Minutes of the
BOARD OF DIRECTORS MEETING
Held: November 13, 2014

Approved: December 11, 2014

PUBLIC HEARING ON BUDGET
Hosted by Planning and Strategy Committee

A public hearing on the Conditional FY 2016 Budget of the Columbia Association Board of Directors was held on Thursday, November 13, 2014, at the Columbia Association Building. Present were the Chair, Russ Swatek; members Andrew Stack, Reg Avery, Michael Cornell, Jeanne Ketley, Alan Klein, Nancy McCord, Brian Dunn, Gregg Schwind (arrived at 7:47) and Tom O’Connor. Also present were CA President/CEO Milton W. Matthews, Governance Chief of Staff Rob Goldman, Vice President/CFO Susan Krabbe, Director of Community Building and Open Space Jane Dembner, and General Counsel Sheri Fanaroff.

1. Call to Order: The meeting was called to order at 7:32 p.m. by the Chair, Russ Swatek.

2. Approval of Agenda:
   **Action:** Mr. Avery moved that the agenda be accepted; Mr. Klein seconded the motion. Ms. McCord asked that two items be added to the agenda: Advisory Committee Charges (added to Consent Agenda, Item 7a) and potential meeting with Dr. Renee Foose (added to the ERC committee agenda, Item 6c). The amended agenda was approved unanimously. Vote: 9-0-0
   Against: None
   Abstain: None

3. Resident Speakout and 4. Public Hearing for Additions and Deletions to Conditional FY 16 Budget:
   There were three participants in Resident Speakout:
   (a) Stephen Ingle, Harpers Choice Village Manager, spoke about funding for security-related items at Harper’s Choice.
   (b) Karen Hitcho, Long Reach Village Board Chair, spoke about landscaping and repairs at the Arts Center and Stonehouse, open space near Long Reach High, and the Locust Park pool.
   Mr. Schwind arrived at 7:47 p.m.
   (c) Terri Hill, incoming District 12 delegate, said District 12’s three new delegates want to introduce themselves to the Board.

5. Adjournment: The public hearing was adjourned at 7:55 p.m.
1. **Call to Order:** The Board of Directors Meeting was called to order at 7:55 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 October 23, 2014. Present were: Milton Matthews and Board members Michael Cornell, Nancy McCord, Tom O’Connor, Gregg Schwind, Andy Stack, Russ Swatek, Reg Avery (arrived at 6:20 p.m.), Brian Dunn (arrived at 6:30 p.m.), Alan Klein (arrived at 6:25 p.m.) and Jeanne Ketley (arrived at 6:53 p.m.). The vote to close the meeting was 6-0-0.
   
   For: Messrs. Cornell, O’Connor, Schwind, Stack, and O’Connor, and Ms. McCord
   
   Against: None
   
   Abstain: None
   
   The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association. The meeting was closed from 6:20 p.m. until 7:50 p.m.

3. **Approval of Minutes:**
   
   **Action:** Mr. Cornell moved to approve the minutes of October 23, 2014. Mr. Avery seconded the motion. The minutes were approved. Vote: 8-1-1.
   
   For: Messrs. Swatek, Stack, Cornell, Dunn, Klein, Schwind and O’Connor, and Ms. McCord.
   
   Against: Ms. Ketley
   
   Abstain: Mr. Avery

4. **Chairman’s Remarks:**
   
   Mr. Swatek said Mr. Matthews presented testimony to the Howard County Planning Board without CA Board approval. Mr. Swatek has the audio files of the meeting for those who want to hear testimony given by Board members and Mr. Matthews.

5. **President’s Report:**
   
   At Mr. Matthews’ request, Mr. Goldman gave a Haven on the Lake update, saying there are now 692 Haven memberships, with 163 of those people also paying additional fees to guarantee spots in certain classes. There are more than 1,800 active prospects. He said the facility is scheduled to be ready in early December. Scheduled events include:
   
   - December 6: Stillpoint Spa at Haven on the Lake opens
   - December 8-11: Sneak Preview nights
   - December 15: Entire facility opens
   - January 10-11, 2015: Grand Opening/Open House for the public

   Mr. Goldman said county inspections of the facility are scheduled for December 1 through 5, and that the facility’s dehumidification system may not be fully installed and commissioned when the facility opens. In response to questions, Mr. Goldman said revenue for the facility will come from memberships, class programs, and the wellness spa. CA and Stillpoint will share equally in the profits and losses of the wellness spa, and CA expects Haven on the Lake to break even financially during the third or fourth year of operation. Marketing efforts include television interviews, email blasts, newspaper ads, and coupons for classes. Most jobs have been filled by a diverse pool of applicants who are now in the process of being trained.

   Ms. Dembner said the pathway around Lake Kittamaqundi has been completed and is being used. A formal ribbon cutting ceremony will be held on November 21.
Mr. Matthews asked the Board to clarify whether or not he can advocate publicly on issues on which the Board has taken positions. Board members affirmed their support for Mr. Matthews as spokesman for CA and determined that they need not approve every prepared statement he makes in a public forum. Mr. Swatek and Mr. Klein apologized for publicly rebuking Mr. Matthews during the Planning Board meeting.

6. Committee Agendas
   (a) Planning and Strategy Committee
      1. Discussion
         (a) Committee Tracking Form
            In response to a question from Mr. Klein, Ms. Dembner explained that the item related to providing guidance on the employee compensation strategy has no follow-up dates attached to it because the study has not yet begun.
   (b) Strategic Implementation Committee
      1. Discussion
         (a) Deer Tick and Lyme Disease
            Chick Rhodehamel, CA’s Vice President for Environmental Management, provided the Board with an overview of the white-tailed deer overpopulation problem in Howard County. He noted that hunting is an effective way to mitigate the overabundance of deer. This year’s deer hunting season runs from October 2014 until February 2015 and Howard County will conduct a managed hunt program in areas of the Middle Patuxent Environmental Area that is adjacent to Harper’s Choice and Hickory Ridge. Mr. Rhodehamel also noted that the role deer play in transmission of Lyme disease is in transporting the ticks over large areas, but humans more often come in contact with ticks via household pets.
       (b) Corporate Resolution for Brokerage Account
            Ms. Krabbe requested Board approval of a corporate resolution authorizing CA’s President/CEO, Vice President/CFO and Treasurer to open a brokerage account with Fidelity Investments to be used to purchase certificates of deposit.
            **Action:** Mr. O’Connor moved that the SIC recommend that the Board approve the resolution for CA to open a brokerage account with Fidelity Investments. Mr. Klein seconded the motion, which the committee approved unanimously. Vote: 3-0-0.
            **Action:** Mr. Avery moved that the SIC recommend that the Board approve the resolution **tonight** to open a brokerage account with Fidelity Investments. Mr. O’Connor seconded the motion, which the committee approved unanimously. Vote: 3-0-0.
   (c) Committee Tracking Form
      Mr. Klein asked about an item regarding President’s Goal and Objectives. The Board decided to move the item to the BOC tracking form. The Board also deleted from the SIC tracking form one of two nearly identical items regarding an update on online membership enrollment. Mr. Klein also asked staff to provide the next milestone regarding the online membership item. Mr. Klein said he would review CA’s Comprehensive Sustainability Plan efforts and recommend standards, if needed.
   (c) External Relations Committee
      1. Discussion
         (a) Date – November Stakeholders’ Dinner
            Mr. Goldman said the next stakeholders’ dinner will be held November 24 with the Howard County delegation. Dinner with the Howard County Council and incoming County Executive will be on January 26. Both dinners will be held at Linden Hall in Dorsey’s Search.
Meeting with Dr. Renee Foose

Ms. McCord said Howard County School Superintendent Dr. Renee Foose would like a private introductory meeting with CA Board members to discuss partnering with Howard County schools.

**Action:** Mr. Cornell moved that the ERC recommend that the Board invite Dr. Foose to an open CA work session to discuss ways CA can further partner with the school system. Ms. Ketley seconded the motion, which the committee approved unanimously. Vote: 3-0-0.

(c) Committee Tracking Form

The Board discussed the status of staff developing options for reintroduction of the carillon bells at Lake Kittamaqundi.

7. Recommendations for Board Action

(a) Consent Agenda – Advisory Committee Charges

**Action:** The Board approved the ERC recommendation to have advisory committees present their committee charges every other year instead of annually.

(b) Recommendations for Action

**Action:** Mr. Cornell moved that the Board approve tonight the SIC recommendation that CA open a brokerage account with Fidelity Investments. Mr. Avery seconded the motion, which the Board approved unanimously. Vote: 10-0-0.

**Action:** The Board unanimously approved the SIC recommendation to authorize CA to open a brokerage account with Fidelity Investments. Vote: 10-0-0.

8. Possible Topics for Future Board Discussions

Mr. Matthews asked the Board for ideas he can share in response to a Howard County Housing Commission’s request for ideas about affordable housing in downtown Columbia. Board members will email their ideas to Mr. Matthews.

9. Tracking Forms:

(a) Tracking Form for Board Requests

In response to questions about Tracking Log items, Mr. Matthews and staff said:
- A list of employee stretch goals will be sent to the Board soon.
- A report regarding potential locations for a CA community garden was sent to Board members before the deadline and will be re-sent to them.
- Completed items remain on the tracking log until the end of the fiscal year because doing so makes it easier to tell what has been accomplished during the year.
- Quarterly Reports and Annual reports from the Inner Arbor Trust will be sent to all Board members.

(b) Tracking Form for Resident Requests

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

11. Adjournment: The open board meeting was adjourned at 10:09 p.m. A closed meeting followed the open board meeting.

Respectfully submitted,

Valerie Montague
Recording Secretary
A meeting of the Columbia Association Board of Directors was held on Thursday, October 23, 2014, at the Columbia Association Building. Present were the Chair, Andrew Stack; and members Reg Avery, Michael Cornell, Brian Dunn, Jeanne Ketley, Alan Klein, Nancy McCord, Tom O’Connor, Gregg Schwind and Russ Swatek. Also present were CA President/CEO Milton Matthews, Chief Staff Liaison Susan Krabbe (arrived at 8:25 p.m.) and General Counsel Sheri Fanaroff.

1. Call to Order: The Board of Directors Meeting was called to order at 7:55 p.m. by the Chair, Andrew Stack.

2. Announcement of Closed/Special Meetings Held/To Be Held:
The Architectural Resource Committee held a closed meeting at the Columbia Association Building on October 13, 2014. Members present were: Michelle Miller, Denis Ellis, Michael Shaw, and Debbie Bach. Also present were Ingrid Hatz, Laura Parrish, Debbie Nix, Carl McKinney, Karen Turcan, Dale Wasmus, Sheri Fanaroff and Anne Kulesza. The vote to close the meeting was 4-0-0.

The closed meeting was authorized under the Maryland Homeowners Act, Md. Code, Real Property §11B-111 (4)(iv), Consultation with staff personnel, consultants, attorneys or other persons in connection with pending or potential litigation. The meeting was closed from 1:15 p.m. until 1:40 p.m.

3. Approval of Agenda:
Action: After a brief discussion about the anticipated length of this meeting, Ms. McCord moved to approve the agenda. Mr. O’Connor seconded the motion, which passed. Vote: 7-3-0.
For: Messrs. Avery, Klein, O’Connor, Stack, and Swatek; and Mses. McCord and Ketley
Against: Messrs. Cornell, Dunn and Schwind
Abstain: None

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

5. Resident Speakout:
(a) Dick Boulton, Dorsey Search, spoke about Inner Arbor’s Symphony Woods Plan.

6. Approval of Minutes of October 9, 2014
Mr. Klein asked that the Residents’ Speakout portion of future minutes include clearer, brief descriptions of what residents say. Ms. Ketley asked that the minutes note whether residents are in favor or opposed to the issues about which they speak. The matter of more informative Residents’ Speakout summaries will be placed on a future BOC meeting agenda.

Action: Ms. McCord moved to approve the minutes of October 9, 2014. Mr. Cornell seconded the motion, which passed. Vote: 9-1-0.
For: Messrs. Avery, O’Connor, Stack, Cornell, Dunn, Schwind and Swatek; and Mses. McCord and Ketley
Against: Mr. Klein
Abstain: None
7. Chairman’s Remarks:
Mr. Stack thanked the ERC and CA staff for “Columbia Speaks, CA Listens.” He said the next Board
meeting will be on November 13 and a work session will be held on November 20. Messrs. Stack and
Matthews have visited several village board meetings and plan to attend more, including Wilde Lake’s on
November 3. Mr. Stack then reminded everyone of the civility principles the Board adopted last month.

8. President’s Remarks:
In responses to questions from board members, Mr. Matthews said there will be a walking tour when the
completed Lake Kittamaqundi path opens. He also said Haven on the Lake is still on pace to open in
eyear December and the new Hobbits Glen golf course clubhouse is scheduled to open in February.

9. Committee Chairs’ Reports
(a) Board Operations Committee: None
(b) External Relations Committee: Ms. McCord thanked everyone for coming to the “Columbia
Speaks, CA Listens” event
(c) Planning and Strategy Committee: None
(d) Strategic Implementation Committee: None
(e) CA Representatives to the Inner Arbor Trust Board of Directors: Mr. Matthews said the County
Planning Board’s public hearing on the Inner Arbor Trust will be held on November 6 at 7:00 p.m.
People who want to testify must be present at the hearing.

10. Special Topics and Presentations: None

11. Committee Agendas
(a) Strategic Implementation Committee
1. Discussion
(a) Update – On-Line Enrollment – Next Steps
CA Chief Information Officer Chuck Thompson, assisted at times by Valerie Barnard,
presented a draft version of an online enrollment process. Mr. Thompson anticipates that the
system could undergo final testing in early December and be ready in January for use by the
public. He said the plan assumes that 11 membership options would be offered for online
processing. Haven on the Lake registrations will not be included in the initial rollout. He said
CA is not incurring additional costs to develop the online registration site.

(b) Committee Tracking Form
In response to a question from Mr. Klein about when updates on dashboard items will be
available, Ms. Krabbe said the next update would be given in December.

(b) External Relations Committee
1. Discussion
(a) Discussion Regarding CA Practices for Annexation
CA General Counsel Sheri Fanaroff said questions about CA’s annexation process have arisen
as a result of a River Hill Village Board request that the CA Board support annexation of a
new development adjacent to the village.

Ms. Fanaroff explained that, when a property owner asks that his or her property be annexed to
CA, the CA president, CFO, Director of Open Space Management, and the General Counsel
weigh potential benefits (such as additional annual charge revenue) against potential costs
(such as a demand for CA-supplied amenities). After a property owner and CA decide on
annexation, the village adjacent to the annexed property can decide whether or not to include
the land in the village. She said the CA Board need not be involved in decisions by CA to
annex properties, nor in a village’s decision of whether to include that property in the village.
(b) Update – Advisory Committee Enhancements

CA Sports and Fitness Director Marc Kolp said most of CA’s advisory committees have submitted their annual reports and committee charges. He shared a chart showing which items committees have submitted. Mr. Cornell asked Mr. Kolp to update the chart to include the Watershed Committee and IT committees.

Ms. McCord noted that Board members are attending advisory committee meetings. She asked each Board member to let her know which committee meetings they attend and any feedback the committees offer to the Board.

Mr. Kolp said some committees are unclear about their requirement to meet annually with the CA Board. He asked whether it refers to committees providing budget testimony or hosting a meeting with Board members, or something else. Some committees are also unclear of what form their required charge should take. Ms. McCord said the specifics had not yet been determined.

Mr. Kolp recommended that updating each committee’s annual charge become a bi-annual responsibility, aligned with CA’s two-year budget process.

**Action:** Mr. Cornell moved that the ERC recommend that the Board require its advisory committees to update their charges every two years instead of annually. Ms. Ketley seconded the motion, which passed unanimously. Vote: 3-0-0.

(c) Recap – Columbia Speaks, CA listens
This topic will be discussed when staff has had a chance to document lessons learned and recommend ways to use the information collected at the event.

(d) Update – Stakeholders’ dinners
CA will host a dinner for members of Howard County’s state legislative delegation on Monday, November 24 at Linden Hall in Dorsey Search. Current legislators have been invited. After the November 4 election, new delegates and/or senators will also be invited.

Ms. McCord has spoken with Howard County School Superintendent Renee Foose about meeting with the CA Board, but no date has been set.

(e) Update on Lakefront Carillon Bells and Proposed Engagement Process
CA Landscape Services Manager Jan Clark said the FY16 capital budget includes $75,000 to develop options for restoring carillon bells at Lake Kittamaqundi. If the Board decides to reinstall the bells, construction funds would need to be included in the FY17 budget in order to complete the project in time for Columbia’s 50th birthday celebration. Mr. Stack noted that CA would need approval from the Army Corps of Engineers in order to rebuild the bell tower. Plans to rebuild at the tower’s previous location at the Lake Kittamaqundi pier might also be subject to the Downtown Planning Process. An alternative location for the bells might be near Kennedy Gardens, on the east side of the Lake.

(f) Committee tracking form

(c) Planning and Strategy Committee

1. Discussion

(a) Recommendation Regarding the Benefits Study
CA Chief Human Resource Officer Michael Collins said Mr. Matthews, Mr. Swatek, and he met with consultants to review a proposal to conduct an employee benefit study at a cost of $32,000, which is not included in the FY15 budget. One proposal was received. Mr. Collins
said the company, Spectrum HR Solutions, is qualified to do the study. Mr. Cornell wants the
consultant to also predict the budgetary impact if CA paid all employees at least a living wage
of approximately $13 an hour.

**Action:** Mr. Swatek moved that the PSC recommended that the Board hire Spectrum HR
Solutions to complete an employee benefits study and allocate the $32,000-$33,000
needed to fund it. Mr. Dunn seconded the motion; it passed unanimously. Vote: 3-0-0.

### 12. Recommendation for Board Action

(a) Consent Agenda – NONE

(b) Recommendation for Action

1. Approval of Recommendation regarding the Benefits Study

**Action:** The Board approved the PSC’s recommendation to hire Spectrum HR Solutions to
complete an employee benefits study and allocate the $32,000-$33,000 needed to fund
it. Vote: 9-1-0.

For: Messrs. Avery, Cornell, Dunn, Klein, Stack, Schwind and Swatek, and
Mses. McCord and Ketley

Against: Mr. O’Connor

Abstain: None

### 13. Tracking Forms:

(a) Tracking Form for Board Requests

Mr. Cornell asked CA to include in the benefits study the budgetary impact of paying a living wage.
Mr. Cornell asked for a timetable of when CA will end the use of pesticides containing neonicitides.

(b) Tracking Form for Resident Requests

Mr. Avery asked about a request for CA to assess where a community garden could be sited.

### 14. Talking Points:

Recording Secretary Valerie Montague read the Talking Points.

### 15. Adjournment:

The open Board meeting was adjourned at 9:50 p.m.

### 16. Closed Meeting:

A closed Board meeting followed the open meeting.

Respectfully submitted,

Valerie Montague
Recording Secretary
<table>
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<tr>
<th>Submitted to Committee by (name):</th>
<th>Date sent to Committee</th>
<th>Description of Topic</th>
<th>1st Reading</th>
<th>Date Due to Board</th>
<th>Extensions</th>
<th>Date sent to CA Board</th>
<th>Recommendation of Committee</th>
<th>Board Action</th>
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<tbody>
<tr>
<td></td>
<td>9/3/2013</td>
<td>Membership Rate &amp; Fee Structure</td>
<td>Briefing &amp; discussion on 9/12/13</td>
<td>Management has prepared a consultant scope of work and is beginning the procurement process.</td>
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<td>4/10/2014</td>
<td>Columbia Market Study Review</td>
<td>Briefing on 4/10/13</td>
<td>6/12/2014</td>
<td>8/14/14 Consultant presentation of the study findings &amp; recommendations</td>
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<td>7/10/2014</td>
<td>Provide guidance to management on employee compensation strategy, including a new performance incentive program, based on the findings from the previous salary study, upcoming benefits study, &amp; consideration of a CA living wage. Also review severance guidelines.</td>
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<td>Conduct the FY 16 budget process and make recommendation for Board approval (see steps below).</td>
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<td>Host public hearing to gather input on proposed changes to FY16 budget</td>
<td>Scheduled for 11/13/14</td>
<td>N/A</td>
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<td>Initial deliberations by PSC on proposed additions and deletions.</td>
<td>Planned for 12/11/14</td>
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<td>Additional deliberations by PSC on proposed adjustments to FY 16 budget. Make recommendation to the CA Board.</td>
<td>Planed for 1/27/2015</td>
<td>1/27/2015</td>
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Date: November 7, 2014

To: Columbia Association Board of Directors
   Milton W. Matthews

From: Chick Rhodehamel

Re: White-Tailed Deer

BACKGROUND
As is apparent to residents of Howard County, there is an overabundance of white-tailed deer in our communities - a unique problem given that a century ago deer were rare at best in this part of the state. Despite the obvious misconceptions that human intervention and encroachment into wildlife habitats drive off the animals or that urban/suburban development displaces or destroys the habitat for wildlife to survive, they are surviving and doing too well from the biological and cultural carrying capacity standpoint.

Since the 1970’s, evolving development regulations and requirements have actually augmented the State and Federal modern wildlife management efforts begun in the 1930’s. Protections built in development regulations (i.e. floodplain restrictions, wetland and forest protection, and open space requirements), in conjunction with landscaping, have created miles of edge habitat preferred by deer with a buffet of alternative food sources. Foremost, deer prefer the native plants with which they coevolved. Many of our forest tracts are becoming devoid of native ground level and shrub layer vegetation because of the overabundance of deer. [The latest MD list of Rare, Endangered, and Threatened Plants being complied will list hereivory as the reason for listing most of the plants.] In turn, the songbirds, small mammals, reptiles, and amphibian populations are without their habitats because of the deer.

Currently, seasonal regulated hunting and deer-motor collisions are the only population controls on the present-day deer populations. In 1968 Maryland experienced the largest volume of sales of resident hunting licenses (183,990). This represented just less than 5% of population at that time, which is about the average percentage of hunters in the population nationwide. In 2012 there were only 77,488 licenses sold, which represented less than 2% of the state population (which had increased by 2/3 since 1968). The suburban environment has become the modern white-tailed deer habitat.
HOWARD COUNTY and COLUMBIA
In late 1997, Howard County created a Deer Task Force comprised of a wide range of stakeholders from across government and private sectors. This group worked for two years determining the perceptions and actual extent of deer overabundance and the conflicts being experienced by various social and economic sectors of the county. The Task Force sent surveys throughout the County to property owners, farmers, and residents to determine the public perceptions, understanding of the deer overabundance, and their beliefs and preferences on deer population control techniques. While there were some differences between the eastern and western portions of the County in the perceptions of an overabundance problem, a majority of County respondents felt hunting was the method for population control.

Maryland Department of Natural Resources (DNR) surveyed the Maryland general public in 2007. The results showed 36% of the public were in favor of hunting in general. To maintain a healthy deer population, 76% of the public agreed there should be deer hunting, and 44% of the public felt population control was the most important reason for deer hunting.

The results of the Howard County survey were a large part of the Task Force’s findings and recommendations to the County. Based on the Task Force’s report, the County authorized the Recreation and Parks personnel to work with the DNR and begin managed hunts on the larger County park parcels where such activity could be safely accomplished. Since 1998 the managed hunt program has included the Middle Patuxent Environmental Area (MPEA) and within several years also included the Blandair Park land. The program is tightly administered and monitored by county personnel enlisting only pre-qualified and vetted hunters into the program. The hunters are assigned to very specific locations identified by the County.

These hunts have been a significant means of mitigating the deer overabundance problem in our communities. For the current 2014-2015 hunting seasons, based on past performance and the recognized need, DNR has again authorized and permitted Howard County to conduct the managed hunt program on approved public lands. The hunting dates start in October 2014 and continue into February 2015. This year’s program in the MPEA will include some new additional locations on the east side of the Middle Patuxent River (adjacent to Harper’s Choice and Hickory Ridge). For most of the previous years’ managed hunts in the MPEA, the prescribed hunter locations had been established on sites west of the river (where the majority of the acreage is located). Deer damage to forest vegetation and residential landscaping is happening to the same extent in Harper’s Choice and Hickory Ridge as it is in River Hill. During the past 15 years, the County’s managed hunt programs have harvested more than 2,000 deer. This figure is in addition to the general hunting season’s harvest, which has averaged about 2,983 a year over the past 5 years in Howard County.
DEER-VEHICLE COLLISIONS
Another unfortunate result of deer overabundance is the increased incidence of
deer-vehicle collisions. At the time the County Task Force was deliberating, we
heard predictions that deer vehicle collisions could reach upwards of a shocking
1,000 per year in the coming years. DNR, through their various reporting
sources, estimates at the present time there are more than 30,000 deer-vehicle
collisions annually in Maryland. This amounts to about $100 million in damages
each year.  The reported deer-vehicle mortality in Howard County has averaged
1,798 per year over the past five years with an increasing trend in the figures
[these are reported figures which tend to be less than actual incidents occurring].
This information does not include human injury or deaths as a result of deer-
vehicle collisions, which are tragic aspects of some of the collisions.

LYME DISEASE
Lyme disease has become the most common tick-borne disease in Maryland and
the United States. Maryland ranks 10th among the Lyme Disease Association’s
Top 15 States for Lyme disease with an incidence rate of 16.1 cases per 100,000
population. Lyme is endemic in Maryland along with the New England states and
much of the Mid-Atlantic region.

There is a general misconception that deer are the cause of the Lyme disease in
the black-legged tick, the vector of spirochete bacterium which causes the
disease in humans. The tick actually picks up the Borrelia bacteria from small
rodents who are carriers of the bacteria, but are not afflicted with the disease.
Most notable common rodent carriers are the white-footed mouse and
chipmunks. Second vital feeding by the tick normally includes the white-tailed
deer (or other large mammal). The tick does overwinter and repeat the feeding
cycles again as well as laying eggs for another generation.

The role which deer play in the transmission of Lyme disease is basically
transportation of the tick over large areas. A mouse or chipmunk has a home
range of several hundred square feet or approaching one acre; deer can easily
range over a square mile. A number of scientific studies over the last couple
decades in New England and the Mid-Atlantic do relate incidences of Lyme
disease to large populations of white-tailed deer in that same area. Both the
Maryland and Howard County Health Departments, as well as the Lyme Disease
Association, all stress and recommend prevention as the methods people should
use to protect themselves and loved ones. All of these organizations provide
effective prevention/protection recommendations on their websites.
November 6, 2014

To: Columbia Association Strategic Implementation Committee
   Milton W. Matthews, President/CEO

From: Susan Krabbe, Vice President and Chief Financial Officer

C: Columbia Association Board of Directors

Re: Draft Resolution for Brokerage Account

Background

As you know, Columbia Association (CA) obtained long-term financing in June 2014. As of October 31, 2014, there is $12,000,000 remaining that we anticipate using between now and March 2015. Currently, those funds are invested in government money market funds, which, while quite secure, provide extremely low returns. The current interest rate on those funds is 0.04%. CA staff investigated other investment opportunities that fit the timing for using the financing proceeds and comply with CA’s Investment Policy (attached). We determined that certificates of deposit (CDs) provide the best returns with the greatest security and flexible timing, through a free account provided by Fidelity Investments with a wide array of investment options. We anticipate additional earnings of 0.25% with these investment options.

In order to make these investments, we need Board approval of the attached corporate resolution. This document is the resolutions portion of the form required by Fidelity Investments, and it will authorize CA’s President/CEO, Vice President/CFO and Treasurer to open one brokerage account to be used to purchase CDs as described above. The references in the resolution to the individuals in Sections 2 and 3 are to these CA officers.

Legal Considerations:

Legal review will ensure that CA complies with all relevant laws and regulations.

Budget Impact/Considerations:

The FY 2015 budget included income from investments at 0.20%, so this will provide slightly more income than was budgeted.

Policy Considerations:

The planned use of this brokerage account complies with CA’s policies, specifically the Board-approved Investment Policy, and supports the Board-approved Strategic Plan, specifically goals 2 and 5:
Goal 2 - “Maintain and enhance Columbia’s facilities, open spaces, connectivity and environmental stewardship.”

The use of a brokerage account to purchase CDs will generate greater earnings, helping to provide resources to maintain and enhance CA’s facilities and open spaces.

Goal 5 – “Demonstrate the practices of a high-performing and responsive organization.”

CA staff researched options for secure short-term investments for the remaining financing proceeds.

**Recommendations:**

Staff recommends that the CA Board approve the attached resolution to open a brokerage account with Fidelity Investments.
RESOLUTIONS AND SIGNATURE OF CERTIFYING OFFICER

Certified Copy of Certain Resolutions Adopted by the Board of Directors Whereby the Establishment and Maintenance of Trading Accounts Have Been Authorized

RESOLVED:

FIRST: That the individual listed in Section 2 of this corporate resolution hereby is authorized and empowered, for and on behalf of this Corporation, to establish, maintain, and act on this account (which may be a margin account) and that the individuals listed in Section 3 of this Corporate Resolution are, and each of them hereby is, authorized and empowered for and on behalf of this Corporation, with Fidelity Brokerage Services LLC and its affiliate National Financial Services LLC (herein called the “Brokers”) for the purpose of purchasing, investing in, or otherwise acquiring, selling (including short sales), possessing, transferring, exchanging, or otherwise disposing of, or turning to account of, or realizing upon, and generally dealing in and with any and all forms of securities including, but not by way of limitation, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, options, warrants, certificates of deposit, mortgages, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates, or otherwise.

The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the said officers and/or agents to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give instructions (whether oral, written, electronic, or otherwise) to the Brokers with respect to said transactions; to borrow money and securities and to borrow such money and securities from or through the Brokers, and to secure repayment thereof with the property of the Corporation; to bind and obligate the Corporation to and for the carrying out of any contract, arrangement, or transaction that shall be entered into by any such officer and/or agent for and on behalf of the Corporation with or through the Brokers; to pay by checks and/or drafts drawn upon the funds of the Corporation such sums as may be necessary in connection with any of the said accounts; to deliver securities and contracts to the Brokers; to deliver securities to and deposit funds with the Brokers; to order the transfer or delivery of securities to any other person whatsoever, and/or to order the transfer of record of any securities, to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or securities to any name selected by any of the said officers or agents; to affix the corporate seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights with respect to any securities; to sign for the Corporation all releases, powers of attorney, and/or other documents in connection with any such account, and to agree to any terms or conditions to control any such account; to direct the Brokers to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities; to appoint any other person or persons to do any and all things that any of the said officers and/or agents are hereby
empowered to do, and generally to do and take all action necessary in connection with the account, or considered desirable by such officer and/or agent with respect thereto.

SECOND: That either Broker may deal with any and all of the persons directly or indirectly empowered by the foregoing resolution, as though they were dealing with the Corporation directly.

THIRD: That the Secretary of the Corporation be and hereby is authorized, empowered and if requested by the Brokers, directed to certify, under the seal of the Corporation, or otherwise, to the Brokers:

(a) a true copy of these resolutions;
(b) specimen signatures of each and every person by these resolutions empowered;
(c) a certificate (which, if required by the Brokers, shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to the Brokers) that the Corporation is duly organized and existing, that its charter empowers it to transact the business by these resolutions defined, and that no limitation has been imposed upon such powers by the bylaws or otherwise.

FOURTH: That the Brokers may rely upon any certification given in accordance with these resolutions, as continuing fully effective unless and until the Brokers shall receive due written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, nor shall the fact that any person hereby empowered ceases to be an officer of the Corporation or becomes an officer under some other title in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

FIFTH: That is the event of any change in the office or powers of persons hereby empowered, the Secretary shall certify such changes to the Brokers in writing in the manner hereby above provided, which notification, when received, shall be adequate both to terminate the powers of the persons theretofore authorized, and to empower the persons thereby substituted.

SIXTH: That the foregoing resolutions and the certificates actually furnished to the Brokers by the Secretary of the Corporation pursuant thereto be and hereby are made irrevocable until written notice of the revocation thereof shall have been received by the Brokers.

SEVENTH: That the Corporation and its officers indemnify and hold the Brokers harmless from any claim, loss, expense, or other liability for effecting any transactions and acting upon any instructions given by the officers or Secretary of the Corporation.
Columbia Association, Inc.

Investment Policy

I. Policy

It is the policy of the Columbia Association (CA) to invest funds in a manner that will provide the highest investment return with the maximum security while meeting its anticipated daily cash flow requirements. The purpose of this document is to state the policies, guidelines and eligible securities relating to any investment of unexpended funds that are not included in the workers’ compensation, self-insurance and Senior Secured Bond trusts.

II. Objectives

The primary objectives of CA’s investment activities, in order of priority, are:

A. **Safety**: Safety of principal is the foremost objective of the investment policy. To attain this objective, diversification and third-party safekeeping of investment certificates are required.

B. **Liquidity**: CA’s investment portfolio will remain sufficiently liquid so that CA can meet its cash flow needs.

C. **Return on Investment**: CA will seek to maximize return while minimizing risk and considering cash flow requirements.

III. Authorized and Suitable Investments

CA will invest in the following types of securities:

A. Money Market Mutual Funds

B. U.S. Treasury Obligations

C. Certificates of Deposit

D. U.S. Agencies

E. Corporate Bonds

F. Municipal Securities and Municipal Mutual Funds

IV. Diversification

CA will diversify its investments by security type as follows:
A. **Money Market Funds - Maximum 100 Percent of Total Invested Assets**

A quality money market fund whose objective is to seek as high a current income as is consistent with stability of principal will be used for the liquidity needs of the portfolio. CA will only purchase money market funds where the underlying securities are U.S. Treasuries, U.S. Agencies, or repurchase agreements using U.S. Treasuries or Agencies as collateral. The fund will invest in AAA-rated “money market” instruments, which have been rated by at least two of the three nationally recognized rating agencies in the highest category for debt securities.

B. **Fixed Income Securities - Maximum 90 Percent of Total Invested Assets**

Fixed income investments will consist of U.S. Agencies, U.S. Treasuries, municipal securities and corporate bonds rated top tier/tier one, at the time of purchase, or greater by two of the three nationally recognized rating agencies. Additionally, CA can purchase certificates of deposit with numerous entities up to but not exceeding the Federal Deposit Insurance Corporation (FDIC) limits. Within the fixed income portfolio, no more than 30 percent will be invested in corporate bonds with the top tier/tier one or greater rating, at the time of purchase. Also within the fixed income portfolio, no more than 10 percent will be invested in municipal securities with the top tier/tier one or greater rating, at the time of purchase.

V. **Safe Keeping and Custody**

All security transactions will be conducted on a delivery versus payment (DVP) basis. DVP enables a seller of securities to make immediate delivery of purchased securities to the buyer. The securities are delivered to a financial institution acting as an agent on behalf of the buyer. The buyer’s payment is concurrently made by way of check, bank wire or direct credit to the seller’s account. Simultaneous delivery and payment reduce the risk of loss to both parties. A third party custodian evidenced by safe keeping receipts will hold all securities.

VI. **Maximum Maturities**

To the extent possible, CA will match its investments with anticipated cash flow needs. CA will not directly invest in securities maturing more than five years from the date of purchase.

 Approved by the Board of Directors: February 28, 2013
<table>
<thead>
<tr>
<th>Submitted to Committee by (name):</th>
<th>Date sent to Committee</th>
<th>Description of Topic</th>
<th>1st Reading</th>
<th>Date Due to Board</th>
<th>Extensions</th>
<th>Date sent to CA Board</th>
<th>Recommendation of the Committee</th>
<th>Board Action</th>
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<tbody>
<tr>
<td>SIC</td>
<td></td>
<td>Monitor Inner Arbor Plan and Organization</td>
<td></td>
<td></td>
<td>ongoing</td>
<td>included as an item on each Board meeting agenda</td>
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<tr>
<td>SIC</td>
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<td>Monitor Key Performance Indicators Dashboard</td>
<td></td>
<td></td>
<td>ongoing</td>
<td>to be included quarterly in the President's Report</td>
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<tr>
<td>SIC</td>
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<td>Monitor the progress of significant capital projects</td>
<td></td>
<td></td>
<td>ongoing</td>
<td>to be included monthly in the President's Report</td>
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<tr>
<td>SIC</td>
<td></td>
<td>Monitor Watershed Program</td>
<td></td>
<td></td>
<td>ongoing</td>
<td>to be included quarterly in the President's Report</td>
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<tr>
<td>SIC</td>
<td></td>
<td>Monitor Hobbit's Glen Clubhouse Project</td>
<td></td>
<td></td>
<td>ongoing</td>
<td>to be included monthly in the President's Report</td>
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<tr>
<td>SIC</td>
<td></td>
<td>Objectives for FY 15 - Linked to President's Goals and Objectives</td>
<td></td>
<td></td>
<td>ongoing</td>
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<tr>
<td>SIC</td>
<td>5/22/2014</td>
<td>Haven on the Lake - Transfer of Capital Budget Funds</td>
<td>5/22/2014</td>
<td></td>
<td>6/12/2014</td>
<td>recommended approved</td>
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<td>SIC</td>
<td>5/22/2014</td>
<td>Howard Hughes Corporation Easement - Broken Land Parkway to Banneker Road Pathway</td>
<td>5/22/2014</td>
<td></td>
<td>6/12/2014</td>
<td>recommended approved</td>
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<td>SIC</td>
<td>6/26/2014</td>
<td>Howard County Easement Request - Water Main Crossing, Fairway Hills Golf Course along Rt. 29</td>
<td>6/26/2014</td>
<td>7/10/2014</td>
<td>7/24/2014</td>
<td>recommended approved</td>
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<td>SIC</td>
<td>7/10/2014</td>
<td>Feasibility of Establishing a Board Compensation Committee</td>
<td>7/10/2014</td>
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<td></td>
<td>assigned to the Planning and Strategy Committee</td>
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<td>SIC</td>
<td>8/14/2014</td>
<td>Update - On-Line Membership Enrollment</td>
<td>8/14/2014</td>
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<td>ongoing</td>
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<td>SIC</td>
<td>10/9/2014</td>
<td>Borrowing Resolution for Revolving Credit Note</td>
<td>10/9/2014</td>
<td></td>
<td>10/9/2014</td>
<td>recommended</td>
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<tr>
<td>SIC</td>
<td>11/13/2014</td>
<td>Corporate Resolution for Brokerage Account</td>
<td>11/13/2014</td>
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<tr>
<td>SIC</td>
<td></td>
<td>Friends of Bridge Columbia to present their responses to County report</td>
<td>TBA</td>
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<tr>
<td>SIC</td>
<td></td>
<td>Periodic update on CA’s Comprehensive Sustainability Plan efforts</td>
<td>TBA</td>
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<tr>
<td>SIC</td>
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<td>Policy discussion on the use of pesticides</td>
<td>1/2015</td>
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</tbody>
</table>
Date: November 5, 2014

To: External Relations Committee

ccs: CA Board of Directors, Milton W. Matthews

From: Rob Goldman, Acting ERC Chief Staff Liaison

Subject: Stakeholders Dinner with the Howard County State Delegation

The Stakeholders Dinner with the Howard County State Delegation is scheduled for Monday, November 24, 2014 at Linden Hall in Dorsey’s Search at 6:00 p.m.

A total of 17 invitations have been mailed to members of the State Delegation – 11 to the current members and 6 to the newly-elected ones. Invitations were also sent to CA Board members and members of the Columbia Association Senior Leadership Team. Responses to the invitation are requested by November 19.

The External Relations Committee looks forward to hosting the Maryland State Senators and Delegates at this annual dinner.

Please do not hesitate to contact me if you have any questions.
<table>
<thead>
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<th>Date sent to CA Board</th>
<th>Recommendation of the Committee</th>
<th>Board Action</th>
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</thead>
<tbody>
<tr>
<td>ERC</td>
<td>Carry over from FY14</td>
<td>Staff will develop options for re-introduction of the carillon bells (where and in what context) and will then share those options with the Columbia 50th Birthday, ERC and the public. ERC to make a recommendation to the Board on a preferred option.</td>
<td>6/26/2014</td>
<td>ongoing</td>
<td></td>
<td>10/23/2014 agenda</td>
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<tr>
<td>ERC</td>
<td>Carry over from FY14</td>
<td>Responsibility for oversight and facilitation of the entire Advisory Committee program as well as insuring that all Advisory Committees are visited at least once annually by a Board member.</td>
<td>6/26/2014</td>
<td>ongoing</td>
<td></td>
<td>10/23/2014 agenda</td>
<td>BOD approved four meetings, September, 2014 thru March, 2015 and asked staff to explore having a work session meeting in addition to a social dinner. November 24, 2014 dinner with Howard County State Delegation has been scheduled</td>
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<tr>
<td>ERC</td>
<td>6/26/2014</td>
<td>Plan FY 2015 Stakeholders Dinners</td>
<td>6/26/2014</td>
<td>ongoing</td>
<td></td>
<td>9/22/2014 event with Chamber of Commerce held successfully</td>
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<tr>
<td>ERC</td>
<td>9/11/2014</td>
<td>Approve appointment of the At-Large Representative to the Watershed Advisory Committee</td>
<td>9/11/2014</td>
<td>9/11/2014</td>
<td>recommended</td>
<td>approved</td>
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<td>ERC</td>
<td>TBA</td>
<td>Discuss Creating a Strategic Partnership with Howard County Schools</td>
<td>TBA</td>
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<td>ERC</td>
<td>10/23/2014</td>
<td>Discussion regarding CA Practices for Annexations</td>
<td>10/23/2014</td>
<td></td>
<td></td>
<td>no action taken</td>
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<td>9/23/2014 - The Board has decided to conduct a benefits study and combine that with the 2013 compensation study to create a full benefits study. The benefits study is expected to be completed in early 2015.</td>
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<tr>
<td>2</td>
<td>1</td>
<td>Michael Cornell</td>
<td>Full Compensation Study</td>
<td>2/20/2014</td>
<td>HR</td>
<td>8/20/2014</td>
<td></td>
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<tr>
<td>3</td>
<td>2</td>
<td>Alex Hekimian</td>
<td>Include minutes from all Board meetings in all years (as shown on the previous CA website) on the new CA website</td>
<td>3/13/2014</td>
<td>Communications and Community Engagement</td>
<td>4/30/2014</td>
<td>4/1/2014</td>
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<tr>
<td>4</td>
<td>3</td>
<td>Alex Hekimian</td>
<td>Assess the potential for where a CA community garden could be sited</td>
<td>3/13/2014</td>
<td>Community Building and Open Space</td>
<td>10/31/2014</td>
<td>10/30/2014</td>
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<tr>
<td>5</td>
<td>4</td>
<td>Russ Swatek</td>
<td>Would like more information on stretch goals</td>
<td>3/27/2014</td>
<td>President’s Office/HR</td>
<td>11/3/2014</td>
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<td>6</td>
<td>5</td>
<td>Andy Stack</td>
<td>Staff to prepare a briefing on the sign variance issue for new Board members</td>
<td>5/23/2014</td>
<td>Community Building and Open Space</td>
<td>6/30/2014</td>
<td>6/11/2014</td>
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<td>1</td>
<td>Number</td>
<td>Originator</td>
<td>Issue/Task Description</td>
<td>Origination Date</td>
<td>Assigned To (Department)</td>
<td>Due Date</td>
<td>Closed Date</td>
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<tr>
<td>7</td>
<td>6</td>
<td>Board Members</td>
<td>Staff assessment of the covenant enforcement question in the Guilford Industrial Park</td>
<td>5/23/2014</td>
<td>General Counsel</td>
<td>6/30/2014</td>
<td>6/26/2014</td>
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<tr>
<td>8</td>
<td>7</td>
<td>Gregg Schwind</td>
<td>Questions about fees and user requirements for the Dog Park</td>
<td>5/14/2014</td>
<td>Community Building and Open Space</td>
<td>6/20/2014</td>
<td>6/20/2014</td>
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<tr>
<td>9a</td>
<td>8a</td>
<td>Jeanne Ketley</td>
<td>Is it possible to find out the elevation of the docks/boardwalk at the Lakefront at Clydes?</td>
<td>5/28/2014</td>
<td>Construction Department</td>
<td>6/28/2014</td>
<td>6/5/2014</td>
<td></td>
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<tr>
<td>10</td>
<td>8b</td>
<td>Jeanne Ketley</td>
<td>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?</td>
<td>05/28/14</td>
<td>Construction Department</td>
<td>6/28/2014</td>
<td>6/5/2014</td>
<td></td>
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<tr>
<td>11</td>
<td>9</td>
<td>Jeanne Ketley</td>
<td>Feasibility of providing electronic newsletter to the residents</td>
<td>6/2/2014</td>
<td>Communications and Community Engagement/IT</td>
<td>7/2/2014</td>
<td>7/2/2014</td>
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<td>14</td>
<td></td>
<td>12</td>
<td>Michael Cornell</td>
<td>Feasibility of an enhanced audio recording system for the Board Room; microphones for each Board member; and video streaming of Board meetings</td>
<td>6/18/2014</td>
<td>President’s Office</td>
<td>9/18/2014</td>
<td>9/18/2014</td>
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<tr>
<td>15</td>
<td></td>
<td>13</td>
<td>Audit Committee</td>
<td>Develop strategies to enhance utilization of village center facilities to increase revenue streams for village associations</td>
<td>7/2/2014</td>
<td>Community Services</td>
<td>4/30/2015</td>
<td></td>
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<tr>
<td>16</td>
<td></td>
<td>14</td>
<td>Alan Klein</td>
<td>Would like minutes for any meetings at which the CA Board, in open or closed session, discussed the Easement agreement with the Inner Arbor Corporation</td>
<td>7/24/2014</td>
<td>President’s Office/ General Counsel</td>
<td>8/24/2014</td>
<td>8/21/2014</td>
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<tr>
<td>17</td>
<td></td>
<td>15</td>
<td>Russ Swatek</td>
<td>Please send him all Quarterly Reports and Annual Reports from the Inner Arbor Trust and put him on the distribution list for all such future reports.</td>
<td>8/19/2014</td>
<td>President’s Office/ Finance</td>
<td>9/19/2014</td>
<td>9/12/2014</td>
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<td>18</td>
<td></td>
<td>16a</td>
<td>Russ Swatek</td>
<td>Please provide the process by which CA determines what entities receive grants from CA and the amount to be granted.</td>
<td>8/21/2014</td>
<td>Life Services (Michelle Miller)</td>
<td>9/21/2014</td>
<td>9/15/2014</td>
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<td><strong>Issue/Task Description</strong></td>
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<td><strong>Closed Date</strong></td>
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<td>19</td>
<td>16b</td>
<td>Please provide a list of the entities that received grants from CA and the amount of each for FY 2013 and FY 2014.</td>
<td>8/21/2014</td>
<td>Life Services (Michelle Miller)</td>
<td>9/21/2014</td>
<td>9/15/2014</td>
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<td>20</td>
<td>16c</td>
<td>Please provide a list of the entities that are anticipated to have received or will receive grants from CA and the amounts for FY 2015 and FY 2016.</td>
<td>8/21/2014</td>
<td>Life Services (Michelle Miller)</td>
<td>9/21/2014</td>
<td>9/15/2014</td>
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<td>Requested an overview of if and how CA uses pesticides especially neonicotinoids.</td>
<td>9/22/2014</td>
<td>Community Building and Open Space</td>
<td>10/22/2014</td>
<td>10/21/2014</td>
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<td>22</td>
<td>18</td>
<td>Requested inclusion of Inner Arbor reports, if available, in each month’s President’s Report</td>
<td>9/11/2014</td>
<td>President’s Office</td>
<td>On-going</td>
<td>On-going</td>
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<tr>
<td>23</td>
<td>19</td>
<td>Include the subject of a living wage in the kick-off meeting with the consultants conducting the benefits study</td>
<td>10/23/2014</td>
<td>Human Resources</td>
<td>12/31/2014</td>
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<tr>
<td>24</td>
<td>20</td>
<td>Questions about pay increases, diversity in hiring for Haven on the Lake, funds for research/engineering studies for capital projects</td>
<td>10/30/2014</td>
<td>Human Resources/CFO’s Office</td>
<td>12/15/2014</td>
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<tr>
<td>25</td>
<td>21</td>
<td>Legal Opinion re: request to post Team Member Handbook on the website</td>
<td>11/1/2014</td>
<td>General Counsel</td>
<td>12/1/2014</td>
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Board Request Tracking Log
FY 15
As of November 7, 2014
Resident Request Tracking Log  
FY 15  
As of November 7, 2014

<table>
<thead>
<tr>
<th>Number</th>
<th>Originator</th>
<th>Issue/Task Description</th>
<th>Origination Date</th>
<th>Assigned To (Department)</th>
<th>Due Date</th>
<th>Closed Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Ed Coleman</td>
<td>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.</td>
<td>5/23/2014</td>
<td>Chief Staff Liaison-ERC</td>
<td>6/30/2014</td>
<td>6/23/2014</td>
</tr>
<tr>
<td>2a</td>
<td>Joel Hurewitz</td>
<td>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.</td>
<td>6/11/2014</td>
<td>General Counsel</td>
<td>7/11/2014</td>
<td>7/11/2014</td>
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<tr>
<td>2b</td>
<td>Joel Hurewitz</td>
<td>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.</td>
<td>6/11/2014</td>
<td>General Counsel</td>
<td>7/11/2014</td>
<td>7/11/2014</td>
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<td>3</td>
<td>Alan Klein (on behalf of a resident)</td>
<td>Issues and questions regarding how the Columbia Association and the Inner Arbor Trust have handled the redevelopment of Symphony Woods Park.</td>
<td>7/10/2014</td>
<td>President’s Office/General Counsel</td>
<td>9/10/2014</td>
<td>9/3/2014</td>
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<td>4</td>
<td>Tom Coale</td>
<td>Appropriate documentation needed for foster children to be included in a ‘family plan’ membership.</td>
<td>8/8/2014</td>
<td>Membership Services</td>
<td>9/12/2014</td>
<td>8/14/2014</td>
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<td>Originator</td>
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