



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

January 16, 2024

OMCA REGULAR BOARD MEETING

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

Link to YouTube recording of the January 16, 2024 OMCA Board Meeting:

<https://youtu.be/46XTTPXVFug>

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 Jr., Vice-chair; Karin Emery, Columbia Council Representative (arrived 7:20 p.m., left at 10:23 p.m.); Rebecca Bryant (left at 10:15 p.m.); Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Events and Administrative Coordinator.

Quorum Present: Yes

Also Present: Howard County Executive Ball's Strategic Outreach Coordinator Adrian Thomas; OMCA Covenant Advisor Carrie Wenholz; Howard County Council District 2 Aide Ashley Alston; see resident list.

Opening of Meeting

- **Mr. Wortman** motioned to approve the December 12, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Mr. McCormack** seconded, and the motion passed (5-0-0).
- **Ms. Nado** motioned to approve the January 16, 2024 Board Meeting agenda (ATTACHMENT B). **Mr. McCormack** seconded, and the agenda was approved (5-0-0).

Resident Remarks

Resident Paul Verchinski said that he hoped that the revised Architectural Guidelines would address electric vehicle chargers.

Howard County Council District 2 Aide Ashley Alston acknowledged that she had received emails regarding See Click Fix issues and would be addressing those issues soon.

New Business

Election Monitoring Committee

Ms. Warren presented names for the Election Monitoring Committee (ATTACHMENT C). The Board agreed to vote by email or a special meeting prior to the January 31 deadline.

2024 Election Guidelines

Ms. Warren shared the draft Election Guidelines (ATTACHMENT D). After discussion, the Board agreed to vote by email or a special meeting prior to the January 31 deadline.

Introduction of Adrian Thomas, Strategic Outreach Coordinator, Office of the County Executive

County Executive Calvin Ball's Strategic Outreach Coordinator, Adrian Thomas, introduced himself and explained that he was a resource for the community and that he could point the way to the applicable department if he could not directly address concerns. The Board shared with him current issues in Oakland Mills.

Old Business

Architectural Guidelines Revision Board Discussion

Ms. Warren shared comments made by the Board on the Architectural Guidelines revision. A discussion ensued. **Ms. Warren** gave an update on the timeline. She would meet with the Architectural Committee Chair and covenant team the following Friday to put together the draft Architectural Guidelines and then post them for public comment. According to the AC Guidelines Revision calendar, public comment would be discussed with the Architectural Committee chair and covenant team during the second week of February. A final draft of the guidelines would then be presented at a February Board meeting for approval, after which the revised guidelines would be sent to CA legal for further review.

CCR Report

Ms. Emery reported that the advertisement for a new president/CEO for CA had gone out.

Village Manager Report

Ms. Warren shared her village manager's report (ATTACHMENT E). She would send a spreadsheet comparing pricing for working exclusively with Intelliscan for both online and mail-in voting vs. working with Intelliscan only for online voting, with printing of the election ballot/newsletter by Brown and Associates and counting of mail-in ballots on election day performed by the Election Monitoring Committee.

Ms. Warren presented the 2024 OMCA contested and non-contested election calendars (ATTACHMENT F). **Mr. McCormack** motioned to approve the calendars. **Mr. Wortman** seconded, and the motion passed (5-0-0).

Ms. Warren shared the corrected OMCA FY24 2nd Quarter Financials Variance Memo (ATTACHMENT G). **Mr. McCormack** motioned to accept the corrected OMCA FY24 2nd Quarter Financials Variance Memo. **Ms. Bryant** seconded, and the motion passed (5-0-0).

Committees

Education

Mr. Edelson reported that the proposed HCPSS operating budget would cut three hundred positions.

OMHS had received HVAC upgrades for the media center and science wing. Additional work had also been completed, including replacement of windows and gym lighting, painting, and installation of more security cameras.

Mr. Edelson said that the proposed bus loop for the OMMS renovations called for removal of too much of the median in Kilimanjaro Road. **Mr. McCormack** noted that the OMMS playing fields called for tree borders/screening that would limit the flexibility and use of the fields.

Mr. Wortman motioned to go into closed session to consult with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation. **Mr. McCormack** seconded, and the motion passed.

The closed session of the OMCA Board (ATTACHMENT H) began at 10:24 p.m. and ended at 10:27 p.m.

Mr. Edelson went into the regular open session of the OMCA Board at 10:27 p.m.

Upon return to open session, it was announced that during the closed session the Board voted to petition CA to remove the flag and restore facilities access for a property brought back into covenant compliance

Mr. Edelson adjourned the OMCA Board meeting at 10:28 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

December 12, 2023

OMCA REGULAR BOARD MEETING

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

Link to YouTube recording of the December 12, 2023 OMCA Board Meeting:

<https://youtu.be/fYkHAp35x10>

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 Jr., Vice-chair; Karin Emery, Columbia Council Representative; Rebecca Bryant; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Events and Administrative Coordinator (left at 8:31 p.m.).

Absent: Char Nado

Quorum Present: Yes

Also Present: CA Aquatics Director for Community Programs & Services Marty Oltmanns; Howard County Council District 2 Aide Ashley Alston; see resident list.

Opening of Meeting

- **Mr. McCormack** motioned to approve the November 28, 2023 OMCA Board Meeting minutes (ATTACHMENT A). **Mr. Wortman** seconded, and the motion passed (4-0-0).
- **Mr. McCormack** motioned to approve the December 12, 2023 Board Meeting agenda (ATTACHMENT B). **Mr. Wortman** seconded, and the agenda was approved (4-0-0).

Resident Remarks

Resident Paul Verchinski asked about an addition to a house on Thunder Hill Road. He also asked about adding information about electric vehicle chargers to the Architectural Guidelines, which were currently being revised. **Ms. Warren** shared the process and schedule for the Architectural Guidelines revisions, which would include Board discussion of the revisions at the January 9, 2024 Board meeting and later, public comment on the revisions.

New Business

Columbia Association Team Member Liaison Update

CA Aquatics Director for Community Programs & Services Marty Oltmanns gave an update on Columbia Association events and news (ATTACHMENT C). His update included CA's yearly report.

Presentation of Draft Architectural Guidelines Revision

Ms. Warren reported that she would update the timeline for the revisions as needed. She said she would be sending the revisions to the Board later in the week and asked that they review the changes and comment on them over winter break.. Once the Board discussed the revisions at its meeting on January 9, Ms. Warren would compile all the comments and present the revisions/comments for public comment. She said CA legal would take a couple of weeks to review the revisions. The goal was to finish by April 1, but that date could be pushed to May 1 if needed.

CA Strategic Plan Community Survey

Ms. Emery shared the strategic plan survey (ATTACHMENT D). She said that everyone in a household could take the survey.

Board Chair Report

Mr. Edelson thanked Ms. Warren for contacting County officials and staff about traffic issues in Oakland Mills. He reported that though the center of the Stevens Forest roundabout was made of permeable material, it still was not draining properly, and when temperatures dropped, runoff from the center froze, creating a hazardous sheet of ice on the bottom (downhill) portion of the roundabout roadway. Several people had reported it on See Click Fix, but nothing had been done about it yet.

Mr. Edelson also reported that the storm drain at Santiago Road and Thunder Hill Road was set too high so that water did not drain into it properly, creating flooding conditions in the intersection.

Mr. Edelson said that he had been asked to be interviewed for the SFES Needs Assessment process for the Community School Strategy, which involved funding from Blueprint for Maryland's Future.

The Board discussed procedures to ensure that quorum was met for Board meetings and Architectural Committee appeals, preventing last-minute cancellation of meetings.

CCR Report

Ms. Emery reported that the CA board would be discussing the budget the following Thursday at its regular meeting. She said that CA had met with TransPro Consulting and would soon be making a public announcement about the search for a new CA president/CEO. The goal was to see the candidates for the position at the end of February.

Ms. Emery said that the following Thursday would be the last CA board meeting until January.

Village Manager Report

Ms. Warren shared her village manager's report (ATTACHMENT E). She also shared the draft 2024 OM Elections calendars (ATTACHMENT F). **Ms. Warren** would add information about the opening and closing of online voting to the calendar.

Ms. Warren said she would be putting out a call for election monitoring committee chairs the following week.

Ms. Warren gave an update on facilities. She had gone on a walkthrough with CA to evaluate CA facilities in Oakland Mills and reported that the facilities were in good shape. The Talbott Springs Neighborhood Center would possibly be getting new paint and new bathroom fixtures. She would receive a list of recommended repairs in the next few weeks from CA Facility Services.

The Board agreed to hold the January 9 meeting only online due to the uncertainty of conditions in The Other Barn during construction of the upstairs bathroom.

Bulletin Board

Board members and **Ms. Warren** wished everyone happy holidays.

Mr. Wortman said that the County would be moving a streetlight that was located on or near a resident's property at Log Chain and Mellenbrook Roads. The streetlight currently did not provide enough light for drivers to see pedestrians in a nearby crosswalk.

Mr. Edelson said that the WBAL Concert for Kids was a success and that pictures and video were available on social media.

Mr. McCormack motioned to go into closed session at 8:31 p.m. to discuss matters pertaining to employees and personnel. **Mr. Wortman** seconded, and the motion passed (4-0-0).

The closed session of the OMCA Board (ATTACHMENT G) began at 8:33 p.m. and ended at 9:27 p.m.

Mr. Edelson went into the regular open session of the OMCA Board at 9:27 p.m.

Upon return to open session, it was announced that during the closed session the Board made decisions about end-of-year staff bonuses and salary adjustment.

Mr. Edelson adjourned the OMCA Board meeting at 9:28 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), Char Nado; Rebecca Bryant, Warren Wortman; **Columbia Council Representative:** Karin Emery

Tuesday, January 16, 2024 – 7:00 p.m.

VIRTUAL MEETING ONLY

5851 Robert Oliver Place, Columbia, MD, 21045

Join Zoom Meeting

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

Meeting ID: 857 6952 7870

Dial by your location

• +1 301 715 8592 US (Washington DC)

Meeting ID: 857 6952 7870

Find your local number: <https://us02web.zoom.us/j/85769527870>

Oakland Mills Board of Directors

7:00 p.m.

Opening of Meeting (5 min)

- Approve Minutes from December 12, 2023 Board Meeting
- Approve Agenda for January 16, 2024 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

- **Election Guidelines Review and Election Monitor Committee**, Board Discussion (20 min)
- **Introduction of Adrian Thomas, Strategic Outreach Coordinator, Office of the County Executive**, (10 min)

7:45 p.m.

OLD BUSINESS

DRAFT Architectural Guidelines Revision,
Discussion (30 min)

8:15 p.m.	Board Chair Report, (10 min)	Jonathan Edelson, Board Chair
8:25 p.m.	Columbia Council Rep Report (10 min)	Karin Emery, CCR Rep
8:35 p.m.	Village Manager Report (10 min)	Brigitta Warren, Village Manager
	<ul style="list-style-type: none">• 2024 Elections Calendars (Review and Vote)• Operations Update	
8:45 p.m.	Committee Reports	
	<ul style="list-style-type: none">• Architecture (5 min)• Education (5 min)• Public Space (5 min)	Jonathan Edelson, Acting Chair Jonathan Edelson, Chair Warren Wortman, Chair
9:00 p.m.	Board Bulletin Board	
9:05 p.m.	Adjourn	
9:05 p.m.	Board Closed Session Pursuant to the Maryland Homeowners' Association Act the Board will meet in closed session for Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation.	

Proposed
Election Monitoring Committee Members
2024

Louis Barbier
Bob Berlett
Carole Charbonneau
Pat Gilreath
Margaret Meritt
Ginny Thomas

OAKLAND MILLS COMMUNITY ASSOCIATION, INC. ELECTION GUIDELINES AND REGULATIONS

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

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

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

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

GOALS

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

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

Non-Contested Election

In 2016 the Members of the Association passed a by-law amendment stating that if the number of candidates for the Board of Directors was equal to or less than the number of open seats, those candidates who submitted a valid candidate application and met other criteria required for holding a seat on the Board of Directors would be deemed elected with the one-year term of office beginning May 1. The members also passed a by-law amendment stating that if the number of candidates for the Columbia Council Representative seat was equal to or less than one candidate, that candidate who submitted a valid candidate application and met other criteria required for holding the Oakland Mills seat on the Columbia Council would be deemed elected, with the one-year term of office beginning May 1.

If both races are non-contested, there will be no election held. An election will be held if either or both races are contested.

"ELECTION ADMINISTRATIVE RULES AND REGULATIONS"

I. BEFORE ELECTION

A. Selection of Election Monitor Committee and Chair

1. Appointment by Village Board
 - a. The Village Board is responsible for appointing the Election Monitor Committee by Jan. 31. The Committee will number at least 5 people.
 - b. The Chair(s) of the Election Monitor Committee is appointed by the Village Board.
2. Duties and responsibilities of Election Chair(s) and Committee
 - a. The chair(s) must be completely familiar with the rules and regulations of the election. The chair works very closely with the Village Manager to ensure that the By-Law requirements are met and that all duties are performed. However, it is the chair's ultimate responsibility to the Oakland Mills Village Board that the election conforms to the By-Laws and that all deadlines as required by the By-Laws are met.
 - b. The chair(s) or chair's designee is responsible for explaining the rules and procedures of the election to all candidates. Candidate packets are prepared by village staff and made available to candidates.
 - c. The committee coordinates Candidates' Night/Candidates' Forum, and the chair or chair's designee(s) traditionally serves as moderator.
 - d. The committee is responsible for training poll workers. It is particularly important that all poll workers clearly understand how to determine voting eligibility, how to read the voters lists, and how to handle special problems.
 - e. The Village Manager, chair(s), or chair's designee prepares all material needed for counting ballots. The chair(s) or chair's designee is responsible for validating or not validating all "irregular" ballots received.
 - f. The chair(s) or chair's designee acts as spokesperson for the Committee and, after the election, is responsible for compiling final election results, handling challenges to the election, and submitting an election report to the Village Board.
3. Personal qualities of Election Chair(s)
 - a. With the duties and responsibilities of this position also comes the need to handle pressure and, sometimes, confrontations with people who have personal investments in the election results. The chair's style of dealing fairly and authoritatively with candidates and volunteers is critical for a fair election.
 - b. It is preferable that the chair(s) have previously worked on the Election Monitor Committee.

B. Schedule for Election

1. Setting Election Day

The Village Manager is responsible for setting the date of the election with other Village Managers so that elections are held simultaneously throughout Columbia. Election Day will be Saturday April 20, 2024.
2. Setting election schedule
 - a. The Village Manager prepares an election timetable based on the By-Law requirements after the Election Day is established. Important dates are outlined below:
 - April: required month for village elections
 - By Jan 31: appointment of Election Monitor Committee and the election chair

- 45 or more days prior to election: begin accepting candidate applications
 - 45 or more days prior to election: eligibility date for members in good standing
 - 30 or more days prior to election: finish accepting candidate applications; deadline date for candidates' statements established by EMC
 - Within 10 days of the deadline for receipt of candidate statements, publish candidate statements online and post at The Other Barn.
 - All mail-in ballots must be postmarked on or before April 19, 2024 and received by April 26, 2024.
 - 5 days after posting of election results: deadline for written challenges to elections
 - Within 5 days of receiving a challenge: Election Monitor Committee will meet
 - 5 days after election or until disposition of any challenge: chair will hold ballots
 - By May 14, 2024 results: certify election
- b. The Village Manager will consider the need for transition time between the election of Village Boards and their taking office on May 1 to allow time for challenges to take place and for the election results to be accepted by the Board.

C. Candidate Application – In 2021 Members of the Association approved a by-law amendment to **Sections 8.02 and 8.03 of the Oakland Mills Community Association By-Laws**. The By-Law amendment eliminates the requirement for submitting a nomination petition and adds the requirement to submit a candidate application. The candidate can submit only one application, either for the Oakland Mills Board of Directors or for the Columbia Council Representative.

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

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

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

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

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

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

1. Preparation

Each candidate application shall show the full name and address of the candidate, their signature, and the office they are seeking. A candidate whose name is on a lease must submit a copy of the lease along with their candidate application. This will be kept in confidence and only used to validate the candidate's address.

2. Validation

A member of the Election Monitor Committee will declare the candidate application valid when the requirements of section Preparation 1 are met.

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

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

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

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

D. Election Information Packets – Election Information Packets can be viewed and downloaded from the Oakland Mills [website](#) or available at The Other Barn. Email manager@oaklandmills.org to obtain a hard copy of the packet.

1. Preparation and distribution of packets
 - a. The Village Manager and Village Staff are responsible for the preparation of election information packets for candidates.
2. Contents of information packets
 - a. The information packets shall include, for Columbia Council Representative:
 - 1) CA Articles of Incorporation and By-Laws

- 2) Calendar of Important Columbia Association Board of Director meetings/events
- 3) All of the following:
 - 1) Village Articles of Incorporation and By-Laws
 - 2) Election Guidelines and Regulations
 - 3) Calendar for election
 - 4) Recent copies of the e-newsletter.
 - 5) Other information about the village as prepared by the Village Manager.
 - 6) Association Approved Budget
 - 7) Candidate Application
- b. For Village Board:
 - 1) Village Articles of Incorporation and By-Laws
 - 2) Election Guidelines and Regulations
 - 3) Calendar for election
 - 4) Recent copies of the e-newsletter.
 - 5) Other information about the village as prepared by the Village Manager.
 - 6) Association Approved Budget
 - 7) Candidate Application
- c. The Village Board appoints the members of the Architectural Committee. It has been the practice in Oakland Mills that the Village Board appoints itself as the Architectural Committee. Information regarding Board Member architectural covenant compliance shall be included in the election packet.

E. Candidates' Statements

- 1. Length - Candidates' official statements must be 150 words or less. All words in excess of 150 will be deleted from the statement. Candidates will also be asked to supply a shorter 100-word statement (all words in excess of 100 will be deleted from the short statement) for use when space will not allow printing the official statements. Statements will be published exactly as submitted by the candidate.
- 2. Publication
 - a. Complete statements are published on the oaklandmills.org website and in The Other Barn lobby 10 days after the date for candidate statements to be submitted.
 - c. The statements shall be posted on the Oakland Mills website, in the lobby of The Other Barn, and on the front door of The Other Barn.

Commented [BW1]: This may be problematic/confusing. I try to publish the statements to the website and lobby ASAP, but they aren't published in the newspaper and on the election mailing until later. No one's ever challenged it. I'm just noticing it now.

F. Financial Contribution Disclosure Statement

Candidates for the Oakland Mills Board of Directors and The Oakland Mills Columbia Council Representative will be asked to voluntarily provide "Candidate Financial Contribution Disclosure Statements" for the 2024 Oakland Mills Community Association Election.

Candidates will list the name of the contributor and the amount of contribution received. The disclosure statements are not required this year, but all candidates are encouraged to submit such statements.

Two simple forms are included in the Candidate Packet, and candidates will be asked, not required, to submit the first form on March 8, 2024 and the second form on April 12, 2024. The reports, as submitted, will be posted on the Oakland Mills website (oaklandmills.org) through the conclusion of the election.

G. Volunteers for Election Day

- 1. Recruiting
 - a. The Village Manager is responsible for recruiting workers to staff the polls on election day.
 - b. The Election Monitor Committee chair or a member from the committee is responsible for the supervision of poll workers on election days and for

- answering their questions during election hours.
2. Training
 - a. Each poll worker must be specifically trained.
 - b. Poll workers should be asked to arrive at least 10 minutes before their shifts begin to review and observe procedures.

H. List of Eligible Voters

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

I. Online Voting – On November 9, 2021 the Oakland Mills Board of Directors approved the option to **allow online voting** for Oakland Mills village elections. Voter eligibility remains the same, and a voter can choose to vote in advance **EITHER** online or by mail-in ballot, OR vote in person on election day.

Only one form of voting will be accepted: either online, mail-in, or in person. If multiple ballots are received from the same address, NO ballots from that address will be counted.

Oakland Mills will use an outside company, to print and mail the election mailing to all properties in OM and to absentee property owners. This includes all apartments, condos, townhomes, and single family homes. The company will directly receive mail-in ballots and online votes. The company will tabulate mail-in ballots and online votes. All mail-in ballots will be retained by the company. All votes are anonymous, whether cast online, mail-in, or in-person. The OMCA election chair(s) will receive a list from the company that handles the online voting which shows the address of the property that voted. At the conclusion of online voting, OMCA will receive a spreadsheet that lists all votes cast. OMCA will not receive any information that identifies how a particular property voted as the spreadsheet will be anonymized. No one from the company handling Oakland Mills elections will be a member of or affiliated with the Oakland Mills Community Association in any way beyond the provision of online voting and mail-in services.

J. Regular and Mail-in Ballots

1. Preparation
 - a. The Village manager and village staff are responsible for the preparation of all ballots.
 - b. The order of candidate names on the ballot is determined by lottery at the time that the candidate applications are verified. Names are "drawn" by an election committee member with either another member or OMCA staff member present, in person or electronically, to verify order drawn. Names

- will be listed on the ballot according to the order that they were drawn.
2. Mail-in ballots: mail-in ballots are available as provided by the By-Laws.
 - a. **Each ballot will contain an online voting pin specific to the property address.** The pin should be used to vote online and can only be used one time. Once the online vote is cast, it cannot be deleted or changed. **If a property casts an online vote and also sends a mail-in ballot and/or votes in-person, no vote will be counted.**
 - b. The ballot will be enclosed in the election mailing and can be used as a mail-in ballot if the voter chooses to vote by mail-in ballot.
 - c. If choosing to vote by mail-in ballot, the ballot should be submitted by mail in the return envelope provided by the village. The Election Committee shall accept mail-in ballots postmarked on or before April 19, 2024 and received by April 26, 2024.
 - d. The return envelope flap of the mail-in ballot shall have space for the sender's Oakland Mills address and a check box indicating that the sender is an owner or lessee. By checking the box the sender shall attest to the fact that they are a valid property owner or valid lease holder at the address listed on the return envelope flap.
 - e. Mail-in ballots will be returned to the company, scanned, and tabulated. All ballots will be retained by the company.
 - f. *Should a resident not receive a newsletter/ballot in the mail, he/she may come to The Other Barn to pick one up. The resident may complete the ballot, insert into provided envelope and seal, complete address and signature portion on the outside of the sealed envelope containing the ballot, and drop the sealed envelope with ballot in the locked blue ballot box. The ballots that have been dropped into the blue ballot box will be kept in the locked box until April 20, 2024, election day. Upon completion of all voting at 5 pm on election day, these ballots will be removed and validated by the EMC and counted.*

Please note, residents may only vote online with the ballot/pin number they received in the mail.

3. Procedures for validating ballots
 - a. Ballots will be tabulated by the company.
 - b. All mail-in ballots postmarked by April 19, 2024 will be accepted if received by April 26, 2024.

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

Campaign Signs and Campaigning: The Oakland Mills Election Monitor Committee will follow the Howard County Sign Code as it pertains to sign codes and the Oakland Mills Architectural Guidelines.

- Here is a link to the Howard County Sign Code:
<http://library.municode.com/index.aspx?clientID=14680&stateID=20&statername=Maryland>
- Here is link to the Oakland Mills Architectural Guidelines:

https://oaklandmills.org/wp-content/uploads/2017/09/Guidelines_04-25-17-revision_Final-Approved-Version-FINAL-TO-USE-FOR-WEBSITE.pdf

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

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

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

II. DURING THE ELECTION

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

A. Voting Time and Place

1. Location
Voting takes place at The Other Barn, 5851 Robert Oliver Place, Columbia, and possible other locations at the discretion of the EMC.
2. Hours for polls to be open:
In order to encourage voter turnout, polls *may* be open Friday hours as well as Saturday hours. **Voting in 2024 will take place at The Other Barn on Saturday, April 19 only from 8:30 a.m. – 5:00 p.m.**
3. Visibility and location of polling sites
 - a. Voting tables should be in a clear, obvious place, not obstructed by other special events or displays.
 - b. People setting up poll sites should be aware of the electioneering boundaries.

B. Who Can Vote

1. Owners of property in Oakland Mills and tenants with a lease on property in Oakland Mills
 - a. If a property is jointly owned, the voting right is jointly held, so only one vote may be cast.
 - b. If a "fee simple" lot, condominium or cooperative unit is leased to a tenant, the tenant is also entitled to cast one vote per unit.
2. Eligibility and identification
 - a. A member who has resided in Oakland Mills at least 45 days prior to the election is eligible to vote. The actual date is set by the Election Monitor Committee.
 - b. For on-site voting only: A member will be considered eligible to vote if they can

present identification showing that they rent and/or own at an address subject to Columbia Association assessment within Oakland Mills Village. On-site voters who do not have identification with them will be asked to sign a form providing their name and address and attest to the fact that they are an Oakland Mills property owner or valid leaseholder.

- c. For mail-in voting only: The mail-in ballot envelope flap shall have space to attest to voter eligibility.
- d. The election mailer shall include voter eligibility and identification requirements.

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

Online voting will close at NOON on April 19, 2024. Prior to the opening of polls on April 20, 2024 at 8:30 a.m., the Election Committee will receive from the company a list of all properties that voted online and by mail-in ballot **Only one form of voting will be accepted. If a property submits multiple ballots, whether online, by mail, or in person, NO ballots will be counted for that property.**

1. Voters lists

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

2. Validation of property owners

- a. After showing suitable ID, property owners whose names are on the voters list will be checked off by the poll worker. A ballot will then be issued to them. (See 2b above for those who do not have ID.)
- b. After showing suitable identification, property owners **whose names are not on the voter lists** will place their ballots in a cover envelope with their name and address on the outside, and the ballot, in the envelope, will be placed in the ballot box.
- c. After showing suitable ID, an apartment tenant will be checked off the apartment unit at the appropriate address. Apartment tenants will also be asked if they have lived at the address for at least 45 days. (See 2b above for those who do not have ID.)

D. Electioneering

1. Electioneering boundaries

- a. There shall be no electioneering within the area established annually by the Election Monitor Committee. Boundaries established for 2024 are:

- **No electioneering may take place** inside The Other Barn or inside the courtyard or on the sidewalk area directly in front of, on the side, or behind The Other Barn (except as outlined below) or the parking lot on the side of The Other Barn or the parking lot in the rear of The Other Barn.
- **Electioneering may take place** in front of and behind the CA Youth & Teen Center and on the sidewalk in front of the Courtyard up to the end of the Courtyard fence where the sidewalk leads to the handicap door of The Other Barn and the same area behind the Courtyard. **Electioneering may also take place** to the left of The Other Barn (when looking at the building from the street) on the section of the sidewalk abutting Robert Oliver Place and in front of the grass area.
- Candidates may not stand under the canopy in front of The Other Barn entrance

doors.

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

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

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

2. Violations

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

III. AFTER THE ELECTION

Election results shall be provided to the community on or after April 26, 2024, which is the deadline for receiving mail-in ballots.

A. Vote Count

1. Setting up for the vote count
 - a. Members of the Election Monitor Committee and assigned helpers shall count the in-person ballots. The chair is responsible for the smooth processing and counting of the ballots.
 - b. The vote count shall be held in a room separate from post-election socializing.
 - c. Candidates (and/or their representatives) are permitted to be present in the counting room, but they may not verbally question the counting or any other election procedures. If they have any objections to the procedures, they must submit a written challenge. **If the election vote counting is held remotely, there will be no option to observe vote counting.**
2. Preparation and validation of ballots
 - a. All ballots will first be scanned to ensure none has more than 7 votes cast for Village Board slots and no more than 1 vote cast for Columbia Council Representative. If part of the ballot is invalid, only the invalid section will not be used in the count.
 - b. The Election Monitor Chair will then determine the validity of the ballots that were cast by voters who were not on the voter list. (Ballots were placed in sealed envelopes.)
3. Counting the ballots
 - a. The ballots are divided into piles of up to 40 ballots, and each pile of ballots is assigned to two counters.

- b. Each counter records ballots on a counting grid. The grid shall be numbered vertically from 1 to 40 and have candidates' names across the top. Each ballot shall be assigned a separate line.
- c. Each counter counts one pile of 40 ballots on a separate grid. The two grids are totaled and compared for accuracy. If a discrepancy exists, the pile of 40 ballots shall be recounted until the discrepancy is resolved.
- 4. Official election results - Official election results shall be released by the Election Monitor Committee Chair(s) after all mail-in ballots received by the deadline are counted.
- 5. Challenge procedure
 - a. Challenges must be in writing or sent by email and submitted to the Election Monitor Committee chair within 5 calendar days after the release of the election results. After receiving a challenge, the committee shall meet within 5 days for discussion on the challenge and, if necessary, to make any recommendations to the Village Board.
 - b. The committee is not required to consider any challenges, unless they could affect the results of the election, until after the election is certified. The committee should then evaluate the election procedures and the complaint and make recommendations in the final report of the election.
- 6. Certification of results
 - a. The Village Board shall certify, or invalidate, the election after reviewing the election report submitted by the Election Monitor Committee.
 - b. The committee must submit its report **by Tuesday, May 14, 2024.**

**Manager's Report
Oakland Mills Community Association
January 16, 2024**

2024 Elections

- Contested and Non-Contested Election Calendar for review and vote. Please note that Election Day is April 20, 2024. We are currently seeking Election Monitoring Committee Members/Chairs. At this time, we have 2 residents who have volunteered to be committee members.
- Intelliscan has sent out it's proposal for the online village elections. The estimated cost for Oakland Mills to participate (regardless if we have a contested election or not) is \$1650.00 and depends on the number of villages participating. This was the same estimated cost as last year and it ended up being \$1100 to participate.

Facility Updates:

- Demolition has begun upstairs in the Loft as of January 2nd. Minor adjustments for storage will have to be made, but otherwise all is running smoothly. They will begin Smithy Room door demotion and changes this week.
- Ashleigh has been busy putting together contracts for April 2024 and has reached out to all signed renters to let them know the renovations have started and has offered for them to schedule a tour to look at the new bathroom, etc. when it is complete. We are offering tours by appointment at this time, but visitors will have limited view of the Loft.

Event Update:

- Holiday Lights in the Courtyard had a small turnout, but was very nice. Thank you to Amy and everyone who helped to make it a success.
- Amy is working on upcoming 2024 events. Some of which are Lively Arts, shredding day, annual flower sale, volunteer appreciation dinner to name a few. She will have a 2024 Event Preview Calendar available by the end of January.
- Tickets for the Jazz in the Mills April 21st Jazz concert went on sale 1/8, both online and at The Other Barn. The Thad Wilson Octet will be performing. Tickets are \$25, advance sales only.

2024 Oakland Mills ELECTION CALENDAR

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

- Tues. Jan. 23** Election Committee members and Chairs appointed.
2023 Election Guidelines approved by the Oakland Mills Board.
- Tues. Feb. 13** 9:00 a.m. “Candidate Packets” available online. and, if requested, a hard copy may be obtained by sending an email to manager@oaklandmills.org.
- Thurs. Feb. 15** Columbia Association Candidate Info Night (for those running for CA Board).
- Wed. Feb. 21** 6:30 p.m. **Information Session on Serving on OM Board/CCR.** Learn more about serving on the Oakland Mills Board or as a Columbia Council Representative.
- Fri. March 1** 4:00 p.m. **“Candidate Application” due.**
Candidate Application can be submitted on or before March 1 at 4:00 p.m. by email to manager@oaklandmills.org. Staff member will be at The Other Barn on March 1 at 4:00 p.m. for those who would like to hand deliver the candidate application.
- If both races are non-contested (7 or less candidate applications for OM Board and 1 or less candidate application for CCR), the Oakland Mills Board will deem the candidates elected for the term beginning May 1, 2024 – April 30, 2025.**
- Mon. March 1** **Candidate Statements (both 150 and 100 word count) due—statements must be sent by email to both manager@oaklandmills.org and office@oaklandmills.org.** Statements are expected from all candidates regardless of whether the election is contested or non-contested.
- For a non-contested election for both OM Board and CCR, the candidate statements will be emailed to a distribution list, posted on the OM website, front door of The Other Barn, and Facebook.
- Tues. April 2** **Virtual “Meet the Candidates”, 7 p.m. – 8 p.m.**
Follow this link: <https://us02web.zoom.us/j/87415210833>; Meeting ID: 874 1521 0833
- April 1 – April 19** Oakland Mills Covenant Advisor will inspect each Board candidate’s property and issue either a Letter of Covenant Compliance or a Letter of Non-Compliance. (Refer to By-Laws and Covenant Compliance Policy in the Board Candidate Packet.)
- Tues., April 23** **OMCA Board confirms appointment of candidates as Board members and CCR for the 2024-2025 Board Term.**
- May 1, 2024** **2024-2025 Board and CCR Term Begins**



2024 Oakland Mills ELECTION CALENDAR

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

- Tues. Jan. 23** Election Committee members and Chair appointed
2024 Election Guidelines approved by the Oakland Mills Board
- Tues. Feb. 13** 9:00 a.m. “Candidate Packets” available online. and, if requested, a hard copy may be obtained by sending an email to manager@oaklandmills.org.
- Thurs. Feb. 15** **Columbia Association Candidate Info Night** (for those running for CA Board).
- Wed. Feb. 21** 6:30 p.m. **Information Session on Serving on OM Board/CCR.** Learn more about serving on the Oakland Mills Board or as a Columbia Council Representative.
- Fri. March 1** 4:00 p.m. “Candidate Application” due.
Candidate Application can be submitted on or before March 1 at 4:00 p.m. by email to manager@oaklandmills.org. Staff member will be at The Other Barn on March 3 at 4:00 p.m. for those who would like to hand deliver the candidate application.
- Drawing of names to determine placement order on the election ballot**
- Mon. March 4** **Candidate Statements (both 150 and 100 word count) due - statements must be sent by email to both manager@oaklandmills.org and office@oaklandmills.org.** Statements are expected from all candidates, regardless of whether the election is contested or non-contested.
- Fri. March 8** **First Financial Contribution Disclosure Statement due**
- April 1 – April 19** Oakland Mills Covenant Advisor will inspect each Board candidate’s property and issue either a Letter of Covenant Compliance or a Letter of Non-Compliance. (Refer to By-Laws and Covenant Compliance Policy in the Board Candidate Packet.)
- Late March/
Early April** **Election Newsletter w/Ballot to be mailed to every OM property, single family home, townhome, condo, and apartment. Online voting open once resident receives newsletter with ballot/pin number.**
- Tues. April 2** 7:00 p.m. to 8:30 p.m. **Election Forum – Hybrid Forum-virtual and in-person).** Link for Forum: <https://us02web.zoom.us/j/87415210833>; Meeting ID: 874 1521 0833
- Fri. April 12** **Second Financial Contribution Disclosure Statement Due**
- Sat. April 20** 8:30 a.m. to 5:00 p.m. **Voting at The Other Barn***
***Members of the association who are eligible to vote have the option of voting one of three ways: online (details to be included in election mailing), by absentee ballot, or in person on election day at The Other Barn.**

All ballots postmarked on or before April 19, 2024 and received by April 26, 2024 will be counted.
Online voting will end on April 20, 2024 at noon.

May 1, 2024 **2024-2025 Board and CCR Term Begins**

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

November 28, 2023 – Revised 12/21/23

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

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

SUBJ: FY24, 2nd Quarter Financial Variance Memo

Revenue:

- 1. CA Annual Charge Share:** Budget estimate error.
- 5. Special Events:** Have had great turnouts to events.

Expenses:

- 10. Janitorial Wages:** Recategorized into Janitorial Expense.
- 11. Contract Labor:** Bookkeeper has provided additional hours.
- 12. Payroll Benefits:** Quarter benefits *less* than anticipated will likely balance out by year end.
- 16. Operating Expenses:** Less expenses due to less postage since emails are preferred method of communication and resale packets are now downloadable and do not need to be mailed.
- 21. Other Printing:** Have cut down on resale packets and welcome packets since they can be found online.
- 24. Taxes:** Due to billing schedule and will balance out by year end.
- 26. Repairs and Maintenance:** A lower number of rentals and use of newer equipment has equaled less repairs needed.
- 27. Furniture, Fixtures and Equipment:** Purchase of new equipment.

**Oakland Mills Community Association, Inc.
Statement for Meeting in Closed Session**

LOCATION: HYBRID
THE OTHER BARN
5851 ROBERT OLIVER PLACE
COLUMBIA, MD 21045

DATE: _____

TIME: _____

MOTION BY: Wortman
SECONDED BY: McCormack

VOTE TO CLOSE SESSION:

BOARD MEMBER	AYE	NAY	ABSTAIN	ABSENT
Jonathan Edelson, Chair				
William McCormack, Vice-chair				
Rebecca Bryant				
Warren Wortman				
Char Nado				
////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////	////////////////////////////////////

REASON(S) FOR MEETING IN CLOSED SESSION

Pursuant to Maryland Home Owners Association Act the Oakland Mills Community Association Board of Directors voted to meet in closed session or adjourn an open session to a closed session in order to:

(1)		Discuss matters pertaining to employees and personnel;
(2)		Protect the privacy or reputation of individuals in matters not related to homeowners association's business;
(3)		Consultation with legal counsel;
(4)		Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation;
(5)		Investigative proceedings concerning possible or actual criminal misconduct;
(6)		Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association;
(7)		Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure;
(8)		Or an individually recorded affirmative vote of two-thirds of the board or committee members present, some other exceptional reason so compelling as to override the general public policy in favor of open meetings.

TOPICS TO BE DISCUSSED:

TIME CLOSED SESSION BEGAN: _____

TIME CLOSED SESSION ENDED: _____

PERSONS PRESENT DURING CLOSED SESSION:

UPON RETURN TO OPEN SESSION, ANNOUNCE OUTCOME OF CLOSED SESSION (e.g. specific action taken, results of vote, no action taken):

Jonathan L. Edelson

SIGNATURE OF PRESIDING OFFICER