



**Owen Brown Village Board Meeting**  
**June 21, 2011 7:00 p.m.**  
**Owen Brown Community Center**  
**6800 Cradlerock Way Columbia, MD 21045**

Approved: July 19, 2011

The Board of Directors of the Owen Brown Community Association, Inc. conducted its regular meeting of the Board on Tuesday, June 21, 2011 at the Owen Brown Community Center, 6800 Cradlerock Way, Columbia, Maryland 21045. Board Chair, John Boyle; Vice Chair, Wayne Eldridge; Board Members, Summer Romack, and Kecia Rome; CA Representative, Andy Stack; Parliamentarian Ajile Brown; OBCA manager, Nancy L. Thomas and Recording Secretary, Rachel Eisenhauer, were present. In her absence, Pearl gave her proxy to Wayne.

1. Call to Order- John Boyle, Chair, called the meeting to order at 7:03 pm.
2. Adopt agenda - Summer moved to approve agenda; Wayne second. Agenda approved 4/0/0
3. Approval of minutes
  - a. May 17, 2011 Summer moved to approve May 17, 2011 minutes; Wayne second. May 17, 2011 minutes approved 4/0/0.
  - b. June 7, 2011 – Action on June 7, 2011 minutes moved to next meeting.
4. Resident comments - none
5. Invited guests
  - a. Frank Chandler for the OB Street Captains – Frank has been a resident of Owen Brown for 27 years and is seeking Village Board approval to become the coordinator for OB Street Captains. Before retirement, he was CEO of multimillion dollar business and he has worked extensively in his spare time with the Boy Scouts as he raised 5 sons. He has ideas for training Street Captains. Wayne commented that the Boy scouts and Eagle scouts are wonderful organizations. Summer thanked Frank for volunteering.
6. Financial decisions
  - a. Approval of quarterly financial report –Andy commented that it has been a very good year. He also commented that the accounts payable seemed high but Nancy explained that certain bigger bills such as the OBserver had not been paid as of April 30. The Quarterly Financial Report has to be sent to CA using a format required by CA. Summer moved to approve the quarterly financial report; Kecia second 4/0/0. John signed and initialed each page.
  - b. Approval of budget changes – \$1100 additional income not accounted for previously due to miscalculation of medical expense reimbursement from CA by CA Nancy increased 2 expense line items. Expense increase line 14C -+275 additional carpet cleaning; Line 26 +1,019 for website core update and forensic recovery of archived

documents on external hard drive Summer moved to approve budget changes;  
Kecia second Budget changes approved 4/0/0.

7. Covenant decisions - none

8. Reports- Ajile reported that proxy votes are not allowed per Robert's Rules of Order

a. Village Manager – Village Manager's Report on file with the minutes. In addition, Nancy reported 13 applicants for Facility Assistant position; there's a bicycle rodeo on July 13<sup>th</sup>. Andy requests to put John McCoy's meeting on web calendar. Making sure things are on multiple calendars. OB police satellite office opening will be put on calendar.

b. Covenant Report - none

c. CA Representative – Andy reported that there was no CA Board meeting on Thursday, June 16<sup>th</sup>. CA completed its fiscal year with 7.3 million assets. This result was achieved primarily through a reduction in expenses and certain capital projects were delayed. Also, there were cuts in salaries. Fiscal year 2012 budget is out. Andy has been elected as Chair of Audit Committee. There is a lingering issue on pool equity.

9. Review of Action Item from previous meeting

a. Staff actions – all completed.

i. Nancy purchased a plaque and card for Marie.

ii. Nancy contacted Judy Center to inform them that Kecia Rome will be the Board's representative.

iii. Druple updated.

iv. Nancy clarified EAC/RAC/ARC positions

v. Nancy sent OBserver dates to the Board.

vi. National Night Out has been posted on Face book.

b. Board actions

i. John confirmed that Ann Febraro is interested in serving on the Village Board.

ii. Summer worked on webpage

iii. Kecia composed letter to Marie.

iv. John working on retreat date.

v. Board calendar not completed.

10. Discussions

a. RAC guidelines – Clarification from last meeting. Accept RAC guideline updates and wording. Updated version on website. Strike maximum size for dog house and put changes in OBserver as a proposed change. Summer moved to approve RAC guidelines as amended; Kecia second. Motion passed. 4/0/0 Wayne questioned whether height of bush in these guidelines are not in changes. Nancy to discuss with RAC and add appropriate guideline to Observer article asking for community input.

b. ARC/EAC/RAC appointment – John left message for Vickie Manning and has not heard back. Vickie, Jay and Gracie's names have been submitted to CA as EAC members.

- c. Vote on expansion of Board – Ann Febraro expressed interest. Advertising front page of Observer for any other potential Board member candidates. discussed the possibility of pre-approving expanding the board one position now and expanding the board at a later date within the timeframe advertised if we had more than the one candidate we currently have, declaring candidacy later. This was because if we wait the full length of time we advertised, we wouldn't have an approved position until sometime in September. There was a concern doing things this way could be misinterpreted by someone if they declared candidacy after a position was pre-approved. Summer – see how many people apply. Defer action until next meeting.
- d. Board committees – Wayne reported and stated his appreciation that Summer posted current committees in Google docs. Wayne plans to put definition by each committee by July so people can be appointed to committees.
- e. Board/staff responsibilities – Wayne posted file folder and requested that Board members look over for next meeting.

11. Board Member comments-

- a. Andy – Please have Gordon check the fence on Oakland Mills road next to church.
- b. Kecia – Reported she does not have access to Google. John to work on this. Opening of satellite police office should be on webpage. She also inquired as to the next delivery date of OBserver which is on July 9<sup>th</sup>.
- c. Wayne- thanked everyone for cooperation and great job!
- d. John – thanked everyone for continued cooperation. John reported that Pearl had email letter in support of pool issue; however,. Wayne offered to work on the issue with Pearl and it was generally deferred.

12. Review of action items for next meeting

a. Staff

- i. Add John McCoy's meeting to calendar; add opening of satellite police office to calendar. Add both to website and Facebook.
- ii. Send quick note to everyone about Jesse's things.
- iii. Put RAC changes in Observer
- iv. Gordon to email Vicki, Jay and Gracie that names have been submitted to CA for EAC.
- v. Post board member opening online asap.
- vi. Figure out how to open Wayne's file on board/staff responsibilities.

b. Board

- i. Clarify with Pearl changes to June 7, 2011 minutes
- ii. Set Retreat date
- iii. John to work on Board calendar
- iv. John to discuss with Ann Febraro EAC if she joins board.

- v. Wayne will post a staff responsibilities presentation and requests that the board members critique and test it to make sure they can access/open it before the next meeting
- vi. Google docs for Kecia, Ajile and Rachel
- vii. Inform Pearl that there was not enough time to respond on the pool issue.

13. Adjournment – Summer moved to adjourn the meeting; Wayne second. Adjournment approved 4/0/0. Meeting adjourned at 8:48 pm.



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|--|---------------------|------------|
| 1. Call to Order                             |                     |            |
| 2. Adopt agenda                              |                     | 3 minutes  |
| 3. Approval of minutes                       |                     | 5 minutes  |
| a. May 17, 2011                              |                     |            |
| b. June 7, 2011                              |                     |            |
| 4. Resident comments                         |                     | 10 minutes |
| 5. Invited Guests                            |                     |            |
| a. Frank Chandler for the OB Street Captains |                     | 10 minutes |
| 6. Financial decisions                       | <i>Nancy Thomas</i> | 5 minutes  |
| 7. Covenant decisions                        | <i>Nancy Thomas</i> | 5 minutes  |
| 8. Reports                                   |                     | 10 minutes |
| a. Village Manager                           |                     |            |
| b. CA Representative                         |                     |            |
| c. Board Chair                               |                     |            |

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| 9. Review of Action Item from previous meeting |                     |            |
| a. Staff actions                               | <i>Nancy Thomas</i> | 5 minutes  |
| b. Board actions                               | <i>John Boyle</i>   |            |
| 10. Discussions                                |                     | 30 minutes |
| a. RAC guidelines                              |                     |            |
| b. ARC/EAC/RAC appointment                     |                     |            |
| c. Vote on expansion of Board                  |                     |            |
| d. Board committees                            |                     |            |
| e. Board/staff responsibilities                |                     |            |
| 11. Board Member comments                      |                     | 15 minutes |
| 12. Review of action items for next meeting    |                     |            |
| a. Staff                                       |                     |            |
| b. Board                                       |                     | 5 minutes  |
| 13. Adjournment                                |                     |            |
| 14. Closed Session for Board Members           |                     |            |

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