



Town Center Community Association
Board of Directors Minutes

April 13, 2022

APPROVED 

The regular meeting of the Town Center Community Association Board of Directors was held on Wednesday, April 13, 2022, 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, Board Vice Chair (Zoom); Dean Dworkin, Joel Broida (Zoom), Lin Eagan, CA Representative, Jamison Hibbard (Zoom) and Clara Pino, Board Members; and Lyn Locke, Village Manager. The Board was pleased to have in attendance resident Ms. Angela Bartolomeo. Also in attendance was Megan Williams, Constituent Services Liaison, Office of the County Executive.

At 7:01 p.m., Mr. Fitzgerald called the meeting to order. Mr. Fitzgerald asked for a motion to approve the agenda. Ms. Pino made a motion, seconded by Mr. Dworkin, to approve the agenda as submitted. The motion carried unanimously.

Mr. Fitzgerald asked for comments on the March 9, 2022, minutes, and a motion to amend and/or approve the minutes. Ms. Pino made a motion to approve as submitted, seconded by Mr. Dworkin. The motion carried unanimously.

Resident Speak Out

There were not any residents in attendance for Speak Out.

Architectural Committee

- **5515 Vantage Point Road (Waterbury): New Landscaping**
- **5427 Smooth Meadow Way (Woodford C): Remove Shed**

- **Mr. Hibbard called the meeting to order. Ms. Pino made a motion to approve the application for 5427 Smooth Meadow Way as submitted, seconded by Mr. Dworkin. The motion carried unanimously.**

- **Ms. Pino made a motion to approve the application for 5515 Vantage Point Road as submitted, seconded by Mr. Hibbard. The motion carried unanimously.**

Order of Business

- **FY 23 Proposed Budget**
- **FY 22 Proposed Additional Expenditures (Donations, Furniture and Equipment)**
- **3QFY22 Financial Report Revised Variance Memo**
- **Strategic Plan Updates (Five Core Areas)**
- **Safety Update**
- **Next HOA Presidents Meeting (set May date): Thursday May 12 or 19: 7:00 pm**

FY 2023 Proposed Budget

Mr. Locke noted that the FY23 Proposed Budget was prepared based on the expectation that revenues would improve slightly next fiscal year with events, rentals, and leases. He also noted that the projected FY2022 Year-End Financial Statements should end at approximately \$11,000 over budget in Net Asset Change with revenues higher than budget. However, any increases in operating expenses due to April's warmer weather or unforeseen building repairs could result in higher expenses to end the year. The FY2022 Columbia Association (CA) Excess Cash Reserves Calculation has not been finalized by the CA Board of Directors and will not be until after the year closes. All Villages made a request to CA for FY2022 to allow certain exclusions as has been approved by the CA Board in prior Fiscal Years.

Mr. Hibbard asked about the increase in revenues from rentals and leases during FY22. Mr. Locke agreed and noted that it was due to pent-up demand and a little more marketing during the year.

Ms. Foehrkolb asked about "Other expenses" and what was included. Mr. Locke noted that it was primarily tent rentals paid to Elite Tents as part of our Tent Package Sales.

Mr. Fitzgerald asked for comments on the FY2023 Budget, and a motion to amend and/or approve the FY23 Budget. Ms. Foehrkolb made a motion to approve as submitted, seconded by Ms. Pino. The motion carried unanimously.

3QFY22 Financial Report Revised Variance Memo

Mr. Locke noted that CA requested additional information and comments on Contract Labor and Operating Expenses in the 3QFY22 Variance Memo. He read verbatim the additional comments that were added to the revised Variance Memo.

Mr. Fitzgerald asked for comments on the 3QFY2022 Revised Variance Memo, and a motion to amend and/or approve the revised 3QFY22 Variance Memo. Mr. Dworkin made a motion to approve as submitted, seconded by Ms. Pino. The motion carried unanimously.

FY 22 Proposed Additional Expenditures (Donations, Furniture and Equipment)

Mr. Locke reviewed the Furniture and Equipment list proposed for purchase.

Mr. Fitzgerald asked for comments on the Furniture and Equipment List, and a motion to amend and/or approve the list. Mr. Broida made a motion to approve as submitted, seconded by Ms. Pino. The motion carried unanimously.

Strategic Plan Updates (Five Core Areas)

Mr. Fitzgerald asked for Board updates on the Core Areas. Ms. Foehrkolb suggested that we track progress in some way. Mr. Locke indicated that tracking is being done but a lot of deadlines were compressed. Ms. Foehrkolb suggested we extend the deadlines for a year and have monthly updates on goals. Mr. Hibbard suggested that Board members have “homework assignments” for updates. Mr. Locke indicated he would update the Strategic Plan document and create a master tracking document for goals. Mr. Fitzgerald noted our active involvement in the Downtown Columbia Partnership and in all Howard County development plans in Town Center. Ms. Foehrkolb asked Ms. Williams about an update on the “Banneker Fire Station/Affordable Housing Project.” Ms. Williams noted that it is not in the current proposed Howard County FY23 Capital Budget and that there would be plenty of opportunities for public comment on the project.

Safety

Mr. Locke noted parking was becoming an issue in Ring Dove with multiple rental units having “extra cars” and parking them in Waterbury. Waterbury has started towing vehicles in violation and resident tensions have become heightened. Mr. Fitzgerald suggested that this is an excellent topic for the next Condo HOA Presidents Meeting.

Next HOA Presidents Meeting (set May date): Thursday May 12 or May 19 at 7:00 PM

Mr. Locke asked the Board what is the best date for the next Condo HOA Presidents Meeting? The Board chose May 12 at 7:00 PM.

Donation Requests

The Board discussed prior donations made during previous fiscal years. Mr. Locke reviewed the projected FY2022 Fiscal Year-End projection. After much discussion, the Board reached consensus.

Mr. Fitzgerald asked for comments or a motion on the specific donation requests. Mr. Dworkin made a motion to give \$1,000 to Inner Arbor Trust, \$1,000 to CAC; \$1,000 to Grassroots, \$500 to the Howard County Center for African American Culture, \$500 to Muslim Family Center and \$500 to Luminas, seconded by Ms. Pino. The motion carried unanimously.

Board and Staff Reports

Board Chairperson’s Report

Mr. Fitzgerald reported the following: 1) The Downtown Columbia Partnership did not meet this past month; and 2) he thanked the Board members for their volunteer efforts in serving Town Center.

Columbia Council Report

Ms. Eagan reported the following: 1) the CA FY23 Budget was passed the end of February; 2) all twenty-three swimming pools will be open in the Summer with accommodations for the public; 3) Dennis Matthey is in charge of the CA Lakefront entertainment activities for the Summer and expects greater variety of artists/programming; 4) Ms. Eagan wished Mr. Fitzgerald well as the new CA Representative for Town Center; and 5) the Inner Arbor Trust is very concerned about six large dumpsters being placed on land where IAT has a parking easement. IAT is concerned about the smell impacting Chrysalis events, the dumpsters

attracting rodents and the dumpsters becoming an unsightly health hazard. Mr. Locke will connect Ms. Williams to Ms. Eagan to walk the area in Symphony Woods.

Manager's Report

Mr. Locke reported on the following: 1) Captain Terrence Benn is no longer responsible for the Howard County Police Southern District. Our new representative is Captain Jeffery Specht. Mr. Specht will be attending the June TCCA Board Meeting; 2) Cash Reserves balances for Town Center were reported as well as the balances of all accounts; 3) The Maryland State budget has not been approved yet, which means the Historic Oakland elevator grant has not been approved; 4) all Village Managers sent a note to the Columbia Association (CA) regarding Excess Cash Reserves for FY2022 requested that the CA Board approve our requests to follow the FY2021 approved exclusions; 5) the new Town Center website will be launched live in 10 days. The site is 95% done and is going through quality control before launch; 6) he thanked Mr. Fitzgerald for his excellent job as Board Chair and wished him well as Town Center's CA Rep and 7) our new Board member, Ms. Alyse Carter joins in May. Mr. Locke will send out details to contact Ms. Carter prior to the next Board meeting.

Board Member Comments

Ms. Foehrkolb noted that the "excess" parking street signs be removed around Waterbury and asked Ms. Williams to follow-up with the HOCO Highways Department. Ms. Williams indicated that she would follow-up and report back on the status of their removal.

Adjournment of Meeting

Mr. Fitzgerald asked for a motion to adjourn the meeting. Mr. Dworkin made a motion to adjourn the meeting, seconded by Ms. Pino. The motion carried unanimously. The meeting of the Town Center Village Board adjourned at 8:12 p.m. The Board immediately went into Executive Session. The next scheduled meeting of the Town Center Village Board will be Wednesday, May 11, 2022, at 7:00 p.m.

Recorded and attested to by:



Lyn Locke, Secretary/Treasurer

5/11/2022
Date