



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

*November 14, 2018*

APPROVED

The regular meeting of the Town Center Community Association Board of Directors was held on Wednesday, November 14, 2018, at Historic Oakland Manor. Those in attendance were Board Chair Lynn Foehrkolb, Board Vice-Chair Joel Broida, Board Members Kevin Fitzgerald and Geoffrey Klopp, Village Manager Jeryl Baker, Assistant Village Manager Patricia Loeber, and Covenant Advisor Tom Mungo. Also present were Jeremy Scharfenberg and Andy Stack.

At 7:00 p.m., Mr. Klopp made a motion, seconded by Mr. Broida, to approve the agenda as submitted. The motion carried unanimously.

Mr. Broida made a motion, seconded by Mr. Klopp, to approve the October 10, 2018, minutes as submitted. The motion carried unanimously.

**Resident Speakout**  
No one spoke.

**Architectural Committee**

- 5478 Ring Dove Lane (Ring Dove): Front yard landscaping. Mr. Klopp made a motion, seconded by Mr. Fitzgerald, to approve the application as submitted. The motion carried unanimously.

**Order of Business**

*Guest: Jeremy Scharfenberg, Columbia Association Energy Manager*

Mr. Scharfenberg described Columbia Association's (CA) lighting plan for the path from Haven on the Lake to Kennedy Gardens. He will investigate whether the lights can be turned down at night.

*Guest: Andy Stack, Columbia Association Board of Directors*

Mr. Stack presented his annual update to the Board on CA's athletic facilities, strategic plan, capital budget, and financial position. The issue of an elevator at Historic Oakland was briefly discussed.

*Employee Handbook*

Ms. Baker said that she and Ms. Loeber worked extensively with HR Strategy Group to update Town Center's Employment Handbook. Board Members plan to finish reading the handbook by the December 12 Board meeting, so that a vote on adopting the handbook can be taken at that time.

*FY18 Financials, FY19Q1, FY19Q2, and Revised Audit*

Ms. Baker presented revised and current financial statements and the revised audit to the Board. The Board took the following actions:

- Ms. Foehrkolb made a motion, seconded by Mr. Broida, to approve the Revised FY2018 Financial Reports. The motion carried unanimously.
- Ms. Foehrkolb made a motion, seconded by Mr. Fitzgerald to approve the Revised FY2019 First Quarter Financial Reports. The motion carried unanimously.
- Mr. Broida made a motion, seconded by Ms. Foehrkolb, to approve the FY2019 Second Quarter Financial Reports with Variance Explanation. The motion carried unanimously.
- Ms. Foehrkolb made a motion, seconded by Mr. Broida, to approve the Revised FY2018 Audit Report. The motion carried unanimously.

In response to the management letter from the 2018 Financial Audit, the Board agreed on the following approach for comment #1: (1) update the security deposit spreadsheet every month, which should eliminate the need for future adjustment on the security deposits; (2) record accrued vacation leave and accrued salaries in a better manner, as recommended by the auditors; (3) look carefully at any expenses/income within the 2 months after the end of the fiscal year to make sure all expenses/income are recorded in the correct fiscal year.

With regard to comment #2 on the second page, the Board agreed that the accountant should keep balance sheet reconciliations on all accounts every month, so that there will be spreadsheets for all balance sheet accounts. The accountant will also create an Excel sheet of what expenses should hit when and make sure those expenses are either accrued or already recorded, so that no deductions are missed.

*Lakehouse: Covenants Exception Request*

The Board considered a request from the owner of the Lakehouse for an exception to Town Center's covenants. Ms. Baker may organize a January meeting with all relevant parties to resolve the issue.

*Elevator Request*

The Board discussed the new support they have from members of the CA Board for an elevator in Historic Oakland. Ms. Baker said she had requested a feasibility study from CA.

*Chairperson's Report*

Ms. Foehrkolb reported on the Downtown Columbia Partnership that she recently attended. Of particular interest is the concept of using a driverless 8-person shuttle vehicle on the Mall's Ring Road. Ms. Foehrkolb also reported on a pre-submission meeting that she and Ms. Baker attended at Historic Oakland regarding the Downtown's Lakefront development; developers want to showcase the Lakefront as a health and wellness district.

*Columbia Council Report*

Ms. Eagan was pleased to say that the CA Board approved funding for the first path in Merriweather Park at Symphony Woods. Other entities may contribute funds for two other paths in the park. She noted that CA wants to be actively involved in Howard County's upcoming comprehensive rezoning, particularly with respect to New Town Zoning.

*Traffic and Safety Committee Report*

Mr. Klopp discussed the projected path from Wilde Lake across Governor Warfield Parkway on Twin Rivers Road. He will contact Mall manager Barb Nicklas about installation of a promised stop sign.

*Manager's Report*

Submitted in writing. Ms. Baker reported on the Village Managers meeting that she attended and she informed the Board that Tom Mungo resigned.

*Board Member Comments*

Nothing further at this time.

**Adjournment of Meeting**

**Mr. Broida made a motion, seconded by Mr. Fitzgerald, to adjourn the meeting. The motion carried unanimously. The meeting of the Town Center Village Board adjourned at 8:58 p.m. The next scheduled meeting of the Town Center Village Board will be Wednesday, December 12, 2018, at 7:00 p.m. at Historic Oakland Manor.**

*Recorded and attested to by:*

  
\_\_\_\_\_  
Jeryl B. Baker, Secretary/Treasurer

  
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Date