

**Minutes of the
BOARD OF DIRECTORS MEETING
Held: February 26, 2015**

Approved: March 12, 2015

A meeting of the Columbia Association Board of Directors was held on Thursday, February 26, 2015, at the Columbia Association Building. Present were Chairman Russ Swatek, and members Reg Avery, Brian Dunn, Jeanne Ketley (via phone), Alan Klein, Nancy McCord, Tom O'Connor, Gregg Schwind (via phone, then in person), and Andrew Stack. Board Member Michael Cornell was absent. Also present were CA President/CEO Milton W. Matthews, Chief Staff Liaisons Susan Krabbe and Jane Dembner, Governance Chief of Staff Rob Goldman, and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:34 p.m. by the Chair, Russ Swatek.

2. Announcement of Closed/Special Meetings Held/To Be Held:

The **Board of Directors** held a closed meeting at the Columbia Association Building on February 9, 2015. Members present were: Reg Avery, Michael Cornell, Brian Dunn, Jeanne Ketley (via phone), Alan Klein, Nancy McCord, Tom O'Connor, Gregg Schwind, Andy Stack, and Russ Swatek. CA President/CEO Milton Matthews also attended. The vote to close the meeting was 6-4-0.

For: Messrs. Cornell, O'Connor, Dunn, Schwind and Stack, and Ms. McCord
Against: Messrs. Avery, Klein and Swatek, and Ms. Ketley
Abstain: None

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(i) Discussion of matters pertaining to employees and personnel; (iii) Consultation with legal counsel on legal matters; (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 8:45 p.m. until 11:30 p.m.

3. Approval of Agenda:

Action: Ms. McCord moved to approve the agenda; Mr. Avery seconded the motion. Ms. Krabbe asked that Item 12(a)(1)(b) precede Item 11.

Action: Mr. Avery moved to add an item to discuss releasing content tonight of the February 9 closed meeting; Ms. Ketley seconded the motion. After discussion, Mr. O'Connor moved to table that motion. The motion to table passed. Vote: 5-4-0.

For: Messrs. Dunn, O'Connor, Schwind, Stack and Ms. McCord
Against: Messrs. Avery, Klein, Swatek and Ms. Ketley
Abstain: None

The amended agenda passed unanimously. Vote: 9-0-0.

4. Disclosure of Conflicts of Interest: The chairman said none were disclosed to him.

5. Resident Speakout:

(a) Rustin Rockstroh, Harpers Choice, spoke about vandalism to cars and homes near an empty house on his street.

6. Approval of Minutes

Action: Mr. Avery moved that the minutes of February 12, 2015 be approved. Ms. McCord seconded the motion. Mr. Matthews said there should be a space in Line 29 between the words "Avery" and "moved."

Mr. Klein noted that, in Line 171, “the next Board meeting” should be replaced with “a future meeting.” The motion to approve the minutes, as amended, passed unanimously. Vote: 9-0-0.

7. Chairman’s Remarks:None.

8. President’s Remarks: Mr. Matthews praised Janet Loughran for writing the President’s message, which thanked CA staff, county and private sector outdoors workers who keep the community running smoothly in winter. In response to a question from the Board, Mr. Matthews noted that, because CA’s new headquarters building was built in 2005, it should be energy efficient.

9. Committee Chairs’ Reports

(a) **Board Operations Committee:**None.

(b) **External Relations Committee:**None

(c) **Planning and Strategy Committee:**None.

(d) **Strategic Implementation Committee:** Mr. Klein commented on low attendance at the February 25 joint meeting of the CA and Inner Arbor Trust boards. He suggested that members of the two boards jointly prepare agendas for their meetings and schedule the meetings for dates when more IAT members can be present for the entire meeting.

(e) **CA Representatives to the Inner Arbor Trust Board of Directors:** Ms. McCord said the IAT will soon finalize a 10-year agreement with IMA Merriweather that will include allowing people to visit Symphony Woods during concerts at Merriweather, with the exception of 11 days related to festivals.

10. Recommendation for Board Action

(a) Consent Agenda – None

(b) Recommendation for Action– None

12. Committee Agendas

(a) Strategic Implementation Committee

1. Discussion

(a) *(See below)*

(b) Howard County Easement Request – 100-Year Flood Plain Drainage and Utility

CA Open Space and Facilities Services Director Dennis Matthey recommended that the Board approve the County’s request for an easement that will expand a drainage area near Sweet Hours Way in Kings Contrivance. Mr. Swatek asked that the easement agreement include penalties that can be imposed if the County fails to notify residents before beginning work on the land given via the easement.

Mr. Schwind joined the meeting in person at 8:08 p.m.

11. Special Topics and Presentations

(a) Presentation of the Results of the Benefits Study

Brenda McChriston, President of Spectrum HR Solutions, assisted by her colleagues Kathe Apesos Poulos and Mary Ford, and by Wayne Jacobs of Jacobs, Jenner & Kent, described results of CA’s Employee Benefits Study. After reviewing data about other organizations’ benefits, and conducting surveys and focus groups with CA employees, the consultants determined that most CA employees are satisfied with their benefits and that the benefits are generally comparable with those offered by similar employers.

The consultants will work with CA staff to develop specific recommendations regarding which benefits CA should add or subtract to be competitive with peers. Mr. Klein also asked for a report detailing what percentages of employee compensation consist of benefits versus salaries for various levels of employees.

Mr. O'Connor left the meeting at 10:15 p.m.

12. Committee Agendas(continued)

(a) Strategic Implementation Committee

1. Discussion

(a) Revisions to CA Residential Covenant Review and Enforcement Process specifically related to Abandoned Properties

Ms. Fanaroff explained that CA has historically done lawn maintenance and trash removal on vacant property. The revised policy, drafted by CA in collaboration with village managers and covenant advisors, would enable CA to also address exterior safety hazards and covenant violations on abandoned properties referred to CA by the villages. The Board asked Ms. Fanaroff to send them the number of houses in each village that are currently on a list of 21 abandoned houses where CA mows lawns. She will also work with village covenant advisors to develop an estimate of the cost of addressing other exterior problems with abandoned properties.

(b) *(See above)*

(c) Committee Tracking Form

In response to Mr. Klein's request for an update on "Friends of Bridge Columbia to present their responses to county report," Ms. Dembner said she will ask for an update from John Powell, administrator of the county's Office of Transportation.

(b) External Relations Committee *(postponed until the next meeting)*

1. Discussion

(a) Discuss "Columbia Speaks, CA Listens" Report and Next Steps

(b) Committee Tracking Form

13. Possible Topics for Future Board Discussions: *(postponed)*

14. Tracking Forms

(a) Tracking Form for Board Requests: None

(b) Tracking Form for Resident Requests: None

15. Talking Points: Recording Secretary Valerie Montague read the Talking Points.

16. Adjournment: The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Valerie Montague
Recording Secretary