



July 3, 2014

To: Columbia Association Board of Directors
Advisory Committee Chairpersons
Village Board Chairs
Village Managers
Members of the Press
CA Management

From: Andrew Stack, Board Chair

The Columbia Association Board of Directors Meeting will be held on Thursday, July 10, 2014 at 7:30 p.m. at the Columbia Association Building, 10221 Wincopin Circle, Columbia, MD 21044.

AGENDA

- | | |
|---|---------------|
| 1. Call to Order (Announce Directors/Staff in Attendance) | 1 min. |
| 2. Announcement of Closed/Special Meetings Held/To Be Held | 1 min. |
| 3. Approval of Agenda | 1 min. |
| 4. Disclosure of Conflicts of Interest | 1 min. |
| 5. Resident Speakout | 15 min. |
| 6. Approval of Minutes June 26, 2014 | 2 min. |
| 7. Chairman's Remarks | 3 min. |
| 8. President's Remarks; Follow-Up Questions from the Board Members | 10 min. |
| 9. Committee Chairs' Remarks | 8 min. |
| (a) Board Operations Committee | (2 min.) |
| (b) External Relations Committee | (2 min.) |
| (c) Planning and Strategy Committee | (2 min.) |
| (d) Strategic Implementation Committee | (2 min.) |
| 10. Remarks by CA Representatives to the Inner Arbor Trust Board of Directors | 4 min. |
| 11. Recommendations for Board Action | |
| (a) Consent Agenda – None | |
| (b) Recommendations for Action | |
| 1. Approval of the Creation of a Board Task Force with Staff Support to Review the Existing Charter and By-Laws | 15 min. |
| 12. Special Topics and Presentations | |
| (a) Update on the Inner Arbor Plan with Michael McCall, President & CEO, Inner Arbor Trust | 30 min. |
| 13. Committee Agendas | |
| (a) Planning and Strategy Committee | |
| 1. Discussion – None | |
| (a) Committee Tracking Form | 2 min. |

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|---|------------------|
| (b) External Relations Committee | 17 min. |
| 1. Discussion | |
| (a) Community Input Meeting Planning (2 nd Discussion) | <i>(15 min.)</i> |
| (b) Committee Tracking Form | <i>(2 min.)</i> |
| (c) Strategic Implementation Committee | 42 min. |
| 1. Discussion | |
| (a) Howard County Easement Request-Stormwater Management Pond, Huntington Neighborhood (2 nd Discussion) | <i>(5 min.)</i> |
| (b) Howard County Easement Request-Water Main Crossing, Fairway Hills Golf Course along Route 29 (2 nd Discussion) | <i>(5 min.)</i> |
| (c) Feasibility of Establishing a Board Compensation Committee | <i>(30 min.)</i> |
| (d) Committee Tracking Form | <i>(2 min.)</i> |
| 14. Tracking Forms | 5 min. |
| (a) Tracking Form for Board Requests | |
| (b) Tracking Form for Resident Requests | |
| 15. Talking Points | 2 min. |
| 16. Adjournment – No Later than 11:00 p.m. (Expected Ending Time: Approximately 10:15 p.m.) | |
| 17. Closed meeting of the Board of Directors follows adjournment of the Open meeting | 45 min. |

Next Board Meeting: Thursday, July 24, 2014

ARRANGEMENTS FOR AN INTERPRETER FOR THE HEARING IMPAIRED CAN BE MADE BY CALLING 410-715-3111 AT LEAST THREE DAYS IN ADVANCE OF THE MEETING.

CA Mission Statement

Working every day in hundreds of ways to make Columbia an even better place to live, work, and play.

CA Vision Statement

Making Columbia the community of choice today and for generations to come.

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DRAFT
Minutes of the
BOARD OF DIRECTORS MEETING
Held: June 26, 2014

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To be approved: July 10, 2014

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A meeting of the Columbia Association Board of Directors was held on Thursday, June 26, 2014, at the Columbia Association Building. Present were the Chair, Andrew Stack; and members Reg Avery, Michael Cornell, Brian Dunn, Jeanne Ketley, Alan Klein (via phone), Nancy McCord, Tom O'Connor, Gregg Schwind, and Russ Swatek. Also present were CA President/CEO Milton W. Matthews, Governance Chief of Staff Rob Goldman, and Chief Staff Liaison Susan Krabbe.

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1. Call to Order: The Board of Directors Meeting was called to order at 7:30 p.m. by the Chair, Andrew Stack.

2. Recognition of Recipients of the Spirit of Columbia Scholarship Awards:

Messrs. Stack and Matthews and Community Services Director Leslie Barnett presented scholarships to:

- Evan Nicole Bell, who graduated from Wilde Lake High and will attend Duke University
- Sabrina Elshafei, who graduated from Alholton High and will attend University of Maryland
- Katrina Hodge, who graduated from Wilde Lake High and will attend Chowan University in North Carolina
- Tiffany Kan, who graduated from River Hill High and will attend Virginia Commonwealth University (the award was accepted by her sister)

Two additional awardees were unable to attend – Alholton High graduates Matthew Bleakney and Jennifer Mandel.

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

The Audit Committee held a closed meeting at the Columbia Association Building on June 23, 2014. Members present were: Michael Cornell, Gregg Schwind, Reg Avery, Ed Berman, and Jim Young. The vote to close the meeting was 5-0-0.

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, and §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 9 p.m. until 10:25 p.m.

4. Approval of Agenda:

Action: Mr. Cornell moved to approve the agenda. Ms. McCord seconded the motion. The agenda was approved unanimously. Vote: 10-0-0.

5. Disclosure of Conflict of Interest: The Chair said none were disclosed to him.

- 48 **6. Resident Speakout:** There were six participants in Resident Speakout:
49 (a) Ed Coleman, Long Reach, spoke about the development of Symphony Woods.
50 (b) Barbara Russell, Oakland Mills, spoke about the newest Inner Arbor plan.
51 (c) Mia Hinckle (Whole Foods Marketing Director), and Pia DaSilva (Whole Foods Associate
52 Store Team Leader), spoke about Whole Foods' community involvement .
53 (d) Brian England, Hickory Ridge, spoke about commercial developers following signage
54 guidelines.
55 (e) Bill Woodcock, Oakland Mills, spoke about the newest Inner Arbor plan.
56 (f) Marcia White, Oakland Mills, spoke about the newest Inner Arbor plan.
57

58 **7. Approval of Minutes:**

59 **Action:** Ms. McCord moved to approve the minutes of June 12, 2014. Mr. Avery seconded the
60 motion, which passed unanimously. Vote: 10-0-0.
61

62 **8. Chairman's Remarks:**

63 The BOC will meet on June 30. On July 8, there will be a Legal, Marketing and Financial
64 Briefing. On July 10, there will be a Risk Management Committee meeting and a Board of
65 Directors meeting. Another Board of Directors meeting will be held July 24. The Audit
66 Committee will meet on July 23. The new Rouse exhibit at the Archives will open on July 1; a
67 reception will be held on July 17.
68

69 **9. President's Report:**

70 Mr. Matthews said the report's design and content are undergoing change. Mr. Schwind said he
71 likes having the President's Report being as short as this one.
72

73 Mr. Matthews also said Mr. Goldman will provide monthly updates on Haven on the Lake. Mr.
74 Goldman said 275 people have joined Haven on the Lake. He also noted that: (1) construction on
75 the project will begin in earnest the week of June 30; (2) CA Board members are invited to attend
76 a groundbreaking ceremony on Wednesday, July 23 at 10:00 a.m.; and (3) CA plans to create a
77 mind-body-wellness council of influential people to be the "ears" of Haven on the Lake in the
78 community, providing feedback and helping to market the facility. Mr. Avery asked for a "smart
79 sheet" regarding construction of Haven on the Lake. Mr. Matthews noted that a series of smart
80 sheets are available that track CA's construction projects.
81

82 **10. Committee Chairs' Remarks:**

83 (a) Board Operations Committee: The next BOC meeting will be on June 30 at 7:00 p.m.

84 (b) External Relations Committee: None

85 (c) Planning and Strategy Committee: None

86 (d) Strategic Implementation Committee: Mr. Klein wants CA to have greater role in the Inner
87 Arbor Trust.

88 (e) Audit Committee: Mr. Cornell said the Audit Committee elected him as Chair, and Mr. Avery as
89 Vice Chair, then conducted its annual review and reauthorization of the Audit Committee and
90 Internal Audit Department Charters. The committee also reviewed the FY14 Fourth Quarter
91 Financial Report, Internal Audit Department metrics for the coming year, biannual Internal Audit
92 Plan, and the Internal Audit Department's assessment of their compliance with professional
93 standards. He said the Audit Committee recommends that the BOD analyze how the 24
94 community buildings that are owned by CA and managed by the community associations are being

95 used in an effort to add value and increase revenue to the villages. He wants this recommendation
96 added to the Board Tracking Form.

97

98 **11. Recommendations for Board Action**

99 (a) Consent Agenda

- 100 1. Approval of appointments to the Dorsey’s Search Architectural Committee
101 2. Approval of appointments to the Town Center Architectural Committee
102 The Board approved appointments to the two villages’ architectural committees.

103

104 (b) Recommendations for Action – None

105

106 **12. Reports:**

107 (a) FY 14 Fourth Quarter Financial Report to the Board

108 Ms. Krabbe said CA is in the midst of an audit and that the organization completed the fiscal
109 year nearly \$2 million over the budget bottom line. The fourth quarter financial report will
110 be filed.

111

112 **13. Special Topics and Presentations – None**

113

114 **14. Committee Agendas**

115 (a) Strategic Implementation Committee

116 1. Discussion

117 (a) **Howard County Easement Request – Stormwater Management Pond,
118 Huntington (1st Discussion)**

119 Daniel D’Amore, Open Space Management Division Director, said a perpetual
120 easement would enable the County to repair and maintain a dam at its stormwater
121 management pond at the corner of Murray Hill and Vollmerhausen Roads without
122 continually asking CA for permission to do so. The easement would have no impact
123 on CA.

124

125 (b) **Howard County Easement Request – Water Main Crossing, Fairway Hills Golf
126 Course along Route 29 (1st Discussion)**

127 Mr. D’Amore said the easement would enable the County to construct a water main
128 adjacent to an existing water easement near Fairway Hills Golf Course. The County
129 will pay CA \$3,800 for the easement, an amount similar to that paid for other
130 easements of this size.

131

132 (c) **Committee Tracking Form**

133 Mr. Klein asked that future President’s Reports include updates regarding the Inner
134 Arbor. Mr. Swatek agreed, adding that the Inner Arbor Trust is required to provide
135 reports quarterly to the CA Board, but the CA Board can still ask for monthly reports
136 from the Inner Arbor Trust president.

137

138 (b) External Relations Committee

139 1. Discussion

140 (a) **Discuss Advisory Committee Oversight Responsibilities**

141 Mr. Goldman described progress staff has made toward implementing enhancements
142 to CA’s advisory committees. The enhancements include submitting annual reports,

143 appearing before the CA Board meetings at least twice a year (to report and to give
144 budget testimony), and developing an annual “charge” for each committee. Mr.
145 Cornell asked for a list of advisory committees’ meeting schedules so Board members
146 can decide which committee meetings they will attend. Mr. Klein asked about the CA
147 Board’s relationship to the advisory committees. Ms. McCord explained that the
148 Board created the committees. Mr. Goldman will direct staff to work with each
149 committee to draft goals that align with CA’s strategic plan.

150

151 **(b) Plan FY 15 Stakeholders Dinners**

152 Staff will set dates for dinners with the leadership of the Chamber of Commerce, State
153 Legislative delegation, County Executive and Council, and Fire and Police
154 Departments. Staff will also explore whether those groups want to have public work
155 sessions with the CA Board in addition to the social dinners.

156

157 **(c) Community Input Meeting Planning**

158 The Board discussed ways to get a more diverse group of residents to give input on
159 thoughts and ideas on the community. The Board will determine topics on which they
160 want input and what the Board will do with the resulting information. The Board and
161 staff decided to have a meeting on October 18, 2014. Staff will determine a title for
162 the meeting, find a venue, and develop an action plan for marketing the meeting,
163 registering attendees, implementing the event, and enabling people to give input in a
164 variety of ways.

165

166 **15. Tracking Forms:**

167 (a) Tracking Form for Board Requests

168 Mr. Schwind asked for an update on making memberships available online.

169

170 (b) Tracking Form for Resident Requests

171

172 **16. Talking Points:** Recording Secretary Valerie Montague read the Talking Points.

173

174 **17. Adjournment:** The open meeting was adjourned at 9:50 p.m.

175

176 **18. Closed meeting:** A closed meeting of the BOD followed adjournment of the open meeting.

177

178 Respectfully submitted,

179

180 Valerie Montague

181 Recording Secretary



COMMITTEE RECOMMENDATIONS TO BOARD

Date: July 1, 2014
To: Columbia Association Board of Directors
From: Board Operations Committee Vice-Chair, Russ Swatek
Subject: Creation of Board Task Force to Review CA Charter and By-Laws
Issue: Approval of creation of Task Force
Discussion: The Board Operations Committee discussed the need to conduct a comprehensive review of CA's Charter and By-Laws

Recommendation of Committee:

By a vote of 4 For 0 Opposed 0 Abstain

Has no recommendation.

Recommends the following action be taken or motion be approved by the CA Board of Directors in regards to the issue described above.

Justification for Recommendation:

Motion: The recommendation must be written in the form of a motion or resolution.

Be it resolved that a Board task force with staff support be created to conduct a comprehensive review of CA's Charter & By-Laws.

Additional Action recommended by committee in lieu of motion or in addition to motion:



Agenda for July 10, 2014 Board of Directors Meeting

Agenda Item 12(a) – Update on the Inner Arbor Plan with Michael McCall

Michael McCall, president and CEO of the Inner Arbor Trust, has been invited to give an update on the Inner Arbor Plan.

**Tracking Form - FY15
Planning and Strategy Committee**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of Committee	Board Action
	9/3/2013	Membership Rate & Fee Structure	Briefing & discussion on 9/12/13	In 1st quarter FY15, Management will be preparing a consultant scope of work to study membership rates.				
	4/10/2014	Columbia Market Study Review	Progress up/Briefing on 4/10/13		Update scheduled for 6/12/14			



July 2, 2014

TO: External Relations Committee
cc: CA Board of Directors, Milton Matthews
FR: Rob Goldman, Acting Chief Staff Liaison to ERC
RE: Community Input Meeting Planning

The ERC, at its June 26, 2014, meeting, decided to hold the community input meeting on Saturday, October 18, 2014, from 9:30 am-12 noon, and to call the meeting "Columbia Maryland Speaks".

Since the June 26th meeting CA staff has booked the large room at the Wilde Lake Interfaith Center (holds up to 200) for the meeting, confirmed that Don Edwards will facilitate the event and confirmed that the Mediation and Conflict Resolution Center at HCC will provide additional facilitators for the discussions.

CA's Community Engagement and Communications department has been briefed on the event and is developing a robust communications plan that will leverage all of CA's Marketing and Communications vehicles including: website, social media, CA Monthly (delivered to every home as part of the Columbia Flier), CA Matters (Cable TV show), Flier ads, etc. The plan will have a special focus on communicating to as many different segments of the community as possible.

CA staff is also developing a separate action plan aimed at motivating as many different segments of the community to participate in the October 18 event. Some of the ideas that are being discussed for this plan include:

1. School Newsletters, Before & After School Care sites, Columbia Aquatics Association, and the SportsPark to attract families.
2. Language Cafes held at Wegman's to attract diverse cultures.
3. Howard County Libraries to also reach many diverse segments of the population.
4. Korean Groups.
5. African-American sororities and fraternities.
6. HCC to attract college-aged residents.

CA staff is working with facilitator Dan Edwards to design the event in a way that will make it attractive to as many diverse community groups as possible. Some of the things that are being considered include:

1. Allowing residents to participate in the meeting via e-mail or Twitter.
2. Opinion survey technology at event.
3. Administer short surveys on iPods at event.
4. Spinning wheel with topics to evoke discussion.
5. Gift card give-a-ways
6. Local food vendors

CA will also employ Inspire Columbia – CA's on-line community engagement tool - to gather community input in advance on what would make the event attractive to the community.

Development of all of these plans and planning is in its formative stages. ERC and Board input at the July 10, 2014 Board meeting will be appreciated.

Staff would also like to get Board input on ideas for table discussion topics at the July 10th meeting.



To: MEMBERS OF THE SIC
Alan Klein
Tom O'Connor
Reginald Avery

From: Denis Ellis, Director of Capital Improvement Projects

Through: Susan Krabbe

CC: Sheri Fanaroff; Jane Dembner

Subject: Howard County Easement Request – Stormwater Management Pond

Date: 5/14/14

Background:

Howard County has requested CA approve a drainage and utility easement associated with repairs and improvements to an existing stormwater management pond in the Village of Kings Contrivance, Howard County Project number D - 1159. The pond site is south east of the intersection of Murray Hill Road and Vollmerhausen Road in the Huntington neighborhood.

Legal Considerations:

None. This request has been reviewed by CA's General Counsel.

Budget Impacts/Considerations:

None. The stormwater management pond improvements will have no effect on CA's current maintenance responsibilities, which are minor in nature. Howard County has had and will continue to have responsibility for the structural components of the pond.

Environmental Impacts or Considerations:

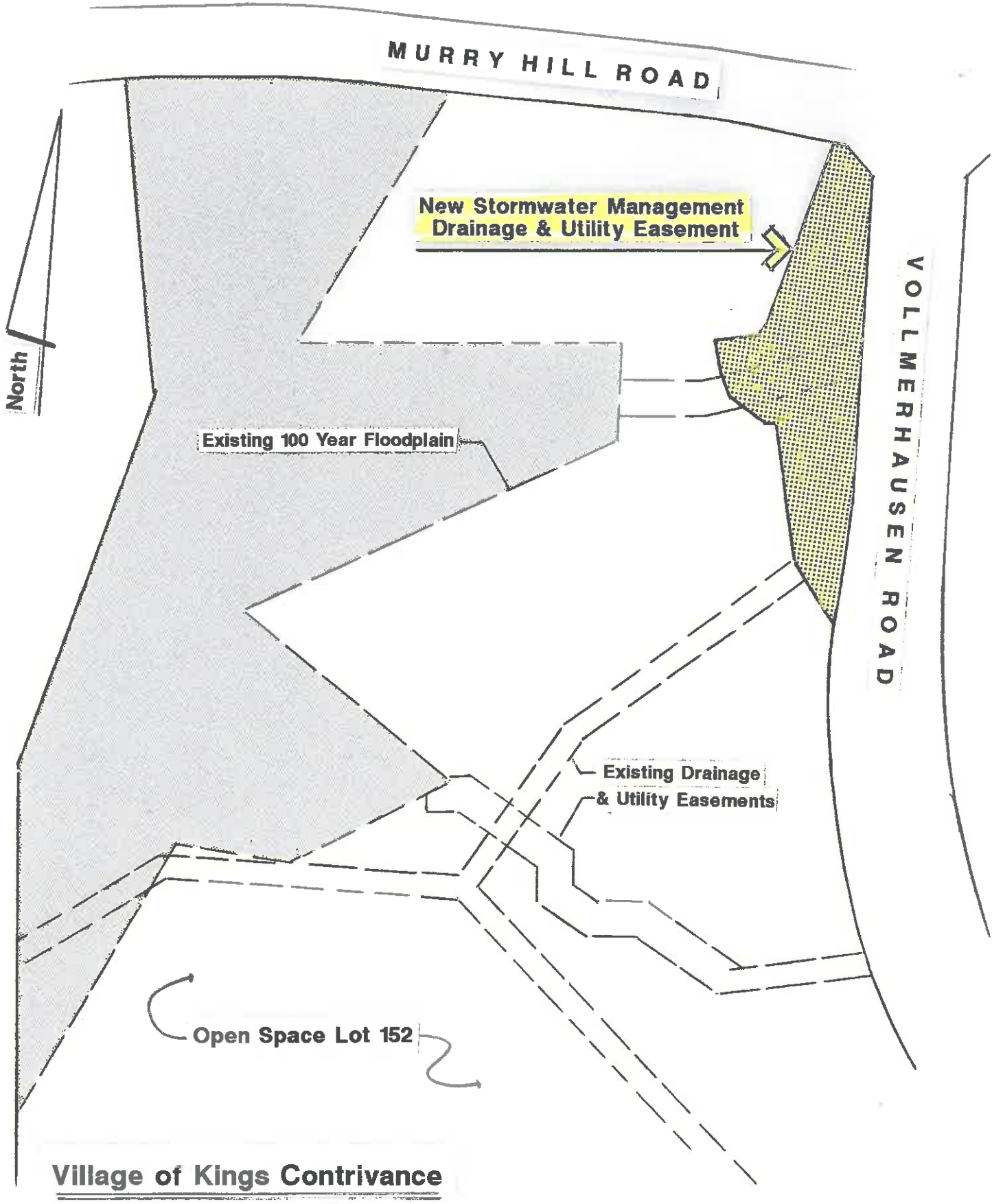
Howard County's pond restoration will allow the facility to continue to perform the functions of the originally designed stormwater management pond.

Policy Correlation:

Granting of easements is in alignment with the Strategic Plan goal # 2: Maintain and enhance Columbia's facilities, open space, connectivity and environmental stewardship.

Recommendation:

Staff recommends approval of this project.



L O C A T I O N P L A N

Request From Howard County for a New Drainage & Utility Easement

No Scale

Ho. Co. Capital Project # D-1159

Date: April 10, 2014

TRANSFER TO GOVERNMENT
Exempt from Recordation Tax and Transfer Tax under
Annotated Code of Maryland, Tax Property Article,
Sections 12-108 (a) and 13-207(a), respectively, and
exempt from Recording Fees under Annotated Code of Maryland,
Real Property Article, Section 3-603

Tax I.D. No. 16-158593
Project No. D-1159

DEED OF EASEMENT

THIS DEED OF EASEMENT is made this _____ day of _____, 2014, by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantee funded Capital Project Number D-1159 to construct a storm water management facility and other public utilities and services needed to serve the citizens of Howard County, Maryland (collectively the "Public Improvements").

WHEREAS, the Grantor owns that certain real property commonly shown as Parcel 442, Open Space Lot 153 on Tax Map 42 and on a subdivision plat titled "Columbia, Village of Kings Contrivance, Section 3, Area 2" recorded among the Land Records of Howard County, Maryland as Plat No. 4807 through 4816 on February 23, 1981 (the "Property").

WHEREAS, the location of the Public Improvements requires access in, on, over, across and through a portion of the Property (the "Easement"), more particularly described below.

WHEREAS, the Grantor is willing to grant the Easement to the Grantee for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

NOW, THEREFORE, for Zero Dollars (\$0.00) and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor hereby grants and conveys exclusively to the Grantee, its successors and assigns, the Easement, in perpetuity, to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement, said Easement running with the land and more particularly described as follows:

ALL OF THAT EASEMENT SITUATE in the Sixth Election District of Howard County, Maryland described as "Public Stormwater Management Drainage & Utility Easement" and shown on the subdivision plat prepared by AB Consultants, Inc., Registered Professional Engineers and Land Surveyors, dated January 8, 2014, titled "Revision Plat, Columbia, Village of Kings Contrivance, Section 3, Area 2, Open Space Lot 153, Sheet 4 of 10" recorded among the Land Records of Howard County, Maryland as Plat No. _____ on _____.

THE EASEMENT BEING A PART of the Property acquired by the Grantor by deed from The Howard Research and Development Land Company, said Deed dated May 4, 1987 and recorded among the Land Records of Howard County, Maryland in Liber 1742, folio 056. The Easement comprises 0.5940 acres, plus or minus.

THE GRANTOR hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to construct, maintain expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

IT IS FURTHER AGREED that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement by the Grantor or its successors or assigns. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

THE GRANTEE will maintain the Easement, and will use commercially reasonable efforts to prevent or minimize disruption to the Grantor's uses and activities on the Grantor's Property. The Grantee further agrees that, following the construction and any repair of the Public Improvements, Grantee shall restore the condition of the Grantor's Property.

GRANTOR represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Grantor's Property and the Easement and has the right to grant the Easement in, on, over across and through the Grantor's Property, and that there exists no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Grantor's Property, then all lien holders, if so required, will subordinate their lien interest to the Grantee's interests in the Easement by executing a joinder attached hereto and made a part hereof.

GRANTOR FURTHER represents and warrants that the Grantor has all requisite authority to grant the Easement to Grantee, that the grant of the Easement cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easement is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to "Grantor" shall be deemed plural if more than one person has an interest in the Grantor's Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

Subject to by the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use of the Grantee of the Easement or any part thereof occasioned by any negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

IN WITNESS WHEREOF, the Grantor has caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officer, on the date first above written.

WITNESS/ATTEST:

GRANTOR:
COLUMBIA ASSOCIATION, INC.
a Maryland corporation

Corporate Secretary

By: _____ (SEAL)
Name: _____
Title: _____
Date: _____

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I **HEREBY CERTIFY** that on this _____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared _____, who acknowledged himself/herself to be the _____ of Columbia Association, Inc. (the "Corporation"), a Maryland corporation, and that as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation by himself/herself as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission expires: _____

[Signatures continue on the next page].

ACCEPTED by the Grantee on this ____ day of _____, 2014.

ATTEST:

HOWARD COUNTY, MARYLAND

Lonnie R. Robbins
Chief Administrative Officer

By: _____ (SEAL)
Ken Ulman
County Executive
Date: _____

APPROVED:

James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

Stanley J. Milesky, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this ____ day of _____, 2014.

Margaret Ann Nolan
County Solicitor

Reviewing Attorney:

Tracey E. Skinner, Sr. Assistant County Solicitor

[Notary follows on the next page.]

COUNTY EXECUTIVE:

STATE OF MARYLAND, _____ COUNTY, TO WIT:

I HEREBY CERTIFY that on this _____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for the County aforesaid, personally appeared Ken Ulman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

Tina D. Hackett, Chief
Real Estate Services Division

After Recording, Return To:
Howard County, Maryland
Real Estate Services Division
3430 Court House Drive
Ellicott City, Maryland 21043



HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

3430 Courthouse Drive ■ Ellicott City, Maryland 21043 ■ 410-313-4401

James Irvin, Director
jirvin@howardcountymd.gov

FAX 410-313-3408
TDD 410-313-2323

THIS LETTER SUPERCEDES MY PREVIOUS LETTER DATED MARCH 13, 2014

April 28, 2014

Mr. Denis Ellis
Columbia Association, Inc.
10221 Wincopin Circle
Columbia, Maryland 21044

Re: Project No. D-1159
Project Name: Murray Hill Storm Water Management Facility Improvements
Property: Village of Kings Contrivance, Section 3, Area 2, Open Space Lot 153

Dear Mr. Ellis:

The Howard County Department of Public Works owns and maintains a storm water management pond at the corner of Vollmerhausen Road and Murray Hill Road. The embankment for the dam is also the roadway embankment for Vollmerhausen Road. During design of a major repair project for the pond, it was found that the downstream side of the embankment has a narrowly defined drainage easement for the principal spillway pipe, but the embankment itself is all on the property of the Columbia Association with no easement for Howard County to perform its dam maintenance responsibilities. Consequently Howard County has no means by which to legally access, repair or maintain that portion of the embankment. The purpose of the easement requested is to allow Howard County to complete the repair under design and then to maintain the dam in the future.

In order for the County to make improvements to the facility, the County needs CA to grant an easement to the County. Enclosed please find the following:

1. An original and one copy of a Deed of Easement agreement between the Columbia Association, Inc. and Howard County, Maryland for the conveyance of the easement. This document is prepared in the format previously approved by CA's legal office.
2. An original mylar revision plat titled "Revision Plat, Columbia, Village of Kings Contrivance, Open Space Lot 153" for your review. Since this is a revision to an existing plat, CA is required to sign the plat as the owner of the property (previously provided).
3. An application for processing the original mylar to the Department of Planning & Zoning.

Mr. Denis Ellis
Page 2
April 28, 2014

Since this facility already exists in the field, the County is requesting that CA convey the easement to the County at no cost. If these documents are acceptable to CA, please have the appropriate parties execute the Deed of Easement, Application and the original mylar and return to this office.

If you require additional information or have a question, please do not hesitate to contact me by phone at 410-313-3260 or by email at thackett@howardcountymd.gov

Sincerely,



Tina D. Hackett, Chief
Real Estate Services Division

TDH/sd

Enclosures

cc: Richard Powell, Project Manager
Project D-1159 (CA)

TAR/LD13/D-1159-MurrayHill2/Offer Letter



To: MEMBERS OF THE SIC
Alan Klein
Tom O'Conner
Reginald Avery

From: Denis Ellis, Director of Capital Improvement Projects

Through: Susan Krabbe

CC: Sheri Fanaroff; Jane Dembner

Subject: Howard County Easement Request – Fairway Hills Golf Course

Date: 5/12/14

Background:

Howard County has requested CA approve a water and utility easement associated with the construction of a water main along US Route 29 from MD 108 to Broken Land Parkway (Capital Project # W-8296). The proposed easement is to cross open space lots 2 and 3 in the Village of Dorsey's Search (part of Fairway Hills Golf Course). The 15' easement would run along the eastern boundary line of lots 2 & 3 and the US Route 29 Road Right of Way.

Legal Considerations:

None. This request has been reviewed by CA's General Counsel.

Budget Impacts/Considerations:

There are no costs to CA associated with the project. Howard County will pay CA \$3,800 for the easement based on an appraisal of fair market value.

Environmental Impacts or Considerations:

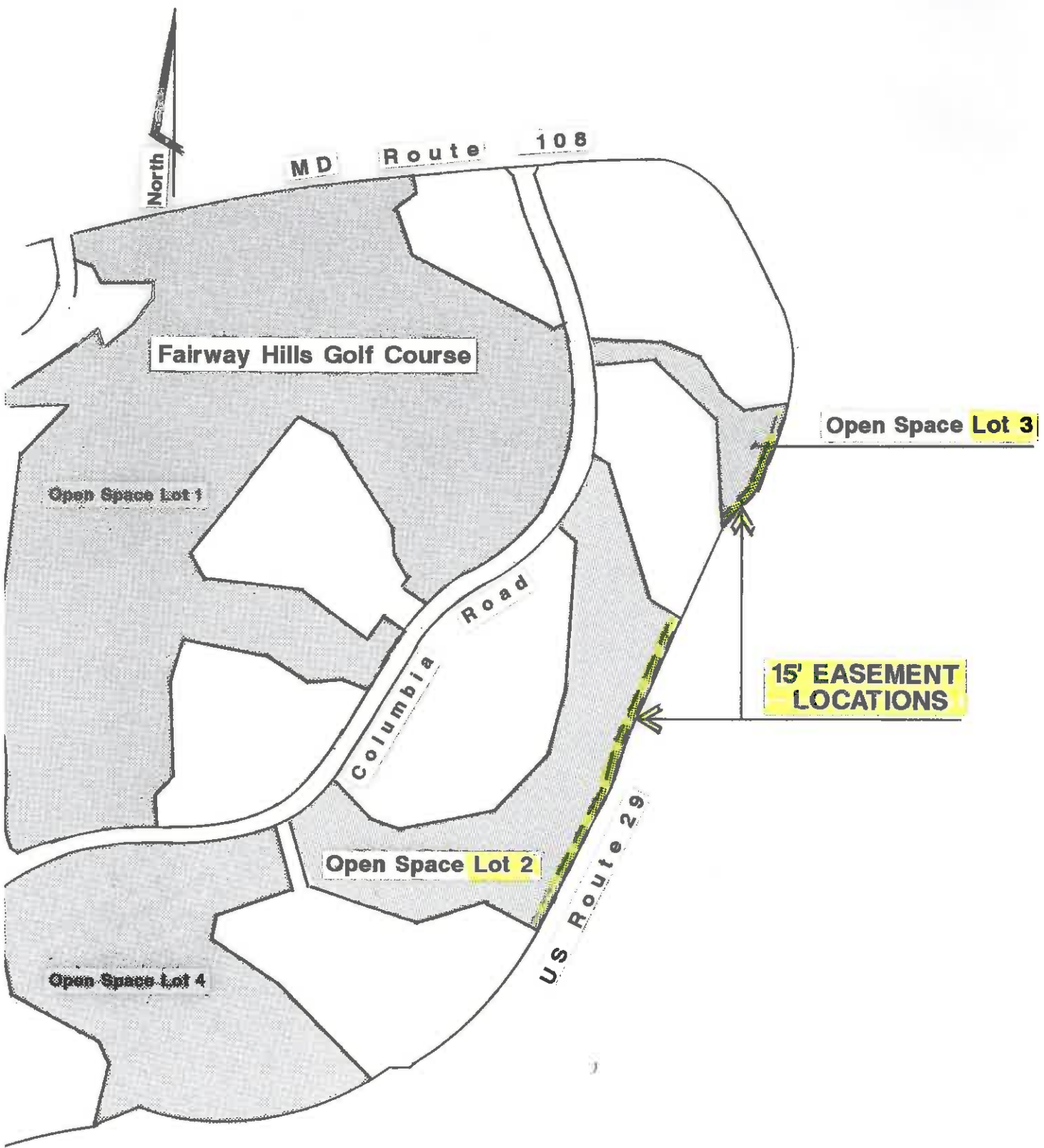
This new water main will supplement and provide redundancy to the water supply system. The alignment chosen is environmentally friendly in that it is adjacent to the existing water easement, is the shortest route and creates the least disturbance. The construction will be performed using the best management practices available.

Policy Correlation:

Granting of the easements is in alignment with the Strategic Plan goal #2: Maintain and enhance Columbia's facilities, open space, connectivity and environmental stewardship.

Recommendation:

Staff recommends approval of this project.



Village of Dorsey's Search

L C A T I O N P L A N

Request from Howard County for 2 Water & Utility Easements

No Scale

Ho. Co. Project # W-8296

Date: April 28, 2014

DEED OF EASEMENT

THIS DEED OF EASEMENT is made this _____ day of _____, 2014, by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantee funded Capital Project Number W-8296 to construct a water main and other public utilities and services needed to serve the citizens of Howard County, Maryland (collectively the "Public Improvements").

WHEREAS, the Grantor owns that certain real property commonly shown as Parcel 397, Lot 2 on Tax Map 30 (the "Property").

WHEREAS, the location of the Public Improvements requires access in, on, over, across and through a portion of the Property (the "Easement"), more particularly described below.

WHEREAS, the Grantor is willing to grant the Easement to the Grantee for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

NOW, THEREFORE, in consideration of the payment of Two Thousand Dollars (\$2,000.00) to the Grantor, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor hereby grants and conveys exclusively to the Grantee, its successors and assigns, the Easement, in perpetuity, to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement, said Easement running with the land and more particularly described as follows:

ALL OF THAT EASEMENT SITUATE in the Fifth Election District of Howard County, Maryland described by metes and bounds as "Public Water and Utility Easement" in Exhibit "A", attached hereto, and shown in the hatched area on Plat No. W-8296-5, attached hereto as Exhibit "B", both exhibits incorporated herein.

THE EASEMENT BEING A PART of the Property acquired by Columbia Park and Recreation Association, Inc. by deed from The Howard Research and Development Land Company, said Deed dated October 28, 1988 and recorded among the Land Records of Howard County, Maryland in Liber 1910, folio 009. Columbia Park and Recreation Association, Inc. subsequently changed its name to Columbia Association, Inc. by Articles of Amendment with a name change filed with the Maryland State Department of Assessments and Taxation on April 15, 1991. The Easement comprises

0.28457 acres, plus or minus.

THE GRANTOR hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to construct, maintain expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

IT IS FURTHER AGREED that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement, excepting trees that may be planted in a designated tree easement. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

THE GRANTEE will maintain the Easement and following the construction and any repair of the Public Improvements, Grantee shall restore the condition of the Grantor's Property.

GRANTOR represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement, that Grantor, and its signatory, are duly authorized and have the power and right to grant the Easement in, on, over across and through the Property, and that there exists no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Property, then all lien holders, if so required, will subordinate their lien interest to the Easement by executing either a subordination agreement or a joinder attached hereto and made a part hereof.

GRANTOR FURTHER represents and warrants that the Grantor has all requisite authority to grant the Easement to Grantee, that the grant of the Easement cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easement is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to "Grantor" shall be deemed plural if more than one person has an interest in the Grantor's Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

Subject to the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use of the Grantee of the Easements or any part thereof occasioned by the sole negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

IN WITNESS WHEREOF, the parties have caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officers or officials, on the date first above written.

WITNESS/ATTEST:

GRANTOR:
COLUMBIA ASSOCIATION
a Maryland corporation

Corporate Secretary

By: _____ (SEAL)
Name: _____
President/CEO
Date: _____

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I HEREBY CERTIFY that on this ____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared _____, who acknowledged himself/herself to be the President/CEO of Columbia Association, Inc. (the "Corporation"), a Maryland corporation, and that he/she, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this ____ day of _____, 2014.

ATTEST:

HOWARD COUNTY, MARYLAND

Lonnie R. Robbins
Chief Administrative Officer

By: _____ (SEAL)
Ken Ulman
County Executive
Date: _____

APPROVED:

James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

Stanley J. Milesky, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this ____ day of _____, 2014.

Margaret Ann Nolan
County Solicitor

Reviewing Attorney:

Tracey E. Skinner, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTY EXECUTIVE:
STATE OF MARYLAND, HOWARD COUNTY, TO WIT:**

I HEREBY CERTIFY that on this _____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for the _____ County/City, personally appeared Ken Ulman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

Tina D. Hackett, Chief
Real Estate Services Division

After Recording, Return To:
Howard County, Maryland
Real Estate Services Division
3430 Court House Drive
Ellicott City, Maryland 21043

TRANSFER TO GOVERNMENT
Exempt from Recordation Tax and Transfer Tax under
Annotated Code of Maryland, Tax Property Article,
Sections 12-108 (a) and 13-207(a), respectively, and
exempt from Recording Fees under Annotated Code of Maryland,
Real Property Article, Section 3-603

Tax ID No. 15-082437
Project No. W-8296

DEED OF EASEMENT

THIS DEED OF EASEMENT is made this _____ day of _____, 2014, by and between **COLUMBIA ASSOCIATION, INC.** (the "Grantor"), a Maryland corporation, and **HOWARD COUNTY, MARYLAND** (the "Grantee"), a body corporate and politic.

WHEREAS, the Grantee funded Capital Project Number W-8296 to construct a water main and other public utilities and services needed to serve the citizens of Howard County, Maryland (collectively the "Public Improvements").

WHEREAS, the Grantor owns that certain real property commonly shown as Parcel 397, Lot 3 on Tax Map 30 (the "Property").

WHEREAS, the location of the Public Improvements requires access in, on, over, across and through a portion of the Property (the "Easement"), more particularly described below.

WHEREAS, the Grantor is willing to grant the Easement to the Grantee for the purpose of constructing, maintaining, repairing, removing and/or replacing the Public Improvements, including expanding or modifying the same.

NOW, THEREFORE, in consideration of the payment of One Thousand Eight Hundred Dollars (\$1,800.00) to the Grantor, the receipt and sufficiency of which are hereby acknowledged, and in consideration of the recitals above, which are deemed to be a material and substantive part hereof, the Grantor hereby grants and conveys exclusively to the Grantee, its successors and assigns, the Easement, in perpetuity, to lay, construct, maintain, expand, modify, repair, remove and/or replace the Public Improvements and related utilities, appurtenances, and services in the Easement, said Easement running with the land and more particularly described as follows:

ALL OF THAT EASEMENT SITUATE in the Fifth Election District of Howard County, Maryland described by metes and bounds as "Public Water and Utility Easement" in Exhibit "A", attached hereto, and shown in the hatched area on Plat No. W-8296-7, attached hereto as Exhibit "B", both exhibits incorporated herein.

THE EASEMENT BEING A PART of the Property acquired by Columbia Park and Recreation Association, Inc. by deed from The Howard Research and Development Land Company, said Deed dated October 28, 1988 and recorded among the Land Records of Howard County, Maryland in Liber 1910, folio 009. Columbia Park and Recreation Association, Inc. subsequently changed its name to Columbia Association, Inc. by Articles of Amendment with a name change filed with the Maryland State Department of Assessments and Taxation on April 15, 1991. The Easement comprises

0.22467 acres, plus or minus.

THE GRANTOR hereby agrees that the Grantee, its successors and assigns, and its employees, agents, contractors and representatives shall have the right and privilege to enter upon the Easement for the purposes described herein, whenever it is necessary, in the Grantee's sole and absolute judgment, to construct, maintain expand, modify and repair the Public Improvements as needed for the public health, safety, and welfare.

IT IS FURTHER AGREED that no fences, buildings or structures of any kind shall be erected in, on, or over and no trees shall be planted within the Easement, excepting trees that may be planted in a designated tree easement. The Grantor shall not and shall not permit others to undertake any act which will impair or conflict with the operation or maintenance of the Public Improvements.

THE GRANTEE will maintain the Easement and following the construction and any repair of the Public Improvements, Grantee shall restore the condition of the Grantor's Property.

GRANTOR represents and warrants, as of the date of this Deed of Easement, that it is the sole owner and lawfully seized of a fee simple estate in the Property and the Easement, that Grantor, and its signatory, are duly authorized and have the power and right to grant the Easement in, on, over across and through the Property, and that there exists no liens, security interests or other encumbrances on or with respect to the Easement. Grantor further covenants that it has not done or suffered to be done any act, matter or thing whatsoever to encumber the Easement, that Grantor warrants specially the Easement, and that Grantor shall execute such further assurances of the same as may be required. Notwithstanding the foregoing, if there is any lien holder having a lien interest in and to the Property, then all lien holders, if so required, will subordinate their lien interest to the Easement by executing either a subordination agreement or a joinder attached hereto and made a part hereof.

GRANTOR FURTHER represents and warrants that the Grantor has all requisite authority to grant the Easement to Grantee, that the grant of the Easement cannot be challenged by Grantor's officers, board of directors, or members, and that the officer signing this Deed of Easement is duly authorized to do so. The Grantor certifies that the grant of the Easement is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Grantor.

All references herein to "Grantor" shall be deemed plural if more than one person has an interest in the Grantor's Property. Any pronoun reference herein shall be deemed to apply the appropriate gender or person, as the case may be. The term Grantor shall mean its respective successors or assigns.

Subject to the Maryland Local Government Tort Claims Act and applicable law and subject to the Grantee's appropriations, the Grantee will indemnify the Grantor and save it harmless from and against any and all claims, liens, actions, damages, liabilities and/or expenses, including costs and reasonable attorney's fees (not to exceed those fees actually incurred at rates normally charged to Grantor by its attorneys for similar work), in connection with loss of life, bodily injury, personal injury and/or damage to property arising from or out of the entry on and/or use of the Grantee of the Easements or any part thereof occasioned by the sole negligent act or omission of the Grantee, its agents, officers, contractors, employees, or representatives. This indemnification is not to be deemed as a waiver of any immunity or defense that may exist in any action against the Grantee. As a condition of this indemnification, the Grantor shall notify the Grantee of all suits, claims or potential claims within fifteen (15) days of the Grantor's receiving notice of such suits, claims or potential claims.

IN WITNESS WHEREOF, the parties have caused this Deed of Easement to be executed and delivered, under seal, by its duly authorized officers or officials, on the date first above written.

WITNESS/ATTEST:

GRANTOR:
COLUMBIA ASSOCIATION
a Maryland corporation

Corporate Secretary

By: _____ (SEAL)
Name: _____
President/CEO
Date: _____

STATE OF MARYLAND, _____ COUNTY/CITY, TO WIT:

I **HEREBY CERTIFY** that on this ____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for _____ County/City, personally appeared _____, who acknowledged himself/herself to be the President of Columbia Association, Inc. (the "Corporation"), a Maryland corporation, and that he/she, as such officer being authorized so to do, executed the within Deed of Easement for the purposes therein contained by signing the name of the Corporation as such officer and certified that this conveyance is not part of a transaction in which there is a sale, lease, exchange, or other transfer of all or substantially all of the property and assets of the Corporation.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission Expires: _____

[Signatures continue on the following page.]

ACCEPTED by the Grantee on this _____ day of _____, 2014.

ATTEST:

HOWARD COUNTY, MARYLAND

Lonnie R. Robbins
Chief Administrative Officer

By: _____ (SEAL)
Ken Ulman
County Executive
Date: _____

APPROVED:

James M. Irvin, Director
Department of Public Works

APPROVED FOR SUFFICIENCY OF FUNDS:

Stanley J. Milesky, Director
Department of Finance

APPROVED FOR FORM AND LEGAL SUFFICIENCY
this _____ day of _____, 2014.

Margaret Ann Nolan
County Solicitor

Reviewing Attorney:

Tracey E. Skinner, Sr. Assistant County Solicitor

[Notary follows on the next page.]

**COUNTYEXECUTIVE:
STATE OF MARYLAND, HOWARDCOUNTY, TO WIT:**

I HEREBY CERTIFY that on this _____ day of _____, 2014, before me, the subscriber, a Notary Public of the State of Maryland, in and for the _____ County/City, personally appeared Ken Ulman, the County Executive for Howard County, Maryland, the Grantee in the within Deed of Easement, who acknowledged the same to be the act of the County and that he executed the foregoing Deed of Easement for the purposes therein contained by signing in my presence the name of Howard County, Maryland as County Executive.

AS WITNESS my Hand and Notarial Seal.

Notary Public

My Commission Expires: _____

THIS IS TO CERTIFY that this instrument was prepared by Howard County, Maryland, the grantee named in the within Deed of Easement.

Tina D. Hackett, Chief
Real Estate Services Division

After Recording, Return To:
Howard County, Maryland
Real Estate Services Division
3430 Court House Drive
Ellicott City, Maryland 21043



HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS

3430 Courthouse Drive

Ellicott City, Maryland 21043

410-313-4401

James Irvin, Director
jirvin@howardcountymd.gov

FAX 410-313-3408
TDD 410-313-2323

April 2, 2014

Mr. Denis Ellis
Columbia Association, Inc.
10221 Wincopin Circle
Columbia, Maryland 21044

Re: Capital Project No. W-8296
Name of Project: US Rt. 29 Water Main, MD 108 to Broken Land Parkway

Dear Mr. Ellis:

The County has approved plans for the construction of a water main along US Route 29 from Maryland Route 108 to Broken Land Parkway. The construction drawings indicate that we need to acquire water and utility easements from you to allow for the construction of the water main.

The Department of Public Works had an appraisal prepared to estimate the fair market value to be offered for the easements. A copy of the appraisal is enclosed for your review. Based on the appraisal, I am hereby authorized to offer you on behalf of Howard County, Maryland, without prejudice to Howard County's interest in the matter, the total monetary consideration of Three Thousand Eight Hundred Dollars (\$3,800.00) including other valuable consideration for the granting of the easements.

The following is a summary of the appraisal:

Plat No. W-8296-5 (Lot 2)

Lot Value: \$35,000.00 per acre

Value of Water and Utility Easement: 0.28457 acres x \$35,000/ac. x 20% damage = \$1,991.99,
rounded to \$2,000.00

Plat No. W-8296-7 (Lot 3)

Lot Value: \$38,500.00 per acre

Value of Water and Utility Easement: 0.22467 acres x \$38,500/ac. x 20% = \$1,729.96, rounded to
\$1,800.00

Total Just Compensation: \$3,800.00

Enclosed please find two (2) copies each of a Deed of Easement for the acquisition from each plat which allows for the conveyance of water and utility easements to the County. If the documents are acceptable to you, please have them executed and return the documents to this office.

April 2, 2014
Page 2

If you have any questions or require additional information regarding this matter, please feel free to contact me at kstires@howardcountymd.gov or 410-313-4412.

Sincerely,



Karen Stires
Real Estate Services Division

Enclosures

cc: Daniel Davis, Project Engineer
Project No. W-8296 (Columbia Association)

**Tracking Form
Strategic Implementation Committee FY15**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC		Monitor Inner Arbor Plan and Organization			ongoing		to be included in the monthly President's Report	
SIC		Monitor Key Performance Indicators Dashboard			ongoing-quarterly		to be included quarterly in the President's Report	
SIC		Monitor the progress of significant capital projects			ongoing		to be included in the monthly President's Report	
SIC		Monitor Watershed Program			ongoing-quarterly			
SIC		Monitor Hobbit's Glen Clubhouse Project			ongoing		to be included in the monthly President's Report	
SIC		Objectives for FY 15 - Linked to President's Goals and Objectives			ongoing			
SIC	3/13/2014	SHA Easement Request - Gales Lane	3/13/2014		3/27/2014 4/10/2014 4/24/2014 5/22/2014		recommended	approved
SIC	5/22/2014	Haven on the Lake - Transfer of Capital Budget Funds	5/22/2014			6/12/2014	recommended	approved
SIC	5/22/2014	Howard Hughes Corporation Easement - Broken Land Parkway to Banneker Road Pathway	5/22/2014			6/12/2014	recommended	approved
SIC	6/26/2014	Howard County Easement Request - Stormwater Management Pond, Huntington Neighborhood	6/26/2014		7/10/2014			
SIC	6/26/2014	Howard County Easement Request - Water Main Crossing, Fairway Hills Golf Course along Rt. 29	6/26/2014		7/10/2014			

**Tracking Form
Strategic Implementation Committee FY15**

Submitted to Committee by (name):	Date sent to Committee	Description of Topic	1st Reading	Date Due to Board	Extensions	Date sent to CA Board	Recommendation of the Committee	Board Action
SIC	7/10/2014	Feasibility of Establishing a Board Compensation Committee	7/10/2014					
SIC								
SIC								
SIC								
SIC								
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SIC								
SIC								
SIC								
SIC								
SIC								

Board Request Tracking Log
 FY 15
 As of July 3, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	1	Michael Cornell	Full Compensation Study	2/20/2014	HR	8/20/2014	
3	2	Alex Hekimian	Include minutes from all Board meetings in all years (as shown on the previous CA website) on the new CA website	3/13/2014	Communications and Community Engagement	4/30/2014	4/1/2014
4	3	Alex Hekimian	Assess the potential for where a CA community garden could be sited	3/13/2014	Community Building and Open Space	10/31/2014	
5	4	Russ Swatek	Would like more information on stretch goals	3/27/2014	President's Office/HR	TBD	
6	5	Andy Stack	Staff to prepare a briefing on the sign variance issue for new Board members	5/23/2014	Community Building and Open Space	6/30/2014	6/11/2014
7	6	Board Members	Staff assessment of the covenant enforcement question in the Guilford Industrial Park	5/23/2014	General Counsel	6/30/2014	6/26/2014
8	7	Gregg Schwind	Questions about fees and user requirements for the Dog Park	5/14/2014	Community Building and Open Space	6/20/2014	6/20/2014
9	8a	Jeanne Ketley	Is it possible to find out the elevation of the docks/boardwalk at the Lakefront at Clydes?	5/28/2014	Construction Department	6/28/2014	6/5/2014

Board Request Tracking Log
 FY 15
 As of July 3, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
10	8b	Jeanne Ketley	The construction of any bridge/boardwalk regardless of height will require support pilings and footings which is where the debris piles up. How long is the bridge, how many pilings and support ties are being constructed? What is the proposed height of the Lake Kittamaqundi pathway bridge above existing ground level?	05/28/14	Construction Department	6/28/2014	6/5/2014
11	9	Jeanne Ketley	Feasibility of providing electronic newsletter to the residents	6/2/2014	Communications and Community Engagement/IT	7/2/2014	7/2/2014
12	10	Jeanne Ketley	Feasibility of electronic pre-registration for Resident Speakout	6/2/2014	IT	7/2/2014	7/2/2014
13	11	Nancy McCord	Recap summary of financial performance of CA golf for the past 10 years	6/12/2014	Finance	7/12/2014	
14	12	Michael Cornell	Feasibility of an enhanced audio recording system for the Board Room; microphones for each Board member; and video streaming of Board meetings	6/18/2014	President's Office	9/18/2014	

Resident Request Tracking Log
 FY 15
 As of July 3, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
2	1	Ed Coleman	Information on ERC meetings held outside of the regular meetings schedule, including when the meetings were held, who participated, where they occurred, and what was on the agendas.	5/23/2014	Chief Staff Liaison- ERC	6/30/2014	6/23/2014
3	2a	Joel Hurewitz	Please provide the dates during which the following were the resident agents of the Columbia Association: Padraic M. Kennedy, Corporation Trust Incorporated, and Shelby A. Tucker King.	6/11/2014	General Counsel	7/11/2014	
4	2b	Joel Hurewitz	Please also provide the names and addresses, and associated dates during which any other persons or businesses served as resident agent since April 15, 1991.	6/11/2014	General Counsel	7/11/2014	
5	3						
6	4						
7	5						
8	6						
9	7						
10	8						
11	9						
12	10						
13	11						
14	12						
15	13						

Resident Request Tracking Log
 FY 15
 As of July 3, 2014

	A	B	C	D	E	F	G
1	<u>Number</u>	<u>Originator</u>	<u>Issue/Task Description</u>	<u>Origination Date</u>	<u>Assigned To (Department)</u>	<u>Due Date</u>	<u>Closed Date</u>
16	14						
17	15						
18	16						
19	17						
20	18						
21	19						
22	20						