.

**7:10 p.m.**

### NEW BUSINESS

- Excelsa/GoldOller Real Estate Investments (New Owners of Columbia Pointe) Architecture Presentation to Begin the NRAAC Process, (30 min)

Michelle Murphy, Senior Asset Manager

**7:40 p.m.**

### OLD BUSINESS

- OMCA Exterior Alteration Application Draft, Discussion, Vote (10 min)

Jonathan Edelson, Acting AC Chair

<b>7:50 p.m.</b>	<b>Board Chair Report</b> (10 min)	Jonathan Edelson, Board Chair
<b>8:00 p.m.</b>	<b>Columbia Council Rep Report</b> (10 min)	Karin Emery, CCR Rep
<b>8:10 p.m.</b>	<b>Village Manager Report</b> (10 min) <ul style="list-style-type: none"> <li>• Operations Update</li> </ul>	Brigitta Warren, Village Manager
<b>8:20 p.m.</b>	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>• Architecture (5 min)</li> <li>• Education (5 min)</li> <li>• Public Space (5 min)</li> </ul>	Jonathan Edelson, Acting Chair Jonathan Edelson, Chair Warren Wortman, Chair
<b>8:35 p.m.</b>	<b>Board Bulletin Board</b> (5 min)	
<b>8:40 p.m.</b>	<b>Adjourn</b>	
<b>Upcoming Events</b>	<b>Prepare for Success School Supply Drive</b>	Through August 19 <sup>th</sup>
	<b>Oakland Mills Community Pool Party</b>	Mon., August 7 <sup>th</sup> , 6:30 p.m.
	<b>Jazz in the Mills Presents and Evening with David Cole and the Blues</b>	Sun., Sept. 17 <sup>th</sup> , 5:30 p.m.



# CAPITAL IMPROVEMENTS PREVIEW

**COLUMBIA**  
**POINTE**  
APARTMENT HOMES

JULY 25TH, 2023





## CAPITAL IMPROVEMENTS PREVIEW

- Monument Sign Remodel
- New Connection to Public Bike Path



# Capital Project Justification

## **Project Purpose:**

The proposed projects that are planned for the 3<sup>rd</sup> quarter of 2023 are:

- Monument Sign Remodel
  - Purpose – The sign needs to be updated as well as be consistent to our current branding since GoldOller became the managing partner for the apartment complex.
- New Bike Path Connection
  - Purpose – The current bike path access is not favorable to cyclists and residents of the community. Relocating the bulk dumpster area to this location will open up the existing dumpster area for the relocation of the “Community Bikes/Rack”. Installing a new connection accessing the public path from this new location will be more beneficial and secure for the community and its residents.

# Monument Sign Remodel

## New Monument Sign - Scope of Work

- Re-Paint the existing sign per rendering
- Install new acrylic letters/numbers per rendering
- OPTION: Install light sconces per rendering



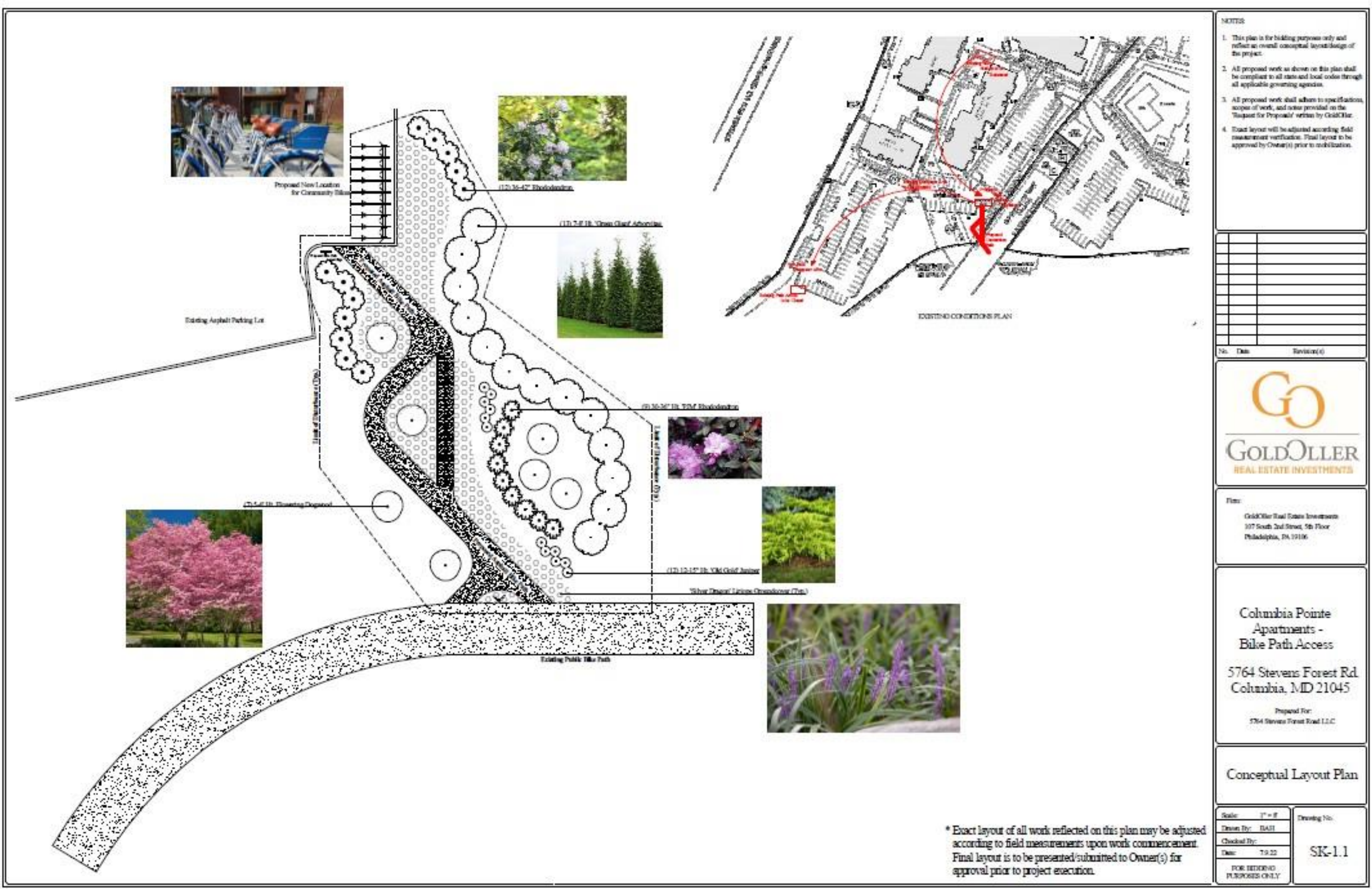
# New Connection to Public Bike Path

## New Bike Path Connection Access - Scope of Work

- Removed unwanted undergrowth with the 'Limits of Disturbance' per layout plan by GoldOller.
- Install 4' wide asphalt bike path per layout plan by GoldOller.
- Install 4' wide concrete/landscape steps per layout plan by GoldOller.
- Demolish and dispose of existing bulk dumpster area and relocate "Community Bikes/Rack" to this area per plan complete with electric supply and security cameras. New dumpster enclosure area to be relocated to rear parking lot closing off existing path access point.
- OPTION: Pathway landscape plantings per plan.
- OPTION: Pathway low-voltage landscape lighting



# New Bike Path Access Layout Plan



# OPTION ONE



Existing Monument

Repaint existing sign, install sconces,  
new face panel w/ fco lettering



DRAWINGS ARE FOR CONCEPTUAL PURPOSES ONLY.  
VICINITY AIMS TO REPLICATE DRAWINGS AS PRECISE AS POSSIBLE,  
HOWEVER, FINAL COLOR, TEXTURE, MATERIALS,  
FABRICATION/INSTALLATION METHODS  
MAY VARY FROM DRAWINGS AND IS TO BE EXPECTED.

[www.vicinitysignstudio.com](http://www.vicinitysignstudio.com)

**Vicinity**  
SIGN STUDIO

Project:	Columbia Pointe	Date:	11/29/22	Approval: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> NOT APPROVED - REVISE AS NOTED	
Location:	Columbia, MD	Page:	1 of 4		
Contact:	Brooks James 410-206-9709	Designer:	BA		
Copyright © 2020 Vicinity Sign Studio. All rights reserved and protected. Permission must be authorized for any reproduction of these drawings.				SIGNATURE	DATE





Proposed New Location  
for Community Bikes



(12) 36-42" Rhododendron



(13) 7-8' Ht. 'Green Giant' Arborvitae



(9) 30-36" Ht. 'PJM' Rhododendron



(12) 12-15" Ht. 'Old Gold' Juniper



'Silver Dragon' Liriope Groundcover (Typ.)



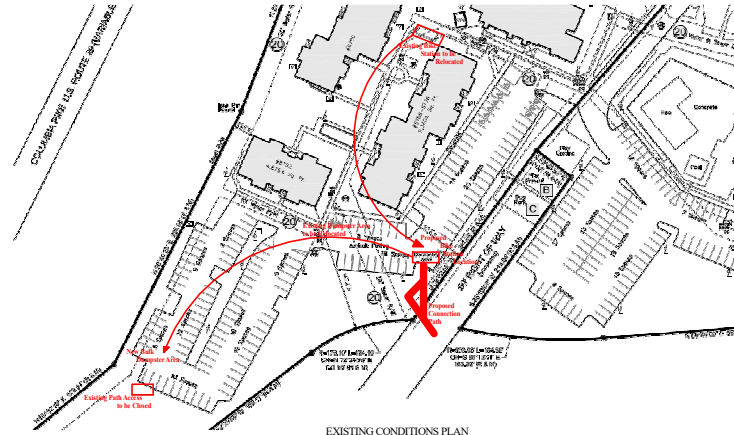
(7) 5-6' Ht. Flowering Dogwood

Existing Asphalt Parking Lot

Limit of Disturbance (Typ.)

Limit of Disturbance (Typ.)

Existing Public Bike Path



EXISTING CONDITIONS PLAN

#### NOTES:

1. This plan is for bidding purposes only and reflect an overall conceptual layout/design of the project.
2. All proposed work as shown on this plan shall be compliant to all state and local codes through all applicable governing agencies.
3. All proposed work shall adhere to specifications, scopes of work, and notes provided on the 'Request for Proposals' written by GoldOller.
4. Exact layout will be adjusted according field measurement verification. Final layout to be approved by Owner(s) prior to mobilization.

No. Date Revision(s)



Firm:  
GoldOller Real Estate Investments  
107 South 2nd Street, 5th Floor  
Philadelphia, PA 19106

#### Columbia Pointe Apartments - Bike Path Access

5764 Stevens Forest Rd.  
Columbia, MD 21045

Prepared For:  
5764 Stevens Forest Road LLC

#### Conceptual Layout Plan

Scale: 1" = 8'

Drawn By: BAH

Checked By:

Date: 7.9.22

FOR BIDDING  
PURPOSES ONLY

Drawing No.

SK-1.1

\* Exact layout of all work reflected on this plan may be adjusted according to field measurements upon work commencement. Final layout is to be presented/submitted to Owner(s) for approval prior to project execution.



**Oakland Mills Community Association  
EXTERIOR ALTERATION APPLICATION**

**APPLICATION SHOULD BE RETURNED TO:**

Oakland Mills Community Association  
5851 Robert Oliver Place  
Columbia, MD 21045  
Attn: Covenant Advisor,  
applications@oaklandmills.org  
Phone 410-730-4610 Fax 410-730-4620

**FOR OFFICE USE ONLY**

OM # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_  
RAC: \_\_\_\_\_  
AC Deadline \_\_\_\_\_  
LoC/Comp \_\_\_\_\_  
CA/HOA \_\_\_\_\_  
Trees \_\_\_\_\_  
AC Appeal \_\_\_\_\_  
S.A.L. \_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (Primary) \_\_\_\_\_ (2nd) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

The Resident Architecture Committee (RAC) meets on the first and third Thursdays of each month at 7:00 p.m. virtually via Zoom. Your application will be assigned to a committee member for review. Please visit the lobby of The Other Barn or visit our website at **oaklandmills.org** for submission deadlines, meeting dates, and other covenant information. You are strongly encouraged to attend the meeting at which your application is considered. Please contact the Covenant Advisor if you have any questions.

**Please use the checklist below to ensure all necessary materials are included with the application before submitting.**

**Please review pages 4 and 5 to ensure complete application.**

**Incomplete applications will be returned and will not be processed or placed on the agenda for review until all necessary information is provided.**

**Checklist:**

- ☐ **Official Site Plan** - with dimensions, boundaries, present structures, and proposed alterations.
- ☐ **Scale Drawings** - of proposed construction including elevations/all views.
- ☐ **Color/Material Samples** - roof, siding, trim, paint colors, etc.
- ☐ **Lighting Plan** – of proposed changes to the exterior lighting of the property.
- ☐ **Picture of House/Property** - including the affected area.

**Description of Proposed Changes:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Description Continued:**\_\_\_\_\_

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**OWNER’S SIGNATURE (REQUIRED):** \_\_\_\_\_  
*Signature indicates the homeowner has read and understands all requirements.*

**ACKNOWLEDGEMENT OF RESIDENTS NEIGHBORING YOUR PROPERTY.**  
*Note: Affected and surrounding residents’ signatures indicate awareness only and do not represent approval or disapproval of your alteration.*  
*OMCA encourages you to obtain these signatures as a neighborly courtesy, but it is not required.*

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**FOR VILLAGE USE ONLY:**

**RECOMMENDATION OF THE RESIDENT ARCHITECTURE COMMITTEE (RAC):**

\_\_\_\_\_ Approved \_\_\_\_\_ With provisions \_\_\_\_\_ Denied \_\_\_\_\_ Mixed DATE: \_\_\_\_\_

Provisions/Explanation: \_\_\_\_\_

\_\_\_\_\_ Tabled for the following reasons: 1<sup>ST</sup> DATE: \_\_\_\_\_ 2<sup>nd</sup> DATE: \_\_\_\_\_

1<sup>st</sup> TABLE: \_\_\_\_\_

2<sup>nd</sup> TABLE: \_\_\_\_\_

For RAC: \_\_\_\_\_ For RAC: \_\_\_\_\_

**ARCHITECTURE COMMITTEE ACTION:**

\_\_\_\_\_ Approve RAC Recommendations \_\_\_\_\_ Other Action

Signature of AC Member: \_\_\_\_\_ DATE: \_\_\_\_\_

If you disagree with this decision, you may, within ten (10) days of receipt of this notice, notify the Covenant Advisor in writing of your intent to appeal. You will be notified of the appeal date.

**ARCHITECTURE COMMITTEE APPEAL ACTION:**

Signature of AC Member: \_\_\_\_\_ DATE: \_\_\_\_\_

## INFORMATION FOR THE APPLICANT:

- Read the Oakland Mills guidelines which pertain to your application. You can contact the Covenant Advisor at any time in the process if you don't understand something, and before you submit your application if you wish. Guidelines are available on our website, [oaklandmills.org](http://oaklandmills.org), or at the Village Office.
- In addition to approval by the Architecture Committee, your proposed project may also be subject to additional association covenants or restrictions. Generally, the more restrictive criteria shall apply. It is the applicant's responsibility to ensure compliance with all applicable restrictions.
- Include a plat or location survey for any alteration which will change the "footprint" of your house or lot. NEW doors, windows, siding, painting, etc., do not require a location survey.
- Include an elevation/scale drawing and/or pictures of the alteration from ALL viewable sides. Please be sure to include dimensions, materials, and colors that will be used. Samples and brochures may be submitted and are always welcome. Avoid requesting a color change without a sample. ANY change in color requires an application.
- In the case of siding, please submit a drawing of your house if you are changing the direction/orientation—for example, from vertical to horizontal, etc. Please note if you are not changing color, direction, or material, no application is needed.
- If the alteration will be made of wood or similar material, such as composite, specify the type and color, and if it will be left natural or painted, as with a deck, privacy fence, or porch.
- It is not necessary to provide licensing or inspection information for construction or in home businesses that require it. Approval of this application does not supersede any provisions of the Howard County building and zoning codes. For information regarding building permits, call 410-313-2455.
- Projects shall be completed in exact compliance with all terms and conditions of the approval. Changes to an approved project will require a new application.

- Projects shall be approved only within the lot owners' property lines. Approval does not allow for encroachment on neighboring property.
- The entire project must be completed within 180 days from the time construction begins. If additional time becomes necessary, please advise the Covenant Advisor.
- Please be aware that once an application is submitted, it must be reviewed within 60 days. Applications received by the deadline day will generally be reviewed in 16 days.
- While not mandatory, it is highly recommended that residents attend the meeting in which their review will occur, especially with new construction. Questions can be answered, enhancing the approval process. Meetings are now virtual via Zoom (link posted on the [oaklandmills.org](https://oaklandmills.org) homepage three days prior to the meeting) and will begin at 7:00 p.m. with sign-in beginning at 6:30 p.m. Residents will be heard in the order in which they sign in.
- Remember that alterations and businesses which require an application should never be undertaken without architectural approval. Owners who begin work or commence in-home businesses without approval are doing so at their own risk, are in violation of the covenants, and face possible removal of their alteration or business at their own expense, pursuant to the Oakland Mills Covenants.
- If this application involves the placement of a structure on a portion of the applicant's property adjacent to Columbia Association (CA) property and any portion of the structure is placed on CA property, applicant disclaims for himself/herself and his/her successors any interest in CA's property, agrees to indemnify CA against any costs it incurs to protect its property rights, and agrees to remove the structure from CA's property.
- If you are not sure if you need an application or have any other questions, please email the Covenant Advisor for applications at [applications@oaklandmills.org](mailto:applications@oaklandmills.org). Email is preferred due to a hybrid schedule, but if needed, please call 410-730-4610.





## MEMORANDUM

**DATE:** July 24, 2023

**TO:** Brigitta Warren, Oakland Mills Village Manager

**FROM:** Jackie Tuma, Director of Audit and Advisory Services  
André Miller, Senior Auditor

**CC:** Dennis Matthey, Interim President/CEO

**Subject:** **FY23 4<sup>th</sup> Quarter Financial Statement Review**

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The Office of Audit and Advisory Services has completed its review of the FY23 4<sup>th</sup> quarter financial statements for Oakland Mills Community Association. Our review is conducted to verify mathematical accuracy and compliance with the format specified in the Management Contract.

**Feedback:**

1. On the Statement of Financial Position, FY23 column, Beginning of Year Net Assets does not agree to the prior year ending figure; it is understated by \$25.

Village: OAKLAND MILLS  
Fiscal Year: FY23  
Quarter: 4  
Date Prepared: 7/25/2023 REVISED

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

b) Loan #2

c) Subtotal - Bank Loans & Other Income

0

0

0

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

4 Proceeds from Sale of Capital **0**

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) **1,013,824**

**USES OF FUNDS**

6 Total Expenses - Year-to-Date **618,031**

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

8 Subtotal - all disbursements  
(Lines 6 + 7) **618,031**

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

10 Disbursements Less Depreciation  
(Line 8 less Line 9) **611,167**

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: 7/25/2023 REVISED

### SCHEDULE TO COMPUTE CASH RESERVES LIMITATION

1)	Fiscal Year Expenses (exclusive of Depreciation)		611,167
2)	Percentage Calculation *	x	0.20
3)	<b>Operating Reserve</b>		<u>122,233</u>
4)	Village Association Cash and Investment Accounts:		<u>306,286</u>
5)	Adjustments		
	Accounts Payable	(+)	7,748
	Security Deposits	(+)	21,590
	Sales Tax	(+)	0
	Deferred Revenue - CA	(+)	94,462
	Deferred Revenue - Other	(+)	20,530
	Accrued Liabilities - Payroll	(+)	6,672
	Accrued Liabilities - Other	(+)	11,588
	Accounts Receivable	(--)	0
	Prepaid Expenses	(--)	0
	Returned Village Contingency Funds	(+)	30,364
	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)	<b>Remittance amounts (Line 7 minus line 8)</b>		<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: 7/25/2023 REVISED

STATEMENTS OF FINANCIAL POSITION  
May 1 - April 30

	FY23	FY22	Variance
<u>ASSETS</u>			
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)
<u>LIABILITIES AND NET ASSETS</u>			
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	199,491	200,919	(1,428)
Increase/(Decrease) in Unrestricted Net Assets for Year	(35,675)	(1,428)	(34,247)
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: 7/25/2023 REVISED

**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>
<b><u>REVENUES</u></b>						
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>
<b><u>EXPENSES</u></b>						
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	64,244	109,136	23,820	85,316	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>171,397</u>	<u>611,167</u>	<u>544,205</u>	<u>66,962</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>173,113</u>	<u>618,031</u>	<u>548,599</u>	<u>69,432</u>		<u>453,977</u>
Increase/(Decrease) in Unrestricted						
Net Assets	<u>(59,644)</u>	<u>(35,675)</u>	<u>(23,089)</u>	<u>(12,586)</u>		<u>(1,428)</u>

Input cells

Village OAKLAND MILLS  
Fiscal Year FY23  
Quarter 4  
Date Prepared 7/25/2023 REVISED

DETAILED STATEMENTS OF ACTIVITIES  
May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
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
<b>Total Income</b>	<b>113,469</b>	<b>582,356</b>	<b>525,510</b>	<b>56,846</b>	<b>452,549</b>



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	64,244	109,136	23,820	85,316	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	4,739	13,878	8,100	5,778	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 Rent	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	171,397	611,167	544,205	66,962	449,644
29 Depreciation	1,716	6,864	4,394	2,470	4,333
30 Total Expenses	173,113	618,031	548,599	69,432	453,977
Increase/(Decrease) in Unrestricted Net Assets	(59,644)	(35,675)	(23,089)	(12,586)	(1,428)

**Manager's Report  
Oakland Mills Community Association  
July 25, 2023**

**Event Update:**

- We will be at Stevens Forest Pool for August 7, 2023 Community Pool Party. The party will be free, but everyone must have a ticket. Online tickets are now available on Eventbrite. There will be a DJ, raffle prizes, games, pizza, chips, drinks and Rita's Ice.
- Jazz in the Mills, An Evening with David Cole and the Blues, will be held on September 17<sup>th</sup> at The Other Barn. Tickets are on sale now at The Other Barn on online at Eventbrite. All tickets must be purchased in advance.
- The Prepare for Success school supplies drive has begun. There is a box for collections in the lobby of The Other Barn.
- Amy has secured the performers for the Festival and some of the food trucks. She has opened up the Festival to vendor applications for homemade crafts, community organizations and Oakland Mills schools. If you know of someone who is interested in being a vendor they can visit the Oakland Mills website for more information. Please note applications are not available on the website but rather, they must contact Amy first and if they fit into the vendor criteria, she will forward them an application and additional information.
- The Welcome New Resident/Open House at The Other Barn has been moved to November 5<sup>th</sup> in the afternoon. With the Festival, it was too much to have everything ready for September.

**Financial:**

- There was a \$25 discrepancy in the FY23 4<sup>th</sup> Quarter Financial Statement. It has been revised by Debbi Herman, our accountant, and is attached to be reviewed and voted on to then be forwarded to CA.

**Misc.**

- CA is deciding whether they want to recommend extending the Village Management Contract an additional year. It is currently set to expire in April 30, 2024. I will keep you updated.
- The fireplace is being completely taken out this Friday by Fireside Stone and Patio and repaired to make it safe to use for next winter.

- I will have a table at the Oakland Mills New Student Fair on August 24<sup>th</sup> from 10 am to 1 pm. I will have wristbands as well as information about how students can get volunteer hours with OMCA.
- Although I missed the meeting for the OMHS 50<sup>th</sup> Birthday year events last Wednesday as I was home with a severe cold, I did reach out to Dr. Fink that I would be out and to keep me in the loop. Jonathan and I have been volunteered and will be working on planning an event on October 14<sup>th</sup> after the homecoming football game at OMHS. Details to follow.