



Town Center Community Association

5430 Vantage Point Road, Columbia, MD 21044

Board of Directors

Lynn Foehrkolb
Joel Broida
Kirsten Coombs
Kevin Fitzgerald
Geoffrey Klopp

Columbia Council

Lin Eagan

February 14, 2019

Dear Town Center Village Board and Columbia Council Candidates:

Thank you for your interest in becoming a candidate. This year the election will take place Saturday, April 27, and we urge you to familiarize yourself with the enclosed documents as you prepare your campaign.

What makes serving on our Board so rewarding?

- We are in the midst of great change in our village, and our Board plays an influential part in the decisions made by those impacting Downtown development. From time to time, we receive reports and briefings regarding specific development and zoning proposals. As we are able, Board members attend meetings on development and community issues, sometimes giving testimony representing Town Center residents' concerns. It is very rewarding to have these dialogs and to have a positive impact on the future of Town Center.
- We are responsible for oversight of the busy enterprise that is Historic Oakland, Town Center's community center. This service business competes with other facilities in and around Columbia and has earned a reputation for its value in recent years as a conference center, wedding facility, and event venue. Budget, personnel, and operation matters are reported on regularly at Board meetings, and we are looked to for support and approval of decisions on these business elements. We are very proud of this beautiful, functioning historic home and work hard to maintain it as a viable meeting place for Town Center residents, hosting free events and special community meetings as a service to the community.
- Town Center Village Board also serves as the village's Architectural Committee. This Committee convenes at monthly Board meetings. Members of the Committee evaluate pending exterior alteration applications and approve them per the village Covenants and Architectural Guidelines. Board members are charged with regular review of these guidelines, revising as necessary.

Sincerely,

Kevin Fitzgerald

Kevin Fitzgerald
Election Committee Chairperson



Phone 410-730-4744 • Fax 410-730-1823

VillageManager@ColumbiaTownCenter.org • www.ColumbiaTownCenter.org



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2019 TOWN CENTER CANDIDATE'S APPLICATION

Name: _____

Address: _____

Phone: Home _____ Cell _____

Email: _____
(Yes, you may publish my email address.)

I wish to run for: Village Board (Three members to be elected; 2-year term each; May 1, 2019 - April 30, 2021)

Candidate's Statement (maximum 150 words). Please include reason for wanting to serve on the Village Board and any pertinent experience:

No application will be complete and accepted without this signed original application. It must be submitted in paper and electronic form (email to VillageManager@ColumbiaTownCenter.org).

1. As a Board member, I shall support and uphold the Town Center Village Covenants, the Town Center Architectural Guidelines, and the decision of the majority of the Board Members, as they pertain to Town Center.
2. I agree to comply with the Town Center Community Association and Howard County political sign regulations.

Signature: _____ Date: _____

A Candidates Forum will be held for residents on Wednesday, April 10, 2019, at 7:00 p.m. if there is an election, at Historic Oakland Manor. Please plan to attend. The village elections will be held on April 27, 2019.

APPLICATION DEADLINE: 12:00 p.m. (noon), FRIDAY, MARCH 8, 2019, in the Village Manager's Office, 5430 Vantage Point Road. NO EXCEPTIONS.





Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

Date: February 14, 2019
To: Town Center Candidates for Village Board
From: Jeryl Baker, Village Manager
RE: Town Center Candidates Forum and Election Procedures

Congratulations on taking the first step towards helping your community by applying to be a candidate for Town Center Village Board. Enclosed is information to help you plan for the Election and Town Center Candidates Forum.

Town Center Village Election Guidelines and Regulations:

This document is included in this Candidate's Packet. Please contact me with any questions.

Deadline for All Candidate Applications:

Friday, March 8, 2019, at 12:00 p.m. (noon).

- The application is not complete and accepted without a signed original application and your Candidate's Statement delivered to the Village Manager's Office or submitting an electronic version to me at VillageManager@ColumbiaTownCenter.org.

Candidates Forum:

Date Wednesday, April 10, 2019

Time: 7:00 p.m.

Location: Historic Oakland, 5430 Vantage Point Road, Columbia

- Each candidate will have up to three minutes for his/her presentation.
- Candidates will speak in alphabetical order.
- After all candidates have spoken, questions will be taken from the audience.
- Each candidate will have the opportunity to answer each question from the audience.



Telephone 410-730-4744/410-730-4801 – Fax 410-730-1823

VillageManager@ColumbiaTownCenter.org – www.ColumbiaTownCenter.org

Campaigning:

- The Town Center Community Association, as the administrator of the village elections, is a neutral entity.
- The Town Center Village Board as an entity will not endorse any political candidate.
- The Village Manager serves as the official Election Administrator for the Community Association of the village elections.
- The Town Center Community Association and Howard County have sign regulations that must be adhered to. I have enclosed these regulations in this packet, and you must sign on the Candidate's Application that you have read the regulations and will abide by them.
- Political signs are not permitted on Town Center Community Association property.
- Political signs are not permitted on Columbia Association Open Space.
- Condominium associations may have different and, in some cases, more stringent rules for signs. Contact each one before placing political signs on condominium association property.

Mail-in/Absentee Ballots:

Must be delivered to the Village Manager's Office by 3:00 p.m. on Friday, April 26, 2019.

Election Day:

Saturday, April 27, 2019

Vantage Point Road Park: 9:00 a.m.- 2:00 p.m. (Town Center Room in Oakland if inclement weather)

- Electioneering is not permitted within 100 feet of a polling place.
- Ballot count will take place at approximately 2:30 p.m., after all ballots have been collected and returned to the Town Center Room in Historic Oakland.
- Ballot counting regulations are in the Town Center Village Election Guidelines and Regulations.
- Each candidate or his or her representative may be present in the counting room as observers only.

I have enclosed copies of Town Center's Covenants, Articles of Incorporation, and By-Laws as well as copies of Town Center and Howard County's sign regulations. To acquaint you more fully with our organization, you can view the following on Town Center's website:

Town Center Village Board meeting minutes: www.columbiatowncenter.org/board-news/minutes/

Center Fold newsletter: <http://www.columbiatowncenter.org/about-us/newsletter/>

Town Center Architectural Guidelines: <http://www.columbiatowncenter.org/covenant-info/arch-guidelines/>

We are all looking forward to an exciting election season. Please do not hesitate to contact me at 410-730-4744 or VillageManager@ColumbiaTownCenter.org for information or to assist you with questions you may have.



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Town Center Candidates Forum and Election Procedures Cont.

Board of Directors

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Town Center Village Board meeting minutes:

ColumbiaTownCenter.org/board-news/minutes

Center Fold newsletter: ColumbiaTownCenter.org/about-us/newsletter/

Town Center Architectural Guidelines:

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COLUMBIA TOWN CENTER RESIDENTIAL COMMUNITY ASSOCIATION (TCCA)
TOWN CENTER VILLAGE ELECTION GUIDELINES AND REGULATIONS

VILLAGE ELECTION DEADLINES:

REGISTRATION FOR CANDIDACY:

Any person who qualifies pursuant to the relevant governing documents can register as a candidate, by submitting a completed candidate's application with the office of TCCA prior to noon of the Friday on or before March 10 for the applicable calendar year.

WHEN NO ELECTION IS TO BE HELD:

If the number of candidates is less than or equal to the number of vacant positions, all of the qualified candidates will be deemed to have been elected and no election will be held.

CANDIDATES' FORUM:

The Candidates' Forum will be scheduled for the first week of April if Election Day is third Saturday in April, or second week in April if Election Day is fourth or fifth Saturday in April.

ABSENTEE BALLOTS DEADLINE:

Absentee ballots shall be mailed to members' residences and shall be available at the office of TCCA and to be counted, an absentee ballot must be received properly executed in Village Office the day before Election Day, by 3:00 p.m.

VILLAGE ELECTION DAY:

Village Elections shall be held on the third, fourth, or fifth Saturday in April, as determined by the ten Village Managers.

ELECTION DAY POLLING PLACES HOURS OF OPERATION:

The main polling place as determined by Board of Directors and notice provided in any Village Periodic Publication: 9:00 a.m. - 2:00 p.m.

Other polling places as determined by Board of Directors and notice provided in any Village Periodic Publication: 10:00 a.m. - 1:00 p.m.

COUNTING OF BALLOTS:

Ballots shall be counted as provided herein, after 2:30 p.m., at the offices of the Town Center Community Association.

ELECTION ADMINISTRATOR:

The Village Manager shall serve as the official Election Administrator for the TCCA for all village elections.

ELECTIONEERING:

The Town Center Board as an entity shall not endorse any political candidate.

Political signs and electioneering shall not be permitted on Town Center Community Association property or within 100 feet of any polling place. Candidates' statements and positions shall be available at the polling places.

ELECTION COMMITTEE:

The Election Committee shall be comprised of as follows and have the following duties.

The Election Committee shall be comprised of a minimum of 3 members.

At least one member of the Election Committee shall be a member of the Town Center Board of Directors, who is not running for reelection.

A member of the Board of Directors, serving on the Committee, shall act as Election Committee Chairperson, as confirmed by the Board of Directors.

One or more resident members of the TCCA shall be chosen by the Election Administrator to serve on the Election Committee.

Members of the Election Committee shall be empowered to count the ballots, be present at the polling places, validate ballots, and validate the election results.

The Election Committee shall not disclose to any person or entity the manner or decision as to how each vote is cast in any election.

BALLOT COUNT:

1. Setting up for the ballot count:
 - a. Members of the Election Committee shall count the ballots. The chairperson shall be responsible for the oversight of ballot counting.
 - b. The ballot count shall be held in a room separate from post-election socializing and attended only by the Election Committee and any candidate or his or her representative.
 - c. Each candidate or his or her representative may be present in the counting room as observers only, and they may not verbally question the counting or any election procedure. If they have any questions about the procedures, they must submit a written challenge as provided for in these regulations. The Election Administrator can eject any candidate or his or her representative from the room if he or she finds any violation of this protocol. In such an event, the counting of the ballots shall stop until the candidate or representative is ejected from the room.

2. Preparation and validation of ballots:
 - a. All ballots will first be reviewed to assure that only qualified members voted for each applicable election.
 - b. If part of a ballot is invalid, the invalid section will not be used in the count.
 - c. The Election Administrator shall resolve any disputes as to the validity of any voter or candidate, subject to the remedies provided herein for any challenge procedures.

3. Counting the ballots:
 - a. All validated ballots shall be bundled twenty-five per batch by the ballot counters.
 - b. An Election Vote Counting Grid is used by the ballot counters to tally the ballots in each batch.
 - c. Once accuracy is ensured by the ballot counters for each batch, the grids are attached to the batch.

- d. The total from each Election Vote Counting Grid is entered on the Final Count Summation.
 - e. The Final Count Summation will be the official record of the election and certified by the Election Administrator and the Chairperson of the Election Committee.
4. Ties and runoff procedure:
A tie or virtual tie occurs when the votes for the last position to be filled are tied or separated by four (4) or fewer votes. If there is a tie or virtual tie vote, there will be an automatic recount.
- a. In the event of a tie or virtual tie vote for election to the position of Columbia Council Representative, or for the Board of Directors, the Election Committee will conduct a recount of the ballots within two (2) days.
 - b. A tie or virtual tie vote for the positions defined in 4a above will not affect the results of the remaining successful elections.
 - c. Ballots will be placed in a locked container and retained by the Election Administrator until the recount occurs.
 - d. Should the tie persist after the recount, the Election Administrator shall notify members of the Association of the date, time, and place for a runoff election to resolve the tie.
 - e. The runoff election must be held within two (2) weeks after posting of certified election results, and conducted pursuant to these regulations.
 - f. Only the names of the candidates involved in the tie will appear on the runoff election ballot.
5. Official election results:
a. After the ballots are counted, the official election results are to be posted by the Election Administrator at the offices of the Columbia Town Center Residential Community Association. The posting shall contain the date and time of the postings.
6. Challenge procedure:
- a. All challenges must be in writing and submitted to the Election Administrator within five (5) calendar days after the posting of the election results by the Election Administrator.
 - b. The Election Administrator is not required to consider any challenges, unless the challenge affects the results of the election.
 - c. All challenges shall be specific and detailed and only the specific grievance(s) or challenge(s) shall be considered by the Election Administrator.
 - d. The Election Administrator shall recommend to the Board of Directors his or her decision on any challenge and the Board shall resolve the challenge by majority vote of those present at a duly noted special board meeting.
 - e. A challenger must be a member of the Association, and after the Election Administrator determines the challenge is proper in form and substance, the challenger can view only the list of those who voted in the challenged election; however, the challenger cannot view the manner in which each voter voted. The challenger cannot physically count or recount any ballot; however, as provided in 1c above, he or she can be present during any counting or recounting of ballots.
7. Certification of results:
a. The Village Board of Directors shall submit a Final Certification (or invalidate any election), after reviewing the election report submitted by the Election Administrator and after reviewing any legitimate challenges.

DISPOSAL OF BALLOTS AND VOTER COMPUTER PRINTOUTS:

The Election Administrator shall destroy the ballots two weeks after the Village Board of Directors submits its Final Certification for each election; however, he or she shall retain the voter computer printouts until after the next election for Columbia Council Representative.

Approved by Village Board: February 11, 2009 Amended: March 24, 2010



Town Center Community Association

5430 Vantage Point Road – Columbia, Maryland 21044

Columbia Town Center Residential Community Association Board of Directors Responsibilities

Each member of the Board, in collaboration with fellow Directors, is responsible for governing all activities of the Community Association. Individual board members have an obligation to uphold the code of ethics set for them by the Board and by all applicable laws.

The Board is responsible for: (not in priority order):

1. Establishing and periodically reviewing the mission of the Association. Determining how the Association carries out its mission through long-range and short-range planning and providing oversight to ensure the Association is making progress in achieving its mission
2. Assuring that hiring and contracting for services needed to run the Association are conducted in accordance with policies and procedures adopted by the Board and in compliance with all local, state, and federal laws and regulations
3. Hiring, supporting, evaluating annually, and terminating (if necessary) the Village Manager
4. Ensuring legal compliance, financial compliance (financial review or audit), and public reporting compliance (annual report) with Federal, State, and local laws and regulations. Adopting a comprehensive annual budget and providing ongoing fiscal oversight. Establishing policies that ensure that best non-profit practices are followed
5. Maintaining the Board by:
 - Encouraging residents to stand for election to the Board
 - Orienting and training all Board members, annually
 - Developing Board leadership to maintain continuity and institutional knowledge
 - Participating in an annual Board self-assessment process



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Individual Directors are responsible for (not in priority order):

1. Understanding and promoting the purpose and programs of the Association.
2. Educating the community about the Association's focus
3. Avoiding conflicts of interest and abiding by the Association's code of ethics
4. Participating actively in meetings of all types that you have committed to
5. Making site visits to applicants when serving as majority member on the Architectural Committee
6. Serving as a liaison with Town Center residential developments, attending at least one meeting per year so that all Town Center residential developments are visited at least once per year
7. Participating in annual Board self-assessment
8. Preparing for Board meetings by reviewing all materials prior to the meeting
9. Respond quickly to requests requiring Board action
10. Attending and actively participating in monthly Board meetings and committee meetings
11. Attending, potentially on short notice, telephonic or electronic meetings
12. Represent Town Center at community meetings, hearings, and other engagements to represent the interests of the residents of Town Center
13. Engaging residents of Town Center in activities that promote and further the Association's mission and strategic plan
14. Attending at least two Association sponsored events (for example, National Night Out, the Holiday Party, presentations, and workshops) each year

Directors can expect to spend approximately 10 hours per month attending meetings, participating in email communications, and engaging with the Board and Town Center residents.

Adopted unanimously by the Board of Directors: January 25, 2014



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COLUMBIA TOWN CENTER RESIDENTIAL COMMUNITY ASSOCIATION ARCHITECTURAL GUIDELINES

35. SIGNS

A. General

1. No temporary or permanent sign or other advertising device of any nature shall be placed upon any lot without the written approval of the Architectural Committee, with the exception of temporary signs advertising the sale or rental of residential property.
2. Garage sale signs may be put up on the day of the event and must be taken down within 24 hours following the sale.
3. The erection and placement of all signs in Town Center must be in compliance with the Howard County Sign Code along with the Village requirements. Contact the Department of Inspections, Licenses, and Permits, 3430 Court House Drive, Ellicott City, MD 21043 (phone: 410-313-1830) for guidance.
4. No temporary signage shall be larger than 20 x 28 inches or stand more than 3 feet above the ground, measured from the top of the sign.
5. Signs shall not be erected on trees, street signs, light poles, official neighborhood identification signs, or community association common areas.
6. No signs shall be illuminated without written approval of the Architectural Committee.
7. Signs shall be neatly lettered, clean, and have a professional appearance.
8. Signs shall be maintained in good condition.
9. Signs should be of materials of sufficient strength to avoid bending or warping.
10. If a sign is erected without Architectural Committee approval or if a sign violates any portion of this guideline, then the owner of the sign shall be notified and must remove the offending sign within 24 hours of notification. If the sign's owner fails to remove the offending sign, then it may be removed by the Architectural Committee or the Covenant Advisor, who will not be responsible for any resulting loss or damage.

B. Informational and Advisory Signs

An application is required for all informational and advisory signs.

1. One free-standing sign may be located for identification only at the entrance to a building or development and may not be treated as an advertising device. Signage text is limited to company/development name and/or logo.

2. Informational and advisory signs should reflect the graphic signature of the primary signage for the development and should establish a simple, consistent, identifiable theme of color and type face (font).
3. Individual signs should be no larger than necessary to accommodate the text.
4. Except where used as part of a logo, color for signs should be limited to one color for lettering and one color for the background. It may be required that a single color be used for all signage within a development.
5. Informational signs should be carefully located to maximize their effectiveness and minimize the overall number of such signs.
6. Pole-mounted signs should be set as low to the ground as possible.

C. Real Estate Signs

No Architectural Committee approval is required for temporary signs for sale or rental of residential property if the following conditions are met:

1. The sign is no larger than 20 x 28 inches and is mounted on a wooden crossbar post no higher than 5 feet above ground, or it is a two-pronged metal sign no higher than 3 feet above ground.
2. Only one sign per property is permitted, posted directly on the property. Additional signs posted at nearby intersections are strictly prohibited.
3. Realtors are permitted to use their logos, trademarks, and color schemes.
4. "Open House" signs may be erected only on the day of the open house, and they must be removed within an hour after the conclusion of the open house. Such signs shall be no more than 3 feet above ground. Only one directional "Open House" sign is permitted per intersection. "Sold" or "Under Contract" signs are prohibited in Town Center.

D. Political Signs

Political signs are defined as signs endorsing candidates for public office or signs promoting support or defeat of any proposition or amendment that will appear on the election ballot. Political signs do not need Architectural Committee approval if the following conditions are met:

1. The sign is no larger than 2 feet square (total of 4 square feet).
2. The sign is erected no more than 30 days prior to an election and is removed within 7 days after the election. In cases where a final election follows within 75 days of a primary election, signs endorsing those candidates who won in the primary election may be displayed during the interim period and up to 7 days after the final election.

E. Home Security Signs

Home security signs do not need Architectural Committee approval if the following conditions are met:

1. Small, standard home security signs may be attached to the front or back of the house.
2. Free-standing home security signs up to 8 inches in diameter are permitted and must be mounted on a metal or wooden stake located no further than 10 feet from the house. Only one such free-standing sign may be placed in the front yard of the house and only one such sign may be placed in the rear yard.

Application Requirements:

- i. Submit a site plan showing precisely the proposed location of the sign.
- ii. Provide a complete description of the proposed sign, including, but not limited to, dimensions, text, font, size and color of lettering, background color, and any graphics. Include a paper mock-up of the proposed sign that is a faithful rendering of the final product.
- iii. Provide a complete description of the materials to be used in the production of the sign. Indicate whether the proposed sign is to be monument style (flush with the ground) or mounted above ground.
- iv. Supply a landscaping plan that will soften the impact of the proposed sign.
- v. If illumination of the sign is contemplated, supply a lighting plan, taking into account any restrictions imposed by the Howard County Sign Code.
- vi. Include a copy of the sign application submitted to the Howard County Department of Inspections, Licenses, and Permits. Applications to Howard County and the Town Center Architectural Committee can be made concurrently.
- vii. It is the duty of the applicant to design and construct the proposed improvements according to applicable laws, codes, and sound practices.
- viii. For any temporary sign, indicate how long it will be displayed.