



**TOWN CENTER COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MINUTES**

*October 13, 2021*

APPROVED

The regular meeting of the Town Center Community Association Board of Directors was held on Wednesday, October 12, 2021, both in-person and via Zoom virtual meeting due to the continued COVID-19 pandemic. Those present for the meeting were Kevin Fitzgerald, Board Chair; Lynn Foehrkolb (Zoom), Board Vice Chair; Joel Broida (Zoom), Jamison Hibbard and Clara Pino, Board Members; Lin Eagan, CA Representative; and Lyn Locke, Village Manager. Dean Dworkin (Absent). The Board was pleased to have in attendance via Zoom Kristin Shortridge, Manager, Fitzpatrick, Leary & Szarko, as well as Megan Williams Constituent Services Liaison, Office of the County Executive.

**At 7:00 p.m., Mr. Fitzgerald called the meeting to order. Mr. Fitzgerald asked for a motion to approve the agenda. Mr. Broida made a motion, seconded by Mr. Hibbard, to approve the agenda as submitted. The motion carried unanimously.**

**Mr. Fitzgerald asked for comments on the September 8, 2021, minutes, and a motion to amend and/or approve the minutes. Mr. Broida made a motion to approve as submitted, seconded by Mr. Hibbard. The motion carried unanimously.**

#### **Resident Speak Out**

No residents were in attendance for Resident Speak Out.

#### **Architectural Committee**

- **Mr. Hibbard asked for a motion to approve the Architectural Committee agenda. Ms. Pino made a motion to approve the Architectural Committee agenda, seconded by Mr. Broida. The motion carried unanimously.**
  
- **6060 Laurel Wreath Way (Banneker)**
  - **New Deck**
  
- **Mr. Hibbard asked for a motion to approve the application as submitted. Ms. Pino made a motion to approve the application as submitted, seconded by Mr. Broida. The motion carried unanimously.**

## Order of Business

- **Auditors' Report (FY19-FY21) and Approval of Fourth Quarter FY 21 Financials: Kristen Shortridge**
- **Captain Terrence Benn, HCPD**
- **FY 22 Revised Budget**
- **FY22 First Quarter Financial Report**
- **Security Update**

### ***Auditors' Report (FY19-FY21): Kristen Shortridge***

Kristin Shortridge, Manager, Fitzpatrick, Leary & Szarko reviewed the audit communications letter, management letter and financial statements. Ms. Shortridge noted from the letters that: 1) All significant transactions in the financial statements have been recognized in the proper period; and 2) Material audit adjustments were made to the Fourth Quarter FY21 Financial Statements to update deferred revenue and "old security deposits" from 2015 and 2018. Management letter recommendations were for TCCA to reconcile all security deposits monthly as well as use QuickBooks accounts payable and receivable to record revenues and expenditures in the correct accounting period when accruing items for year-end.

Ms. Shortridge reviewed the Fourth Quarter FY 21 Financials starting with the Cash Position and Statement of Activities. She noted that there were two grants received during the year (SBA EIDL and Maryland Emergency grant) which occurred during the COVID-19 pandemic shutdown. Ms. Shortridge also noted that new accounting standards are going into effect on May 1, 2022, regarding leases and recognition of expenses.

### ***Captain Terrence Benn and Sergeant Sam Honablew: Howard County Police Department (HCPD)***

Mr. Honablew noted that new officers are being assigned to Town Center area and that he is one of those officers. Mr. Benn noted that crime overall in Town Center is low. Recent incidents have been isolated. HCPD Patrols have been increased in all areas.

### ***Fourth Quarter FY 21 Financials***

Mr. Locke asked if there were additional questions on the auditor's report or two letters and, if not, to get a motion to approve Fourth Quarter FY21 Financial Statements. **Mr. Hibbard made a motion to approve the Fourth Quarter FY21 Financial Statements and audit letters as submitted by the auditor, seconded by Mr. Broida. The motion carried unanimously.**

### ***FY22 Budget***

Mr. Locke noted that that the FY22 Budget was revised slightly at Board request from several meetings ago. Mr. Locke highlighted the differences between the two budgets. **Ms. Pino made a motion to approve the revised FY22 Budget as submitted, seconded by Mr. Broida. The motion carried unanimously.**

### ***FY22 First Quarter Financial Report***

Mr. Locke reported that it was a particularly good quarter with Historic Oakland rentals and that events and rentals are projected to increase during the remainder of the fiscal year. **Mr. Hibbard made a motion to approve the First Quarter FY22 Financial Statements as**

submitted, seconded by Mr. Broida. The motion carried unanimously.

**Security Update**

Mr. Locke reported that there were no additional items to report.

**Board and Staff Reports**

**Board Chairperson's Report**

Mr. Fitzgerald noted the following: 1) the Downtown Columbia Partnership had a networking event last week that was successful; 2) Busboys and Poets opened in the Merriweather District.

**Columbia Council Report**

Ms. Eagan reported the following: 1) CA is in the preliminary stages of the FY23 Budget Process; 2) Stormwater management issues are being addressed across all Villages; and 3) tree surveys are ongoing in Symphony Woods and elsewhere to ensure a healthy park environment.

**Manager's Report**

Mr. Locke reported on the following: 1) New electronic forms will be hosted on columbiatowncenter.org website within the coming week for: Compliance Letter, Exterior Alteration Application and In-Home Business Form; 2) The branding and logo project is continuing and revised information will be sent to the Board shortly; 3) The Columbia Association (CA) Board is reviewing FY22 Village performance at its October 14 Work Session meeting; 4) a new "Cash Reserves" policy will be presented to the TCCA Board for its next meeting; and 5) At the Village Managers' Meeting CA announced that it is mandating COVID vaccinations for all employees beginning in December 2021.

**Ms. Pino made a motion that effective immediately all new Town Center Community Association employees be COVID-19 vaccinated and show proof with a CDC/COVID vaccination card, seconded by Mr. Broida. The motion carried unanimously.**

**Board Member Comments**

Mr. Hibbard noted that the "old Clyde's space" is close to being rented and that he attended the Howard Community College 5K Race. Ms. Pino asked for the Board Retreat recap. Mr. Locke noted that the draft report was received today from Mr. Tom Brush of Maryland Nonprofits, and he was reviewing it for presentation at the next Board Meeting.

**Adjournment of Meeting**

**Ms. Pino made a motion to adjourn the meeting, seconded by Mr. Hibbard. The motion carried unanimously.** The meeting of the Town Center Village Board adjourned at 7:58 p.m. The next scheduled meeting of the Town Center Village Board will be Wednesday, November 10, 2021, at 7:00 p.m.

*Recorded and attested to by:*

  
\_\_\_\_\_  
Lyn Locke, Secretary/Treasurer

11/10/2021  
Date