



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

February 27, 2024

OMCA REGULAR BOARD MEETING

This meeting hybrid, held in-person at The Other Barn and virtually on Zoom.

Link to YouTube recording of the February 27, 2024 OMCA Board Meeting:

https://youtu.be/TxRkXI6Tlvc?si=laF6F-GECB6rd_U6

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:06 p.m.

Present: Jonathan Edelson, Chair; Bill McCormack Jr., Vice-chair; Rebecca Bryant; Char Nado; Warren Wortman; Brigitta Warren, Village Manager; Amy Carpenter, Events and Administrative Coordinator.

Absent: Karin Emery

Quorum Present: Yes

Also Present: OMCA Covenant Advisor for Letters of Compliance Carrie Wenholz; OMCA Covenant Advisor for Property Concerns Karina Caico; Columbia Association Capital Improvements Manager Jason Heath; Columbia Association Community Operations Support Manager Casey Cox; Howard County Council District 2 Aide Ashley Alston; see resident list.

Opening of Meeting

- **Mr. Wortman** motioned to approve the February 13, 2024 OMCA Board Meeting minutes (ATTACHMENT A). **Mr. McCormack** seconded, and the motion passed (5-0-0).
- **Mr. Wortman** motioned to approve the February 27, 2024 Board Meeting agenda (ATTACHMENT B). **Mr. McCormack** seconded, and the agenda was approved (5-0-0).

Resident Remarks

Howard County Council District 2 Aide Ashley Alston reported that HCPD issued citations to commercial vehicles parked more than six hours on village residential roads and would continue to monitor the situation.

New Business

CA Presentation on Tot Lots

CA Capital Improvements Project Manager Jason Heath and CA Community Operations Support Manager Casey Cox presented survey results and procedures for replacing tot lots/play areas (ATTACHMENT C). **Mr. McCormack**, who was part of the play area work group, encouraged board members and residents to review the criteria that the work group wrote for staff to implement when reimagining play areas, as linked in the presentation (ATTACHMENT D).

Old Business

OMCA Proposed Architecture Guidelines Public Comment Hearing

Ms. Warren explained the process and timeline for the OMCA Architecture Guidelines revision. The deadline for public comments was the day of the Board meeting, and all comments had been read and would be reviewed and considered. The floor was opened for public comments.

Hans Plugge, representing Yards Alive, referred to previous Yards Alive written testimony. He expressed concern about references to storm water and alternative landscaping. OMCA Covenant Advisor for Property Concerns Karina Caico responded to his concerns and said the committee was looking at rewording some items.

Resident Megan Cole felt that it was burdensome to go through the application process for low-impact landscaping and solar panels. **Mr. Edelson** said that the application process protected property owners from complaints if the application had been approved. Ms. Caico suggested a fast-track option.

Resident Paul Verchinski said he was glad to see Appendix H and suggested a definition for shrubs.

Update on CA Transaction on Real Property Policy

Ms. Emery could not be present at the Board meeting due to a last-minute scheduling conflict with the CA board and instead provided her written update (ATTACHMENT E). **Mr. McCormack** motioned to support the draft policy as the first part of the process to come up with a new policy and offer for consideration a fast-track process for small land transactions. **Mr. Wortman** seconded, and the motion passed (5-0-0).

CCR Report

Refer to Ms. Emery's written report (ATTACHMENT E).

Village Manager Report

Ms. Warren shared the OMCA FY24 3rd Quarter Financials (ATTACHMENT F). **Mr. McCormack** motioned to approve the FY24 3rd Quarter Financials. **Mr. Wortman** seconded, and the motioned passed (5-0-0).

Ms. Warren shared her report (ATTACHMENT G).

Committees

Architectural Committee

Mr. Edelson reported that, per CA legal counsel, 15-day letters could be discussed in open session as long as details (e.g. owners' names) were not included in the discussion. Removal of a flag would still require a closed session.

Mr. Wortman motioned to send a 15-day letter to the owners of 5306 Slipper Court. **Mr. McCormack** seconded, and the motion passed (5-0-0).

Education Committee

Mr. Edelson reported that he was waiting to hear back from Maryland State Delegate Jen Terrasa about HB-1440, which would require the Board of Education to provide its rationale if it chose not to follow the Superintendent's recommendations. A Maryland State House committee hearing on the bill had been scheduled for March 12.

Public Space Committee

Mr. Wortman shared his report (ATTACHMENT H). He added that the streetlight/tree near Log Chain would be fixed in two weeks to provide more adequate lighting for pedestrians and the crosswalk.

Bulletin Board

Ms. Carpenter announced details about OMCA's Earth Day event on April 20. OMHS would be performing its production of The Little Mermaid March 7-9.

Ms. Warren said OMCA/CCR candidate applications were due March 1 by 4:00 p.m.

Mr. Wortman said he attended the retirement of CA Watershed Manager John McCoy. He praised Mr. McCoy for all the work he had done.

Ms. Bryant said she had participated in a recent Weed Warrior project. The CA Weed Warriors program was established by John McCoy.

Mr. Edelson adjourned the OMCA Board meeting at 9:38 p.m.

Respectfully submitted: Amy Carpenter, Administrative Assistant



Oakland Mills Community Association

Village Board Meeting Minutes

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February 13, 2024

Prior to the February 13, 2024 Board meeting, the Board took the following actions:

On January 23, 2024 the Board voted 4-0-0 by email to nominate the following members to the 2024 OMCA Election Monitoring Committee: Louis Barbier, Bob Berlett, Carole Charbonneau, Pat Gilreath, Margaret Meritt, and Ginny Thomas (ATTACHMENT A). The voting Board members constituted a quorum.

On January 29, 2024, the Board voted 4-0-0 by email to approve the 2024 Election Guidelines (ATTACHMENT B). The voting Board members constituted a quorum.

OMCA REGULAR BOARD MEETING

This meeting was held virtually via Zoom.

Link to YouTube recording of the February 13, 2024 OMCA Board Meeting:

https://youtu.be/CdJ_m5-X9Wk

Mr. Edelson called the regular meeting of the OMCA Board of Directors to order at 7:06 p.m.

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

Quorum Present: Yes

Also Present: Howard County Recreation & Parks Director Nick Mooneyhan; Howard County Recreation & Parks Bureau of Capital Projects Chief Robert Blinz; Howard County Recreation & Parks Planner Paul Walski; Howard County Executive Ball's Strategic Outreach Coordinator Adrian Thomas; OMCA Covenant Advisor Michael Vaughn; Howard County Council District 2 Aide Ashley Alston; see resident list.

Opening of Meeting

- **Mr. McCormack** motioned to approve the January 16, 2024 OMCA Board Meeting minutes (ATTACHMENT C). **Mr. Wortman** seconded, and the motion passed (5-0-0).
- **Mr. McCormack** motioned to approve the February 13, 2024 Board Meeting agenda (ATTACHMENT D). **Mr. Wortman** seconded, and the agenda was approved (5-0-0).

Resident Remarks

Resident Ginny Thomas spoke about CA's easement policy and the right of stakeholders to be informed

of possible easements and to comment.

New Business

East Columbia Library Park Presentation

Howard County Department of Recreation and Parks Director Nick Mooneyhan presented plans revised from the original plans made ten years ago for the East Columbia Library Park. The revised plan (ATTACHMENT E) included two natural grass, multi-use fields, a playground, lit basketball courts, and connecting pathways. The park would be intended for local use. The revised plans took into account limited parking at the site.

Updating Policy on Transactions of CA Real Property

Ms. Emery shared her proposal for CA's new Policy on Transactions of CA Real Property (ATTACHMENT F). She reported that the policy dealt with easement approval and that there had been past issues with transparency. **Ms. Emery** asked for the Board's feedback on the policy and any suggested changes.

Board Chair Report

Mr. Edelson reported that El Gran Sabor had opened in the village center. Klein was marketing the former Second Chance Saloon space. A broken pipe had flooded some of OMHS, increasing concerns about the already existing mold problems and other issues at the school. Parents and the community had contacted reporters from the Baltimore Banner, Howard County Times, and other news outlets to continue to bring the aging facility's issues to the public's attention.

Mr. Edelson reported that proposed local legislation would require the Board of Education to publish its rationale when changing the Superintendent's proposed capital improvement plan. The bill had since been amended to also require the Superintendent to show his/her rationale. **Mr. Edelson** questioned the feasibility and effectiveness of requiring reporting of rationales.

CCR Report

Ms. Emery gave an update on the CA strategic plan. She reported that the CA Board would be approving the budget soon. She also gave an update on the search for a new CA CEO/President.

Village Manager Report

Ms. Warren shared her report (ATTACHMENT G).

Committees

Architectural Committee

Mr. McCormack motioned to appoint Miquel Antoine to the Resident Architecture Committee. **Ms. Bryant** seconded, and the motion passed (5-0-0).

Bulletin Board

Ms. Bryant asked about scheduling for the cul-de-sac beautification budget as it related to Yards Alive.

Mr. Wortman announced that his daughter-in-law, who was a former board member, and his son were expecting their first child.

Ms. Nado announced that HCC would be hosting its Silas Craft Collegiate Dinner fundraiser on March 4 and that the event was open for registration and sponsorship. Several students who lived in Oakland Mills benefited from the program.

Mr. McCormack motioned to go into closed session to consult with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation. **Mr. Wortman** seconded, and the motion passed (5-0-0).

The closed session of the OMCA Board (ATTACHMENT H) began at 8:47 p.m. and ended at 8:50 p.m.

Mr. Edelson went into the regular open session of the OMCA Board at 8:50 p.m.

Upon return to open session, it was announced that during the closed session, the Board, acting as the Architecture Committee, voted to send a 15-day final letter to a residence.

Mr. Edelson adjourned the OMCA Board meeting at 8:51 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, February 27, 2024 – 7:00 p.m.
(Revised 2-23-24)

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

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. | <p>Opening of Meeting (5 min)</p> <ul style="list-style-type: none"> • Approve Minutes from February 13, 2024 Board Meeting • Approve Agenda for February 27, 2024 Board Meeting | Jonathan Edelson., Board Chair |
| 7:05 p.m. | <p>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.</p> | |
| 7:15 p.m. | <p>NEW BUSINESS</p> <ul style="list-style-type: none"> • Oakland Mills Play Area Pilot Program Update (30 min) | CA Staff |

OLD BUSINESS

7:45 p.m.	<ul style="list-style-type: none">• OMCA Proposed Architecture Guidelines Public Comment Hearing, Discussion (30 min)• Update on CA Transaction on Real Property Policy, Discussion and Vote (15 min)	Karin Emery, CA Council Rep
8:30 p.m.	Board Chair Report , (10 min)	Jonathan Edelson, Board Chair
8:40 p.m.	Columbia Council Rep Report (10 min)	Karin Emery, CCR Rep
8:50 p.m.	Village Manager Report (10 min)	Brigitta Warren, Village Manager
	<ul style="list-style-type: none">• FY24 3rd Qtr. Financials (Review and Vote)• Operations Update	
9:00 p.m.	Committee Reports	
	<ul style="list-style-type: none">• Architecture Committee (5 min)	Jonathan Edelson, AC Chair
	<ul style="list-style-type: none">• Education (5 min)	Jonathan Edelson, AC Chair
	<ul style="list-style-type: none">• Public Space (5 min)	Warren Wortman, Public Space Chair
9:15 p.m.	Board Bulletin Board	
9:20 p.m.	Adjourn	
Upcoming Events	Lively Arts for Little Ones Presents Pam the Kindersinger	Friday, April 5 th , 10:30am
	Elections/Earth Day Event	Sat. April 20th
	Jazz in the Mills Presents the Thad Wilson Octet	Sun. April 21 st , 5pm-7:30pm
	OMCA Annual Flower Sale	Sat. April 27th

Oakland Mills Play Area Pilot Program

**We'd love
to hear
from you!**

CA is exploring new ideas
and potential changes
for outdoor play areas.

**Please take this five minute
survey to share your thoughts!**



Columbia
Association

February 2024

Presentation Outline

- Brief historical background of the Play Area Pilot Program
- Survey implementation and key takeaways
- Criteria overview
- Isochrone analysis with project specific examples
- Present example of criteria implementation with cost analysis

Play Area Pilot Program



Board Resolution

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

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

Historical Perspective



- Tot lots in Columbia were originally introduced in 1967 and were intended to supplement the natural amenities of the open space by providing areas where concentrated play could take place, primarily geared toward preschoolers (ages 2-5).
- Installation of “special” tot lots typically reserved for a neighborhood center park started in 1996 with Steven’s Forest.
 - ADA accessible and geared toward an older age group while also considering play activities for preschoolers
- Tot lots served an important role in attracting young families to Columbia and continue to serve an important role today.

Strategic Considerations

Original Strategic Considerations

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

Public Survey

Survey Process

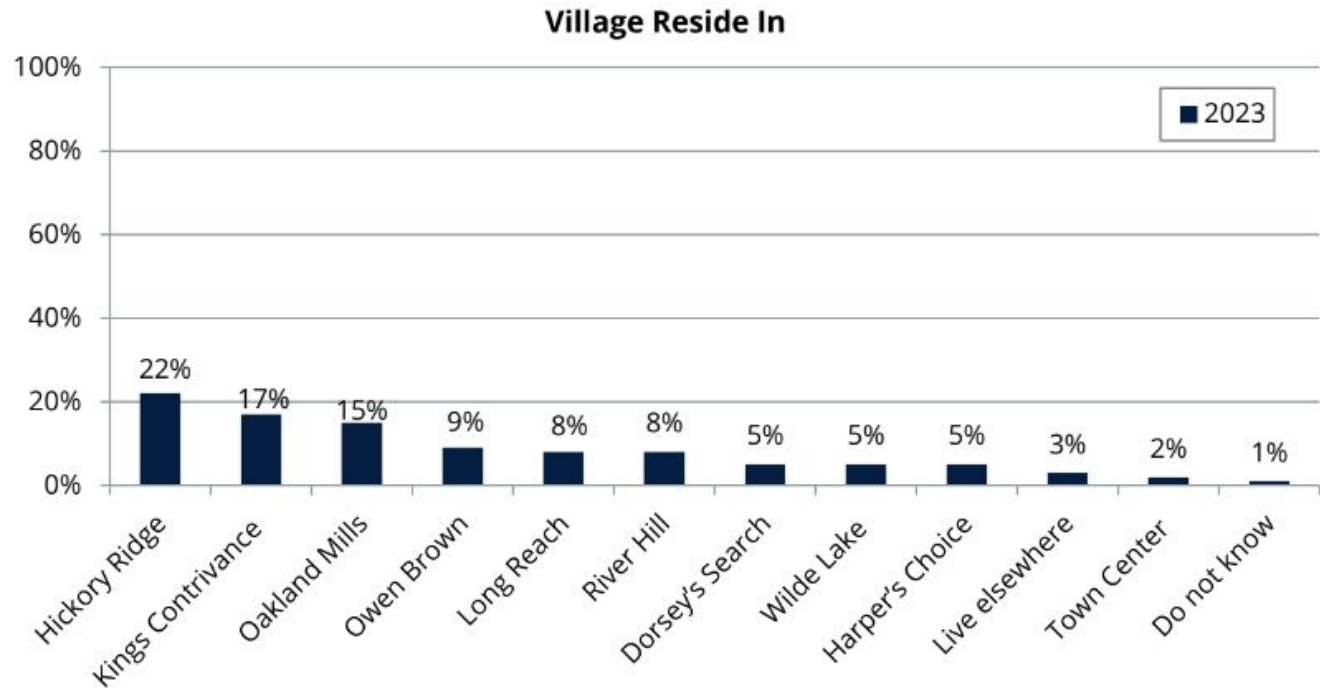
- In conjunction with an outside expert, The Morey Group, CA staff launched a survey to collect public sentiment about play areas
- The main form of survey promotion used signage in open space with a QR code to the survey
- CA also leveraged digital signage in CA facilities, social media, and email communications



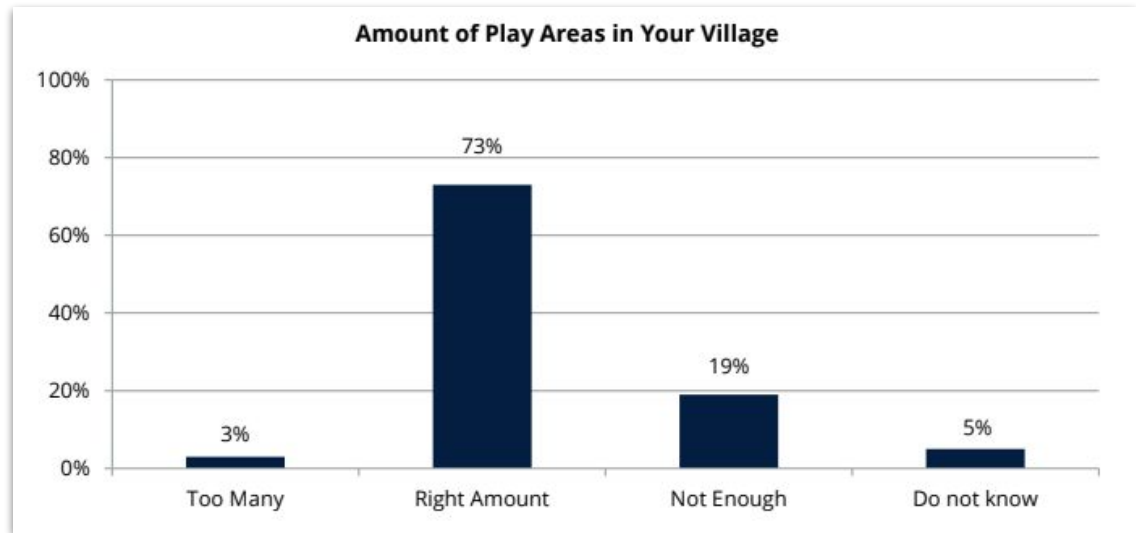
Public Survey

Survey Process

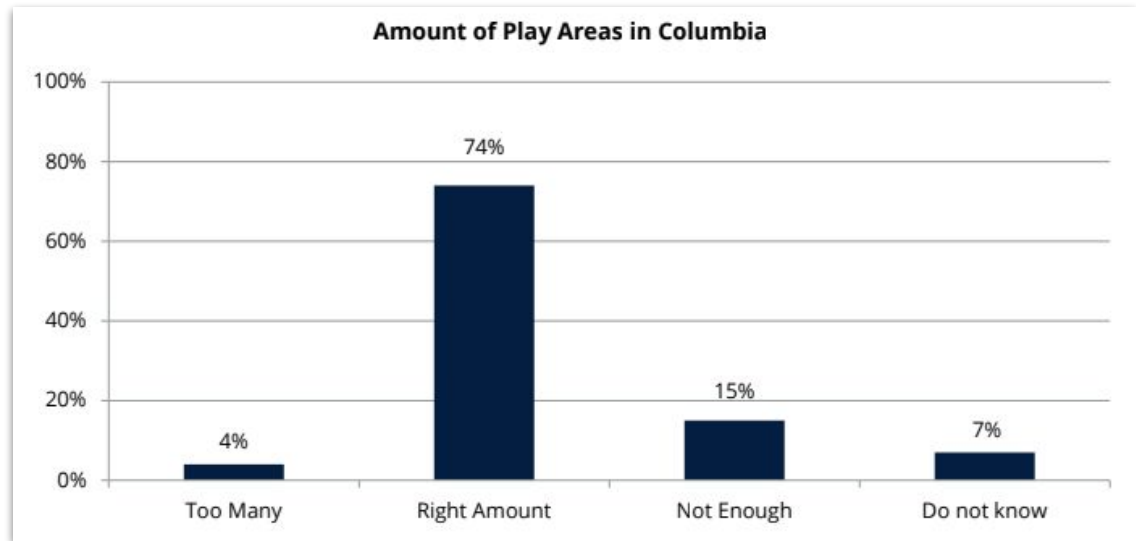
- The survey received 1,727 submissions responses from a diverse pool of Columbia residents representing various villages, age groups, and family structures in order to provide a comprehensive look into the diverse perspectives surrounding play areas in Columbia.



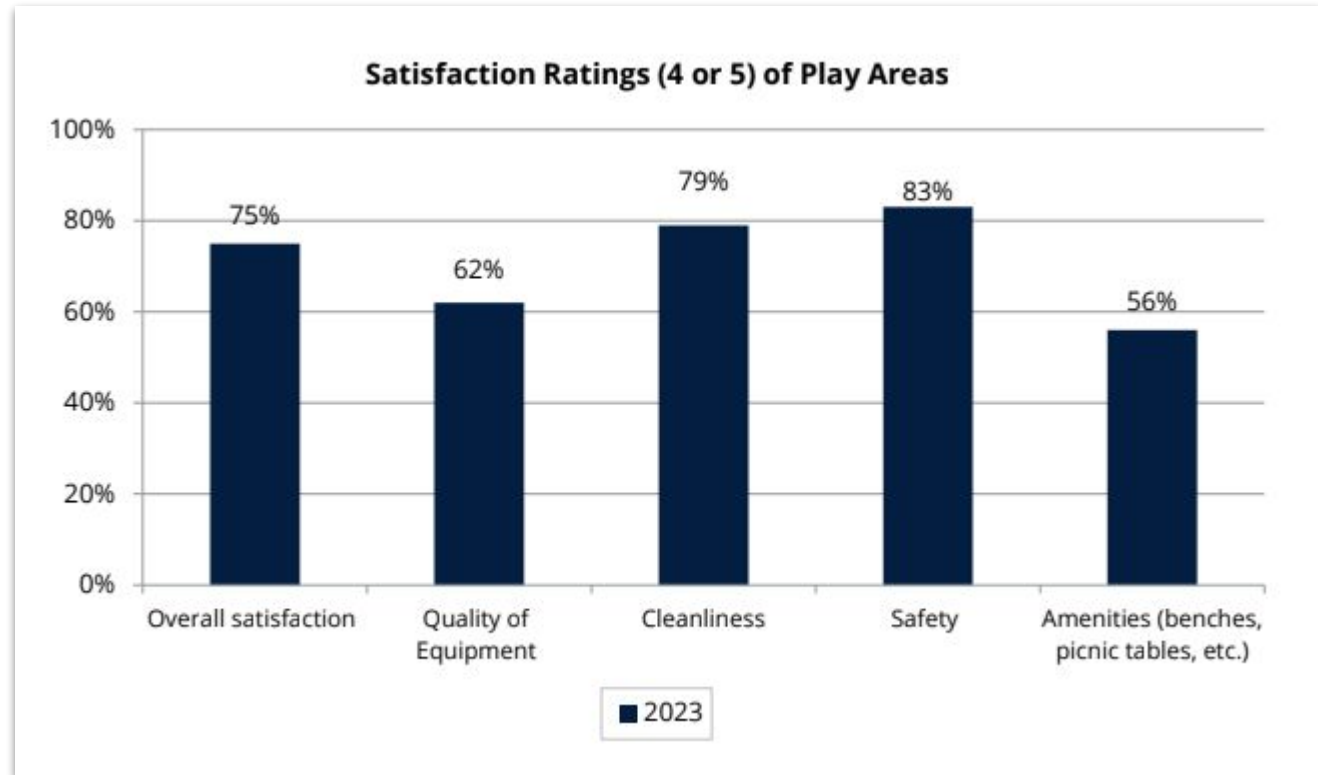
Public Survey - Key Takeaways



74% of respondents expressed that there was just the right amount of play areas in Columbia, going hand in hand with 73% of respondents expressing that there was the right amount of play areas in their specific village.

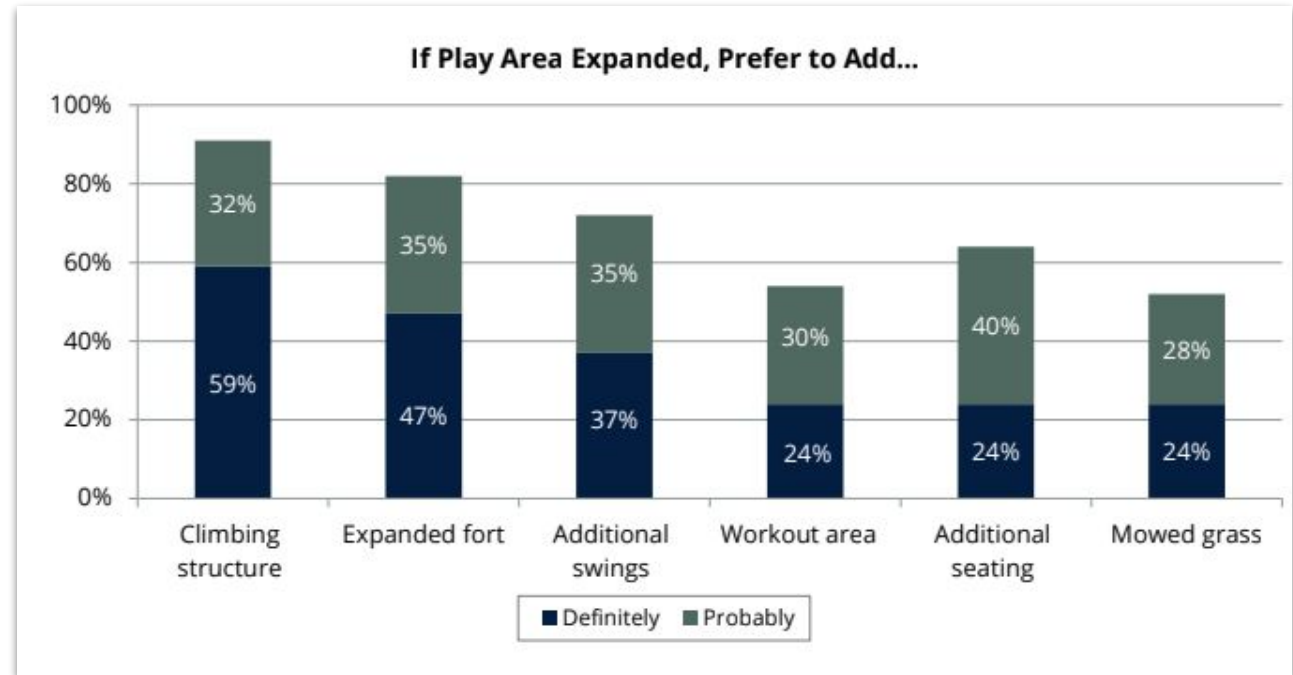


Public Survey - Key Takeaways



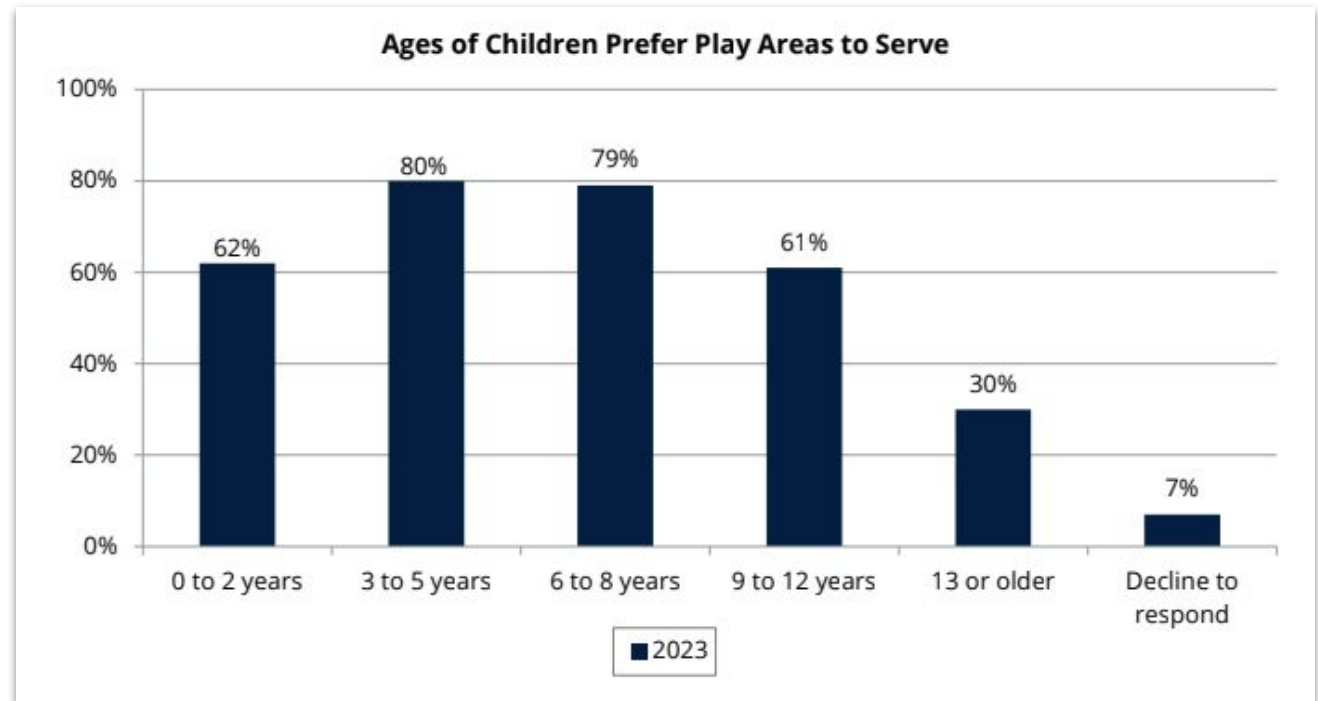
- Overall satisfaction with play areas is high (75% rated excellent or good).
- Cleanliness (79%), safety (83%), and equipment quality (62%) are key factors influencing satisfaction with current conditions

Public Survey - Key Takeaways



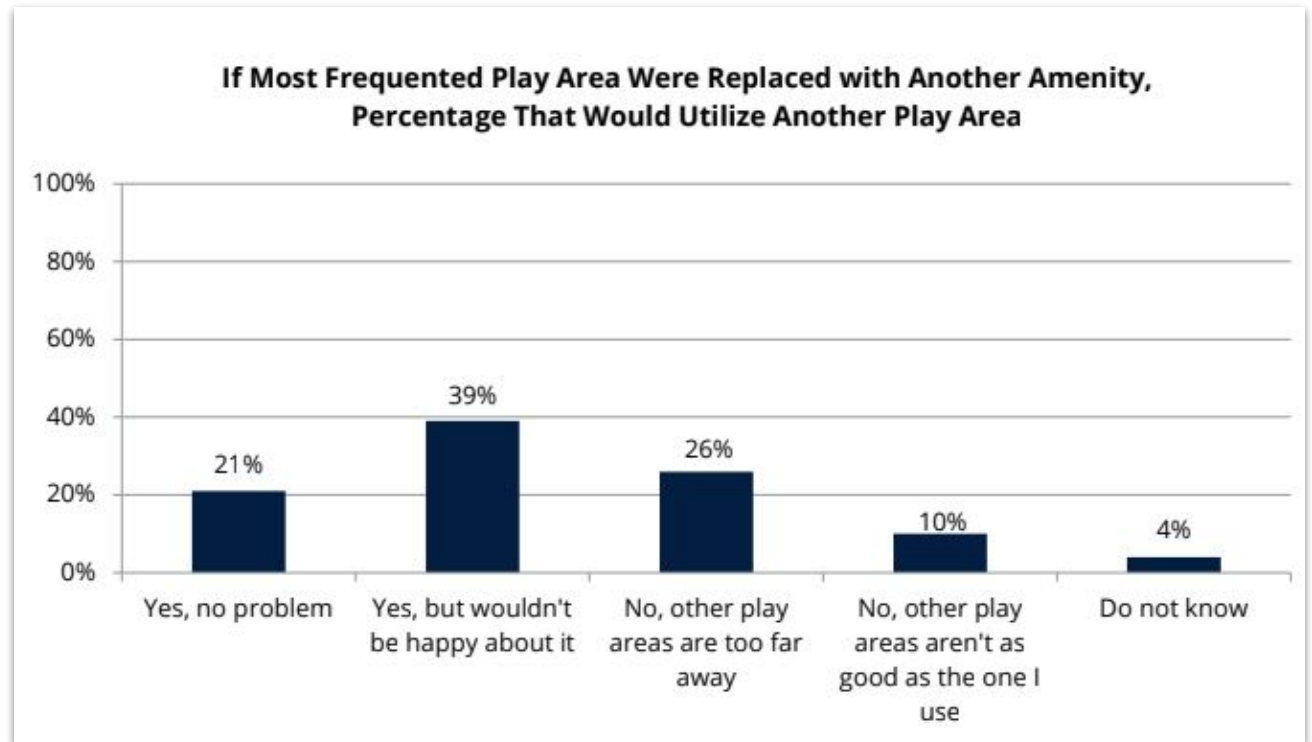
- Respondents express a preference for expanding play areas with climbing structures (91%), expanded forts (82%), and swings (72%).
- Open-ended question responses also mention accommodations for adults, such as more seating areas, chess tables, and spaces for dogs.

Public Survey - Key Takeaways



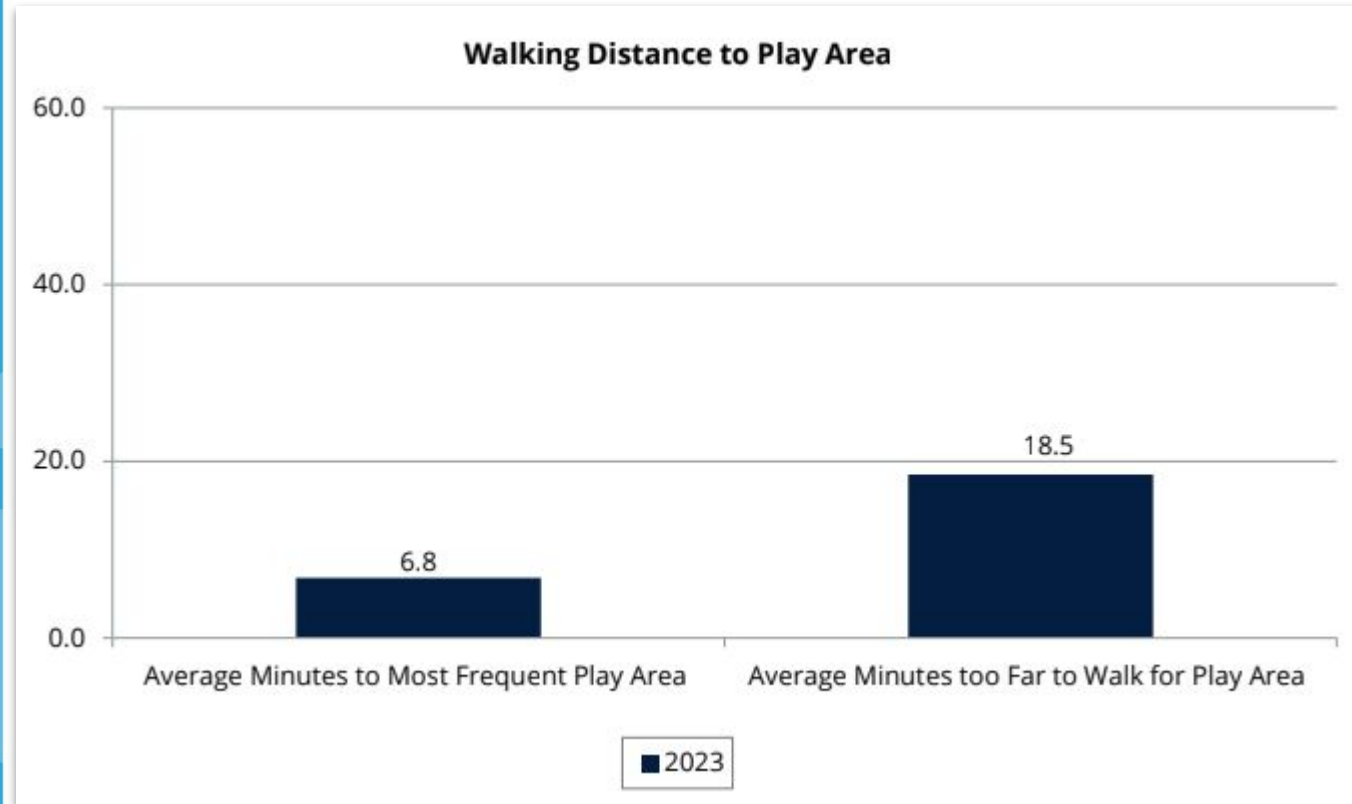
- While current play areas are geared towards children ages 3-5, respondents expressed a desire for play areas to serve a broader age range

Public Survey - Key Takeaways



- 21% of respondents answered that they wouldn't have a problem with visiting another play area if their most frequented play area was replaced with another amenity. 39% of respondents said they would visit another play area, but wouldn't be happy about it. The remaining 40% of respondents responded with a no or don't know answer.

Public Survey - Key Takeaways



- The average walk to the respondents' most frequented play area was 6.8 minutes and the average answer for how long of a walk would be too long to get to a play area was 18.5 minutes

Survey Summary



- An overwhelming amount of Columbia residents prioritized location of play areas when choosing which play area to visit
- Open ended responses showed a great resistance to a reduction of play areas
- Survey results showed a desire to diversify the age range served
- The survey confirmed that a ten minute walk to a play area is acceptable for most respondents
- Respondents expressed interest in expanding play structures to serve a more diverse age range, adding climbing structures and seating areas

Criteria

- Based on the results of the survey, the Play Area Work Group drafted a [criteria](#) for staff to implement when reimagining play areas
- The main goals of this criteria are:
 - Safety
 - Opportunity for Enhancement/Improvement
 - Sustainability
 - Fairness
 - Feasibility
- A play area is identified as an opportunity for reimagination during annual safety inspections and will be looked at strategically as a part of a cluster

Implementation Flow Chart



Annual safety inspections would dictate which play areas need to be reimagined



Identify which cluster the play area fits into



Create Isochrones for play areas within the cluster



Develop replacement strategy for the cluster



Design play area to be replaced

Implementation Flow Chart



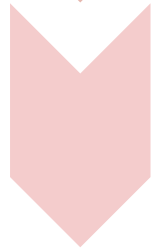
Present design to village board



Implement reasonable suggestions into design



Procure equipment and create replacement schedule



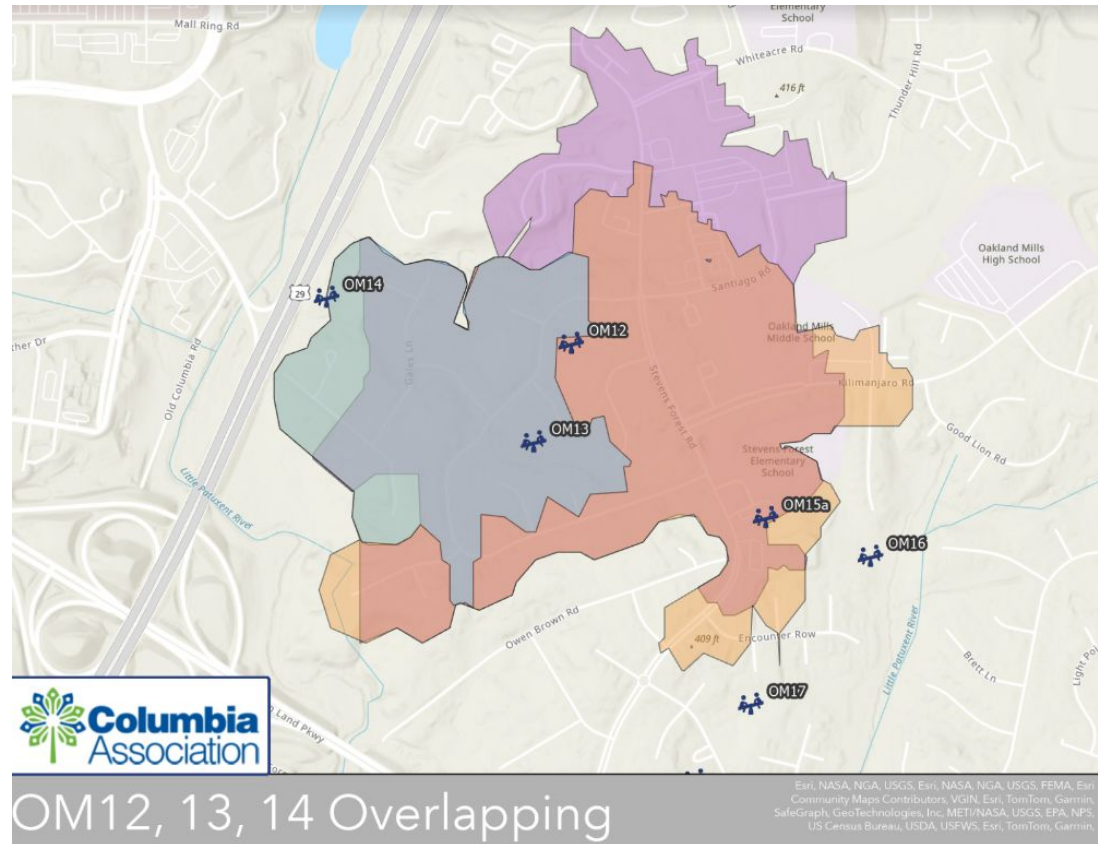
Notify village manager of construction start date



Build the new play area

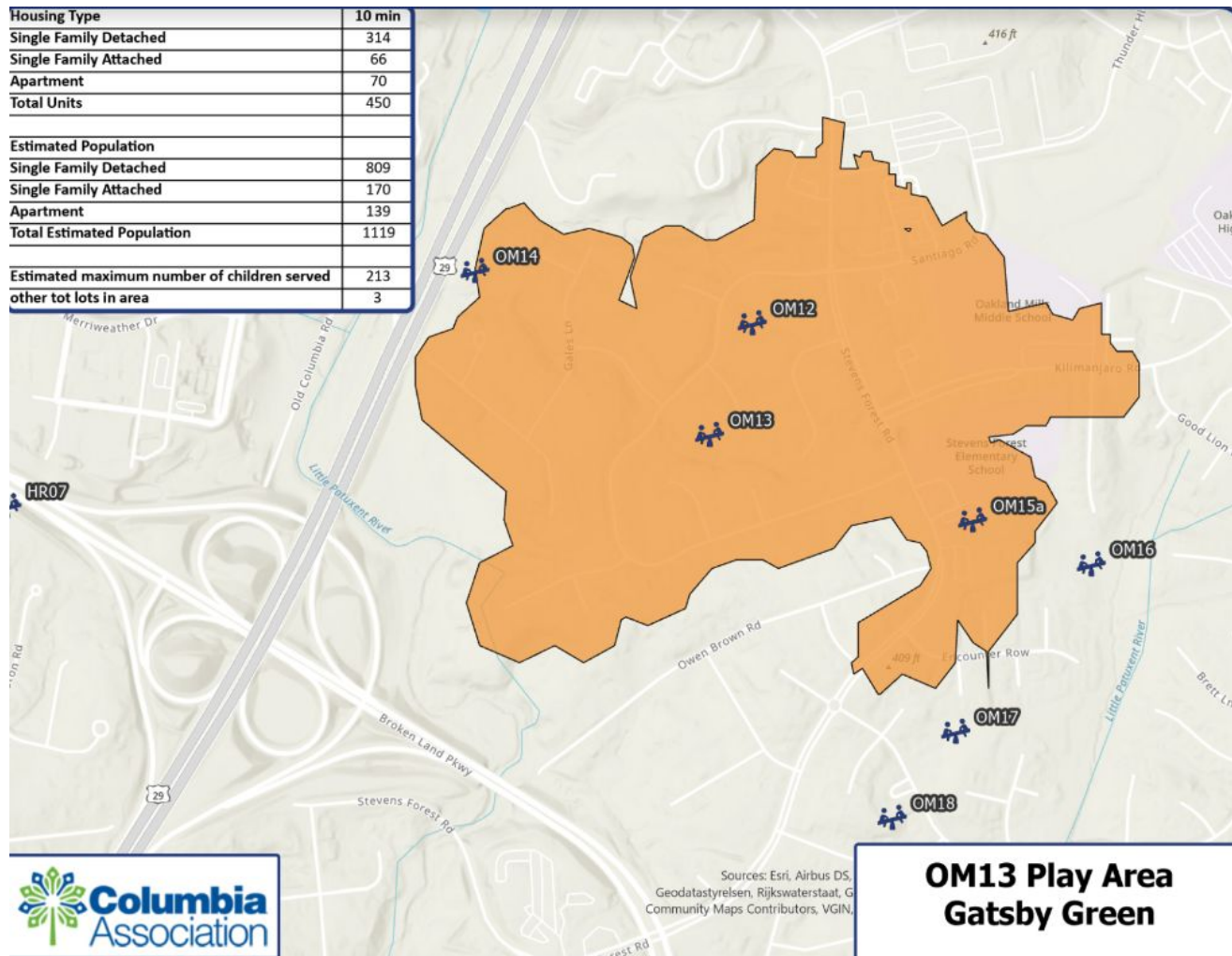
Clusters

- For the purpose of this presentation, let's assume OM13 did not pass its annual safety inspection
- Clusters are identified by the use of isochrones which use a ten minute walking radius
- The walking radius is uses CA pathways and sidewalks and avoids major road crossings
- The following is a cluster that the work group identified as an example to implement this criteria



Isochrones

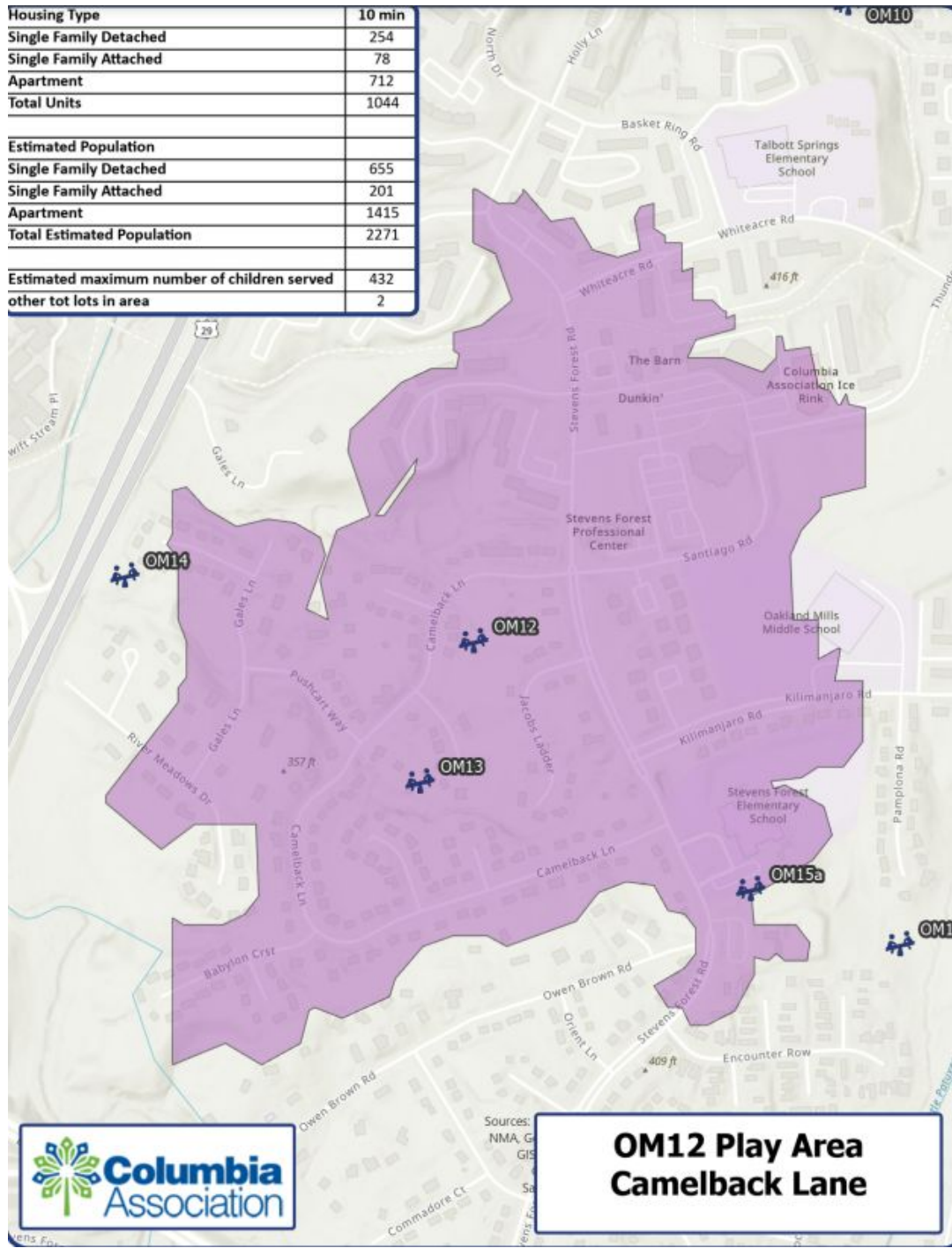
Housing Type	10 min
Single Family Detached	314
Single Family Attached	66
Apartment	70
Total Units	450
Estimated Population	
Single Family Detached	809
Single Family Attached	170
Apartment	139
Total Estimated Population	1119
Estimated maximum number of children served other tot lots in area	
	213
	3



**OM13 Play Area
Gatsby Green**

Isochrones

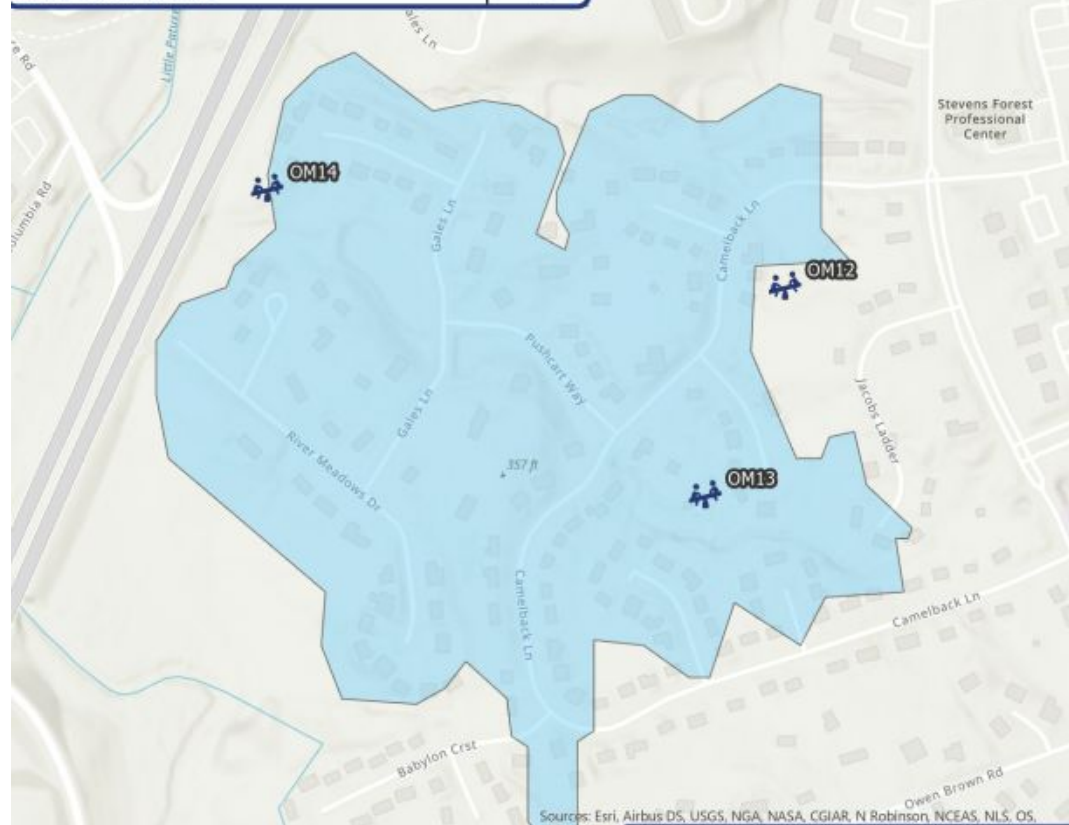
Housing Type	10 min
Single Family Detached	254
Single Family Attached	78
Apartment	712
Total Units	1044
Estimated Population	
Single Family Detached	655
Single Family Attached	201
Apartment	1415
Total Estimated Population	2271
Estimated maximum number of children served other tot lots in area	
	432
	2



**OM12 Play Area
Camelback Lane**

Isochrones

Housing Type	10 min
Single Family Detached	174
Single Family Attached	0
Apartment	0
Total Units	174
Estimated Population	
Single Family Detached	449
Single Family Attached	0
Apartment	0
Total Estimated Population	449
Estimated maximum number of children served	
other tot lots in area	2



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NIMA, Geoda, GIS use, Gove, SafeGr



**OM14 Play Area
Offshore Green**

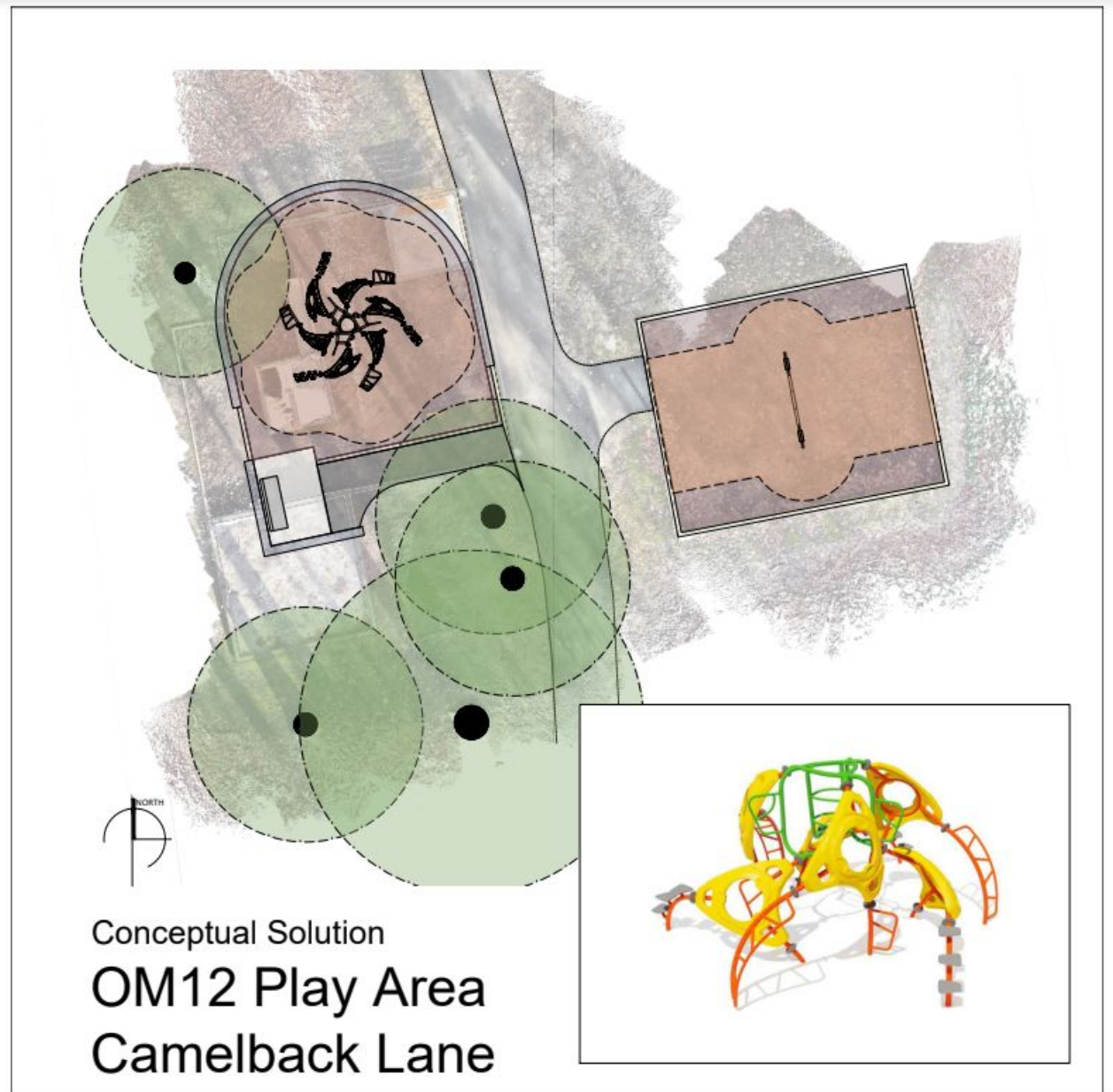
Sample Designs

- The following design for OM13 would be an example of what CA staff would present to the village board



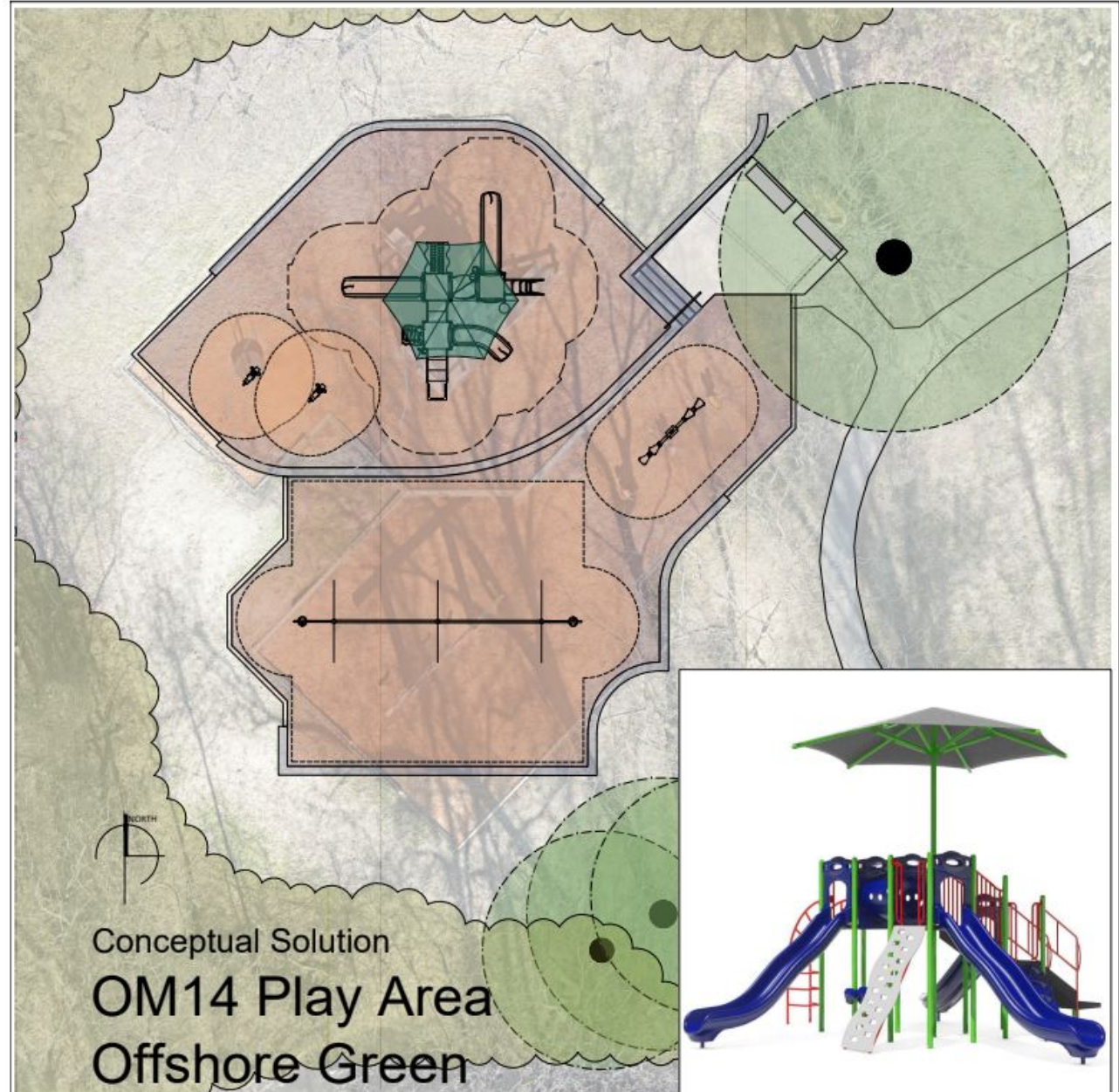
Sample Designs

- The following design for OM12 would be an example of what CA staff would present to the village board



Sample Designs

- The following design for OM14 would be an example of what CA staff would present to the village board



Play Equipment Examples



Play Equipment Examples



Long Term Capital Cost

Cost Analysis

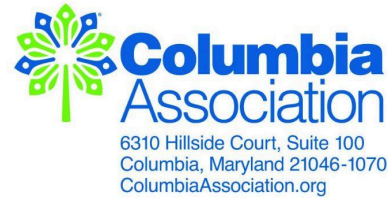
Current funding:

- 20 year replacement cycle
- Requires 8 play areas replaced per year
- $8 \times \$92\text{K} = \$736,000$ (FY25)

Considerations moving forward:

- Replacements will include pre-manufactured equipment with a longer lifespan moving towards a 25 year replacement cycle
- Requires 7 play areas replaced per year
- Average annual replacement
 - $7 \times \$105\text{K} = \$735,000$ (annually)
- Annual cost is subject to increase based on cost of materials and inflation





CA Staff Play Area Implementation Criteria

- Replacement considerations:
 - Map isochrones to identify clusters
 - Define a cluster - 10 minute walk seems like a reasonable amount of time
 - Once identified, do a site visit to each play area within the cluster determine site limitations and potential accessibility issues
 - Identify best uses based off of site evaluations
 - Explore opportunities to incorporate uniqueness into the play area within the context of a cluster
 - Work with a landscape architect to draft viable drawings to present to the village board at a public meeting. Design will include a plan for the cluster as a whole. Concentrate on long-lasting and low maintenance equipment.
 - Concentrate on 5-12 year old audience initially to diversify the age range served
 - Consider climbing structures in lieu of play structures (forts) also within the context of a cluster
 - Consider expanded seating areas (picnic tables) with additional play equipment if the area allows
 - Present a design that works within the safety, budget, and site constraints. Give the village an opportunity for feedback before any construction begins. Give the village manager at least three weeks notice so they can give residents adequate notice of the upcoming topic. Staff will include context about funding and scheduling during this meeting.
 - Staff will incorporate recommendations within reason into the design
- Budget
 - Average replacement cost for FY23 of a complete play area was around \$73,000
 - Annually evaluate and determine appropriate average replacement costs given all of the considerations listed above
 - Any larger play area that exceeds this Criteria needs to be requested by the village board and approved by the CA Board
 - Limit these requests to larger “destination” areas
 - Destination areas include their own parking, ADA accessibility, multi-generational features
- Define the minimum requirements that determine a play area:
 - Include a swing structure, play structure/climbing structure, and seating area
 - 1,550 square feet (in line with current safety standards) of suitable construction area for amenities
 - Adequate area for drainage, maintenance access

- When a play area does not meet minimum requirements:
 - Evaluate site for recommended repurposing with:
 - Sustainable landscaping
 - Seating/picnic area
 - Reforesting
 - Turf area
 - Other as requested
 - Identify possible expansion of the nearest suitable play area
 - Seek out possibly sites nearby that could meet the current safety standards
- Non-equipment play areas will be handled on a case by case basis

Karin Emery Update 2/27

CA Policy on Land Transactions

I am very pleased that the CA Board will be reviewing the existing policy on Land Transactions. It's an agenda item for both March meetings with a vote on April 25th. The policy leaves the Columbia Association at risk and needs to be changed. It would be very helpful if members of the OM Village Board could weigh in with their thoughts and support changing the existing policy. I will be continuing to talk to my fellow board members as well as attending Village Board meetings across Columbia as I seek support for updating the policy to ensure fair consideration for residents and greater transparency.

Please let me know if you have any questions.

Columbia Council Rep Update

The CA Board voted last week to approve the Capital Budget. I voted no because as I went through the budget, I saw no efforts to control costs. I keep stressing that only around 25% of residents in Columbia belong to any of our facilities and programs and there is a yearly increase of 3% for even the least expensive membership. Whether they join the facilities and programs or not, every resident paying the annual charge continues to subsidize them. Residents contribute around 60% of CA's annual income.

The Presidential search is continuing, and we are on track to have someone in place by May 1.

The Board will be reviewing the strategic plan as well in its upcoming meetings and I'll be pushing the board to focus on residents. I don't think it's any surprise that I would like to see CA work towards making the outdoor pools and the swim center included as part of the annual charge. Additionally, I really want the strategic plan to include focus goals around innovation and resiliency. As we're all aware, we're coming out of a pandemic and we're in a climate emergency. Last year I believe two of our lakes experienced hazardous algae blooms due to the warming we're experiencing. How does CA compensate for that and provide value for residents? I'm looking forward to the discussion and seeing what the plan looks like since our last look.

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

February 21, 2024

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, 3rd 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. If an election is held, the amount will balance out.
- 21. Other Printing:** Have cut down on resale packets and welcome packets since they can be found online. If an election is held, number amount will balance out.
- 22. Donations:** All donations were distributed in this quarter due to the October deadline and November distribution.
- 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.

Input cells

Village: Oakland Mills
 Fiscal Year: FY24
 Quarter: 3
 Date Prepared: 15-Feb-24

STATEMENTS OF FINANCIAL POSITION
May 1 - January 31

	FY24	FY23	Variance
ASSETS			
CASH AT END OF PERIOD:			
Cash (Petty Cash)	100	100	0
Cash (Checking Accounts)	121,508	147,796	(26,288)
Cash (Savings Accounts)	142,061	187,065	(45,004)
Short term investments	21,206	20,665	541
Total Cash and Investments	284,875	355,626	(70,751)
Accounts Receivable	0	0	0
Loan Receivable	0	0	0
Prepaid Expenses	0	0	0
Inventory	0	0	0
Other Current Assets	0	0	0
Furniture, Fixtures and Leasehold Improvements	131,341	131,341	(0)
Accumulated Depreciation	(116,349)	(109,506)	(6,843)
Net Furniture and Fixtures	14,992	21,835	(6,843)
TOTAL ASSETS	299,867	377,461	(77,594)
LIABILITIES AND NET ASSETS			
Accounts Payable	0	5,457	(5,457)
Amount Payable to CA for excess cash reserves	0	0	0
Security Deposits	19,440	18,190	1,250
Sales Tax	0	0	0
Deferred Revenue - CA	85,711	90,727	(5,016)
Deferred Revenue - Other	0	0	0
Accrued Liabilities - Payroll	15,903	16,603	(701)
Accrued Liabilities - Other	14,162	23,036	(8,874)
Long Term Debt Due Within 1 Year	0	0	0
Subtotal - Short Term Liabilities	135,216	154,014	(18,798)
Long Term Debt Due After 1 Year	0	0	0
Unrestricted Net Assets:			
Beginning of year	163,814	199,478	(35,664)
Increase/(Decrease) in Unrestricted Net Assets for Year	836	23,969	(23,133)
Net Assets - Year-to-Date	164,651	223,447	(58,796)
TOTAL LIABILITIES & NET ASSETS	299,867	377,461	(77,594)

Village: Oakland Mills
 Fiscal Year: FY24
 Quarter: 3
 Date Prepared: 15-Feb-24

SUMMARY STATEMENTS OF ACTIVITIES
May 1 - January 31

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<u>REVENUES</u>						
1 CA Annual Charge Share	85,711	269,860	283,385	(13,525)	Requires Comment	272,181
2 Lease & Rental	8,613	109,801	131,191	(21,390)		184,119
3 Tuition & Enrollment	0	0	0	0		0
4 Interest	173	426	15	411		53
5 Special Events	7,167	20,607	13,200	7,407	Requires Comment	12,051
6 Fees	0	0	0	0		17
7 Miscellaneous	60	300	300	0		465
8 Gain/loss on Disposal of Asset	0	0	0	0		0
Total Revenue	<u>101,724</u>	<u>400,994</u>	<u>428,091</u>	<u>(27,097)</u>		<u>468,887</u>
<u>EXPENSES</u>						
9 Staff Salaries	77,663	211,906	225,800	(13,894)		219,769
10 Janitorial Wages	0	0	4,050	(4,050)	Requires Comment	4,063
11 Contract Labor	2,330	7,842	3,500	4,342	Requires Comment	2,942
12 Payroll Benefits	8,448	21,800	31,900	(10,100)	Requires Comment	38,652
13 Payroll Taxes	6,320	17,331	16,500	831		16,451
14 Janitorial Expense	8,986	29,586	31,420	(1,834)		31,851
15 Fees	3,746	15,061	19,715	(4,654)		44,892
16 Operating Expenses	1,729	3,635	4,960	(1,325)	Requires Comment	3,381
17 Business Expenses	166	868	1,160	(292)		95
18 Insurance	0	7,640	9,000	(1,360)		7,149
19 Advertising	3,044	9,095	7,500	1,595		6,972
20 Newsletter	0	0	0	0		0
21 Other Printing	0	575	4,200	(3,625)	Requires Comment	686
22 Donations/Contributions	5,000	5,000	2,500	2,500	Requires Comment	4,750
23 Special Events	9,101	22,340	19,000	3,340		17,739
24 Taxes	1,181	415	600	(185)		(374)
25 Utilities	10,187	29,581	26,300	3,281		22,842
26 Repairs & Maintenance	3,349	9,627	15,000	(5,373)	Requires Comment	17,524
27 Furniture & Fixtures	113	2,729	750	1,979	Requires Comment	387
28 Total Expenses Before Depreciation	<u>141,363</u>	<u>395,031</u>	<u>423,855</u>	<u>(28,824)</u>		<u>439,770</u>
29 Depreciation	1,709	5,127	5,127	0		5,148
30 Total Expenses	<u>143,072</u>	<u>400,158</u>	<u>428,982</u>	<u>(28,824)</u>		<u>444,918</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(41,348)</u>	<u>836</u>	<u>(891)</u>	<u>1,727</u>		<u>23,969</u>

Input cells

Village: Oakland Mills
 Fiscal Year: FY24
 Quarter: 3
 Date Prepared: 15-Feb-24

DETAILED STATEMENTS OF ACTIVITIES
May 1 - January 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
REVENUES					
1 CA Annual Charge Share	85,711	269,860	283,385	(13,525)	272,181
A. CA Base Annual Charge Share	84,114	252,342	252,341	1	245,391
B. CA Medical Reimbursement	1,183	16,276	29,802	(13,526)	25,524
C. Other CA Reimbursement	414	1,242	1,243	(1)	1,266
D. Payment to CA for excess cash reserves	0	0	0	0	0
2 Lease & Rental	8,613	109,801	131,191	(21,390)	184,119
A. Room Rentals	5,753	88,095	109,600	(21,505)	156,564
B. Leases	2,740	19,111	20,591	(1,480)	26,405
C. Retained Deposits	120	2,595	1,000	1,595	1,150
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	173	426	15	411	53
5 Special Events	7,167	20,607	13,200	7,407	12,051
6 Fees	0	0	0	0	17
A. Copier	0	0	0	0	4
B. Late Fees	0	0	0	0	4
C. Postage	0	0	0	0	0
D. Notary	0	0	0	0	9
E. Other	0	0	0	0	0
7 Miscellaneous	60	300	300	0	465
A. Sales	60	300	300	0	465
B. Newsletter Ads	0	0	0	0	0
C. Catering/Food Service	0	0	0	0	0
D. Other	0	0	0	0	0
8 Gain/loss on Disposal of Asset	0	0	0	0	0
Total Income	101,724	400,994	428,091	(27,097)	468,887

Village: Oakland Mills
 Fiscal Year: FY24
 Quarter: 3

DETAILED STATEMENTS OF ACTIVITIES
 May 1 - January 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
EXPENSES					
9 Staff Salaries	77,663	211,906	225,800	(13,894)	219,769
10 Janitorial Wages	0	0	4,050	(4,050)	4,063
11 Contract Labor	2,330	7,842	3,500	4,342	2,942
12 Payroll Benefits	8,448	21,800	31,900	(10,100)	38,652
13 Payroll Taxes	6,320	17,331	16,500	831	16,451
14 Janitorial Expense	8,986	29,586	31,420	(1,834)	31,851
A. Cleaning Service	5,993	20,181	16,900	3,281	16,379
B. Setup & Breakdown	2,677	7,733	12,250	(4,518)	13,454
C. Floors, Carpets and Windows	0	198	150	48	212
D. Supplies	317	1,475	2,120	(645)	1,806
15 Fees	3,746	15,061	19,715	(4,654)	44,892
A. Accounting	885	2,805	3,295	(490)	3,180
B. Legal	162	2,943	7,500	(4,557)	23,307
C. Performance	0	0	0	0	0
D. Audit	0	0	0	0	8,009
E. Web	544	2,177	1,320	857	1,257
F. Other	2,155	7,136	7,600	(464)	9,139
16 Operating Expenses	1,729	3,635	4,960	(1,325)	3,381
A. Office Supplies	0	0	0	0	0
B. Program Supplies	685	1,664	1,500	164	1,382
C. Cost of Goods Sold	0	200	140	60	0
D. Postage	132	204	1,810	(1,606)	252
E. Staff Development	28	92	100	(8)	0
F. Catering/Food Service	0	0	0	0	0
G. Other	884	1,475	1,410	65	1,747
17 Business Expenses	166	868	1,160	(292)	95
A. Mileage	61	436	270	166	156
B. Food (Business Meals)	105	385	740	(355)	(114)
C. Other	0	47	150	(103)	53
18 Insurance	0	7,640	9,000	(1,360)	7,149
19 Advertising	3,044	9,095	7,500	1,595	6,972
20 Newsletter	0	0	0	0	0
21 Other Printing	0	575	4,200	(3,625)	686
22 Donations/Contributions	5,000	5,000	2,500	2,500	4,750
23 Special Events	9,101	22,340	19,000	3,340	17,739
24 Taxes	1,181	415	600	(185)	(374)
25 Utilities	10,187	29,581	26,300	3,281	22,842
A. Gas & Electric	7,741	23,696	22,200	1,496	19,384
B. Water & Sewer	499	1,565	1,800	(235)	1,513
C. Telephone	1,946	4,319	2,300	2,019	1,945
26 Repairs & Maintenance	3,349	9,627	15,000	(5,373)	17,524
A. Building	2,942	7,270	11,300	(4,030)	14,262
B. Equipment	407	2,357	3,700	(1,343)	3,262
C. Rental	0	0	0	0	0
D. Vandalism	0	0	0	0	0
E. Other	0	0	0	0	0
27 Furniture, Fixtures and Equipment	113	2,729	750	1,979	387
28 Total Expenses Before Depreciation	141,363	395,031	423,855	(28,824)	439,770
29 Depreciation	1,709	5,127	5,127	0	5,148
30 Total Expenses	143,072	400,158	428,982	(28,824)	444,918
Increase/(Decrease) in Unrestricted Net Assets	(41,348)	836	(891)	1,727	23,969

Manager's Report
Oakland Mills Community Association
February 27, 2024

FY24 3rd Qtr. Financials

- Review and Vote

2024 Elections

- The Candidate Packets for both the OMCA Village Board and the OMCA CA Rep are available online at the oaklandmills.org website or if you would like a hard copy, please email me at manager@oaklandmills.org. If current Board members want to run again, they **must** submit an application packet. **They are due by 4 pm on Friday, March 1st, NO EXCEPTIONS.** An updated community email went out on February 21st to the Constant Contact subscriber list.

Facility Updates:

- The installation is scheduled to be completed this week. I will be walking through with CA and the contractors next week. Prior to the next Board meeting on March 12th, I will have the building available for a tour.
- Jud has been scheduled to do a thorough cleaning of the entire building prior to our April reopening. Ashleigh and I will also be cleaning and readying the building for the 2024 rental season. Painting of the kitchen, the kitchen stairwell and the back hallway will have to wait until FY25. I am looking to schedule in late May.
- We are looking to hire 1 to 2 more Weekend Facility Staff. I have been advertising and resumes and cover letters are due by March 1st.

Event Update:

- Amy is working on the Earth Day event that will take place on election day. It will be held from 11 am to 2 pm (regardless if there is a contested election or not). It will include Yards Alive, hopefully a couple of food trucks, Earth Day crafts in the Courtyard, music in the Courtyard and a few other surprises.
- There are 2 more Lively Arts for Little Ones concerts scheduled for April 5th and May 3rd at 10:30 am.
- 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.
- Our annual flower sale will be held Saturday, April 27th, from 9 am to 1 pm.



Oakland Mills Community Association
Public Space Committee Meeting Minutes
Zoom

oakland mills
we value connections

Tuesday, February 20, 2024

Attendees:

- Warren Wortman, chair
- Mike Westendorf
- Marc Klein
- Jim Caffey

Discussion(s):

- **[Bicycle Advisory Group \(BAG\) Feb 12](#)**
 - Bike Wayfinding Project
 - Shared Electric Scooters
 - Capital Budget (\$13 million Bike/Ped 2024)
- **[HoCo Department of Transportation Open House Jan 30.](#)**
 - Approximately 150 members of the public attended
- **Oakland Mills Bike/Ped Capital Projects**
 - Mellenbrook Sidewalk
 - From Wild Bees - MD 108
 - Construction begins 2024
 - MD 108 Pathway (Orchard Green Tot lot)
 - From Red Branch Road to Summer Hollow Rd
 - Construction begins 2025
 - South Entrance Trail Connects Lake Kitt to Stevens Forest
 - Under US 29 and Broken Land
 - Construction begins 2025
 - multi-use trail along Stevens Forest
 - links: [part 1](#), [part 2](#), & [aerial](#)

Future Events:

- Walk along the Little Patuxent River (south)
 - March 15th, 1:00 PM
 - Park on the small circle at the end of Stevens Forest in Allview
 - Wear boots or waterproof shoes. Some stream crossings are challenging.
- Greenfest at HCC, April 13th, 10AM - 3 PM

Next Meeting: March 19th, 7:00 pm - Oakland Mills

Note: April 16th OM Public Space Meeting Cancelled