

**Minutes of the  
BOARD OF DIRECTORS MEETING  
Held: April 26, 2018**

Approved: May 24, 2018

A meeting of the Columbia Association Board of Directors was held on Thursday, April 26, 2018, at Columbia Association headquarters. Present were Chairman Andrew Stack and members Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton Matthews, Nancy McCord, Gregg Schwind, Ginny Thomas, Chao Wu, and Shari Zaret. Also present were CA Vice President/CFO Susan Krabbe and General Counsel Sheri Fanaroff.

**1. Call to Order:** The Board of Directors Meeting was called to order at 7:31 p.m. by Chairman Andy Stack. Mr. Stack announced the directors and senior staff in attendance, reminded attendees that the meeting is being recorded and broadcast, and read CA's Five Civility Principles.

**2. Announcement of Closed/Special Meetings:**

The **Risk Management Committee** held a closed meeting on March 22, 2018 at Columbia Association headquarters. Members present were Milton Matthews, Susan Krabbe, and Lin Eagan. The vote to close the meeting was 3-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111(4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 7:07 p.m. until 7:23 p.m. to general liability claims and the general liability self-insurance program.

*Mr. Schwind arrived at 7:33 p.m.*

The **Board of Directors** held a closed meeting on March 22, 2018. Members present were Dick Boulton, Lin Eagan, Janet Evans, Alan Klein, Milton Matthews, Nancy McCord, Gregg Schwind, Andy Stack, Virginia Thomas, and Chao Wu. The vote to close the meeting was 9-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv) consultation with staff personnel, consultants, attorneys, board members or other persons in connection with pending or potential litigation or other legal matters. The meeting was closed from 10:37 p.m. until 11:20 p.m. for an update on several legal matters.

*Ms. Eagan arrived at 7:34 p.m.*

**3. Approval of Agenda**

Mr. Stack suggested that Item 8(a)2, "Approval of General Counsel's Recommendations regarding release/Non-release of Minutes of Closed Board Meetings" held during FY 2018 be discussed during the closed meeting following this open meeting.

**Action:** Ms. McCord moved to approve the agenda as amended. Mr. Wu seconded the motion, which passed unanimously.

**4. Disclosure of Conflict of Interest:** none

## 5. Resident Speakout:

- a) Ingrid Pyne, Oakland Mills, spoke about the legal issue between Stillpoint Spa and Haven on the Lake, and the recommendation to close some of the community centers.
- b) Jeff Dombek, Kings Contrivance, spoke about possible vehicular traffic on the Patuxent Branch Trail.
- c) Richard Briggs, Kings Contrivance, spoke about the Patuxent Branch Trail.
- d) Harry Dunbar, Owen Brown, spoke about closing neighborhood centers.
- e) Keith Heilveil, River Hill, spoke about beverage carts at Fairway Hills golf course.
- f) Ken Walsh, Harpers Choice, spoke about beverage carts at Fairway Hills.
- g) Chris Alleva, Hickory Ridge, spoke about zoning regulations and covenant enforcement for commercial properties.
- h) Jerry Ueckermann, Kings Contrivance, spoke about the Patuxent Branch Trail.
- i) Ruth Hughes, Long Reach, spoke about National Gun Violence Awareness Day.
- j) Ginger Scott, Wilde Lake, spoke about Fairway Hills liquor license.
- k) Joel Hurewitz, Harpers Choice, spoke about the Patuxent Branch Trail at Old Guilford Road, and about zoning.
- l) Lewis Shipp, Wilde Lake, spoke about beverage carts at Fairway Hills.
- m) Jen Hayashi, Wilde Lake, spoke about beverage carts at Fairway Hills.
- n) Bill Harris, Long Reach, spoke about beverage carts at Fairway Hills.
- o) Whitney Schreiber, Wilde Lake, spoke about neighborhood centers and about golf.  
*(Ms. Thomas asked that CA staff prepare and disseminate information describing the process that will be followed to decide whether or not to close neighborhood centers.)*
- p) Nicole Huber, Oakland Mills, spoke about neighborhood centers.
- q) Peter Barnes, Kings Contrivance, spoke about Patuxent Trail.
- r) Christiana Rigby, Kings Contrivance, spoke about CA notifying relevant village boards of potential development in their villages, and about the neighborhood centers.
- s) Kelly Zwada, Wilde Lake, spoke about neighborhood center co-ops.
- t) Bob Somers, Wilde Lake, spoke about beverage carts at Fairway Hills.

## 6. Chairman's Remarks:

Mr. Stack submitted a written report. He also thanked CA for the grand opening of the Long Reach indoor tennis center, and for getting an EPA award for energy. He said he enjoyed the recent Sister Cities event at the Mall in Columbia, and he attended a Chamber of Commerce breakfast at which the county executives of Howard, Montgomery and Anne Arundel counties spoke. Lastly, he thanked Board members for their service during the past fiscal year.

## 7. Reports/Presentations

### (a) President's Report

Mr. Matthews submitted a written report.

### (b) Report from the CA Representatives to the Inner Arbor Trust Board of Directors

Lin Eagan submitted a written report. In response to a member's question, she said that no efforts are currently underway regarding the Butterfly structure.

### (c) Financial Reports – None

### (d) CA Dashboard

Ms. Krabbe and Sports and Fitness Director Dan Burns described metrics in the dashboard. Ms. Krabbe stated that market share numbers for memberships no longer include memberships provided to employees. Mr. Burns noted that the Clarabridge report results are from a survey covering October through December 2017.

In response to Board members questions, Ms. Krabbe and/or Mr. Burns said:

- Most CA facilities' Net Promoter Scores (NPS) are similar or higher than last year's; the Swim Center was an exception, because members want the water there to be warmer, and there were mechanical problems with the locker rooms.
- The Pool NPS chart relates to the Swim Center only. Users' views about pools in other CA athletic clubs are reflected in evaluations for those facilities.
- This Dashboard covers Quarter 3. Numbers for the People Productivity metric historically have gone down after each summer. The metric measures personnel costs divided by non-annual charge revenue. CA's personnel costs are highest during Quarter 1 (May through July) due to seasonal hires. Personnel costs drop during Quarters 2 and 3, as seasonal workers leave, resulting in a lower People Productivity number.
- Within the Advertising Effectiveness report, the numbers of new memberships for Fit & Play in FY 18 are lower than those for Package Plan and Package Plan Plus in FY17 because other CA memberships (Play, golf and single-club memberships) have become more popular.
- CA is looking at membership policies, prices, sales trends, etc. to determine how each may be affecting membership acquisition and retention.
- CA is increasing staff at Supreme Sports Club and Columbia Gym, and will be revising group fitness schedules, to accommodate more people as smoothly as possible while Athletic Club is closed for renovations.
- Staff reports the impact of the new membership structure to the Board via the quarterly financial reports, which compare CA's projections for memberships to actual membership numbers.
- A category specifically about Haven on the Lake can be added to the Dashboard re: depreciation, repairs, and maintenance.

## 8. Board Action

### (a) Consent Agenda

1. Approval of Minutes of March 22, 2018  
Approved by consent.
2. Approval of General Counsel's recommendations regarding release/non-release of minutes of closed CA Board of Directors meetings held on March 23, 2017; April 27, 2017; May 25, 2017; September 28, 2017; November 27, 2017; December 14, 2017; January 11, 2018; and February 8, 2018.  
Tabled until closed meeting.
3. Appointments to CA's Architectural Resource Committee  
Approved by consent.

### (b) Board Votes

1. Sister City – Liyang, China  
**Action:** The Board unanimously approved the staff recommendation to create a sister city relationship between Columbia and Liyang, China. Vote 9-0-0 (Mr. Schwind was not present for the vote).
2. Fairway Hills Beverage Cart  
**Action:** The Board unanimously approved the staff recommendation to rescind the restriction prohibiting the sale of alcoholic beverages from the cart at Fairway Hills. Vote 9-0-0 (Mr. Schwind was not present for the vote).

(c) Board Discussion

1. Patuxent Trail and the Storage Facility to be Constructed on Old Guilford Road

Dennis Matthey said the site developer's engineering firm contacted CA regarding obtaining easements across CA open space adjacent to the developer's property. Staff met with the engineers and explained the easement approval process. The engineers expressed concerns about factors making access from Guilford Road less desirable than access from Old Guilford Road. Mr. Matthey said the developer submitted site plans to Howard County with no further follow-up with CA. The developer's proposal does not include an entryway that would cross CA land.

Howard County Planning Director Valdis Lazdins explained that the only legal access to the property is via Old Guilford Road. He also said that, because the proposed use is allowed under the property's zoning category, and the property is more than 200 feet from residential land, no pre-submission meeting or Planning Board process was needed. He said the county encouraged the developer to negotiate with CA to consider options other than using Old Guilford Road, but the developer declined. All in all, the developer adhered to the county's rules regarding zoning processes.

Mr. Lazdins also said the county's budget proposal includes funds to create a buffer between the pedestrian and vehicle sections of Old Guilford Road. He noted that the county's zoning regulations are in the process of being overhauled; it is possible that revised notification procedures could be considered.

David Lee, the Howard County Director of Constituent Service and Community Outreach, said there are funds in the county's current budget to fund a path.

District 3 Councilwoman Jen Terrasa said she has introduced a bill that would require public notice of a project even if a property is less than 200 feet from residential land. She also said the developer of the Guilford Road property may still be willing to collaborate with CA and the county, but the developer is concerned that changes would postpone the project's completion date. The developer may also be reluctant to relinquish permission already received from the county in order to renegotiate for a different option that might require a new approval, even though that new option might be more palatable to the community. If CA becomes involved at this point, Ms. Terrasa urged that the buffer between pedestrian and vehicular sections of the road be designed to prevent people from crossing into the vehicular space as well as deterring vehicles from entering the pedestrian space.

CA President Matthews said he will contact the developer to determine how to solve the problem of providing a safe pathway as well as the entry road the developer needs in order to access the property.

2. National Gun Violence Day Proclamation

**Action:** Ms. Thomas moved to waive the Board rules to allow a vote on the resolution recognizing June 1, 2018 as National Gun Violence Awareness Day. Ms. McCord seconded the motion, which passed unanimously.

**Action:** Mr. Stack moved to approve the resolution recognizing June 1, 2018 as National Gun Violence Awareness Day. Mr. Schwind seconded the motion, which passed unanimously.

**9. For Your Information**

(a) Long Reach Tennis Club – Grand Slam Green

The club was designed to minimize environmental impact while maximizing the quality of members' experience.

(b) Letter re: proposed Street Renaming of South Entrance Road

The county will hold a public hearing on May 17 re: renaming the street to "Symphony Woods Road."

**10. Tracking Forms**

(a) Tracking Form for Board Requests

(b) Tracking Form for Resident Requests

**11. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

**12. Adjournment:** The open meeting was adjourned at 10:50 p.m.

**13.** Closed meeting

Respectfully submitted,

Valerie Montague  
Recording Secretary