



**Wilde Lake Village Board Meeting (Hybrid)**

**Monday, September 8, 2025, 6:30 pm**

**Slayton House, 10400 Cross Fox Lane, Columbia, MD**

Join Zoom Meeting\*\*

<https://us02web.zoom.us/j/88957149787?pwd=d3YnESS6Udf1CmKiGLs86j2Cnbl5Z2.1>

**THIS MEETING IS BEING RECORDED AND WILL BE POSTED FOR LATER VIEWING**

**AGENDA**

Call to Order

\*Approval of Agenda

\*Approval of Minutes (7/14/2025 and 8/04/2025)

**RESIDENT SPEAK OUT** (3 minutes per person)      15 minutes

**PRESENTATION**

Howard County Police Department – PFC Eric England

**ORDER OF BUSINESS**

Wilde Lake Community Association Financials – Sharon Cooper-Kerr

\*FY 2025 Quarter 4 Budget Update

\* FY 2026 Quarter 1 Financials

**New Business**

1. \*Request for Donation – Wilde Lake CARES – Bess Caplan
2. \*System for allocation of donations and support – Katharine Rathbun

**REPORTS**

Executive Director/Village Manager – Sharon Cooper-Kerr

Chair – Katharine Rathbun

Columbia Council Representative - Bill Santos

Committees

## **ADJOURNMENT**

***Mission Statement:*** *To organize and operate a nonprofit civic organization, exclusively for the promotion of the health, safety, common good and social welfare of the owners of property in, and the residents of, the Village of Wilde Lake.*

*\*Action Item*



**Wilde Lake Village Board Meeting Minutes  
July 14, 2025**

Slayton House, 10400 Cross Fox Lane, Columbia, MD

Call to Order: 6:35 pm

**MEMBERS PRESENT:** Kate Rathbun, Chair, Francis Uy, Vice Chair, Brandon Cogdell, Edward Richards, and Wilde Lake Representative to the Columbia Council, Bill Santos. **ABSENT:** Kevin McAliley. Also, present Wilde Lake Community Association Executive Director/Village Manager Sharon Cooper-Kerr.

**\*APPROVAL OF AGENDA:**

Dr. Rathbun asked to delete item #4 in Old Business. Mr. Uy asked to add a Continuation of Resident Speak Out at the end of the meeting if more than 15 minutes were needed. Motion to approve the agenda as revised. Seconded. All in favor (4-0-0) Agenda approved as revised.

**\*APPROVAL OF MINUTES:**

Motion to approve the minutes of May 19, 2025; June 2, 2025; and June 30, 2025, as presented.

Moved by Mr. Richards. Seconded by Mr. Uy: All in favor (4-0-0)  
Minutes approved as presented.

**RESIDENT SPEAK OUT** (3 minutes per person) 15 minutes.

Chris Tsien – Attorney

Virginia Thomas – 55+ Committee

Elaine Bernstein – Last news releases

Darryl Zawada – Mailboxes

Michelle Hirojosa Melencio – Youth and community partnerships

Larry Schoen – Board and community engagement

Liz Schoen – Conflicts of interest and fiduciary responsibility

Joel Hurewitz - Bylaws

Zana Watson – Attorney

Kat Uy – Youth programs

**ORDER OF BUSINESS**

**NEW BUSINESS**

**\*1. 2025 Quarter 4 Report**

Dr. Rathbun presented the attached report, which addressed concerns she had with the financial reports as presented, and moved that the report be referred to the Village Manager for completion. Ms. Cooper-Kerr presented the variance report. After extensive discussion, the motion was withdrawn, and the report was referred back to the Village Manager for additional information on Expenditure items #12, # 13, #15, and #22.

Information on Item #15 must include an explanation of the \$13,829 in payment of “Other” fees.

\*2. 2026 Budget Update

Ms. Cooper-Kerr presented the amended budget to show a slight increase in the depreciation line item.

***Motion: Table the report and request that the Village Manager provide additional information about these increases in budget and expenditures was voted down.***

**OLD BUSINESS**

\*1. Engagement of the Law Office of G. Macy Nelson to represent the Wilde Lake Community Association.

MOTION: The Wilde Lake Community Association Board of Directors hereby authorizes and directs the Chair of the Board to sign and accept the Letter of Engagement from the Law Office of G. Macy Nelson, LLC.

Moved by Mr. Richards – Seconded by Mr. Uy

In Favor: Mr. Richards, Mr. Uy, Dr. Rathbun

Opposed: Mr. Cogdell

Motion Carried (3-1-0)

\*2. Amend the WLCA Board of Directors Handbook to include Section 3:

2.1 – Reporting Violations Involving the Manager, Officers, or Directors. (attached)

A motion was made by Mr. Richards to amend the Handbook to clarify the system for filing complaints of violations. Mr. Cogdell asked that the attorney review the wording before the Board takes action. Mr. Richards withdrew his motion. Dr. Rathbun agreed that she would submit this to the attorney.

\*3. Amend the schedule of meetings of the Wilde Lake Village Board of Directors to include meetings at 6:30 pm at Slayton House on Monday, August 25, 2025, Monday, September 15, 2025, and October 20, 2025

\*4. Confirmation of policies concerning records requests and compliance with the release of records. (attached). Item removed by amendment to the Agenda.

**REPORTS**

**Executive Director/Village Manager** (please see attached Executive Director/Village Manager report)

**Chair of the Board of Directors**

Dr. Rathbun reported that she met with the Howard County ADA Coordinator and representatives of the Public Works Department to tour Wilde Lake Park and other areas of the village concerning CA violations of the Americans with Disabilities Act. She explained that there is an Aging Well in Columbia Advocacy Committee complaint that is being investigated. She will keep the Board informed.

## **Columbia Council Representative**

Mr. Santos reported on the June 26<sup>th</sup> meeting of the Columbia Association Board of Directors, where the board discussed grant funding and board goals. The board is focused on studies, including analyzing opportunities for adding value while reducing costs; economic analysis of the rate structure of liens; long-term capital improvements; and the board governance charter.

**AC Liaison** – Mr. Uy shared that everything is going smoothly. The Residential Architecture Committee (RAC) members are helping residents figure out how to make their changes to meet community guidelines. He shared that one matter has been sent to the Columbia Association for reinforcement.

## **Committees**

- **Governance** – no report
- **Education** – Mr. Cogdell reported that funding is being solicited for Club Wilde Lake. The plan is to apply for a YEP grant provided by the County. The application period will open in the fall. The Education Committee met recently with Beverly White-Seals, formerly of the Community Foundation of Howard County. iCode has offered two registrations per week this summer for Club Wilde Lake participants.

**CARES** – Ms. Cooper-Kerr spoke about the garden tours and special events held by the Wilde Lake CARES group this spring/summer.

**RESIDENT SPEAK OUT** (3 minutes per person)  
Additional time is not required.

**ADJOURNMENT** 9:12 pm. Motion to adjourn made by Mr. Richards and seconded by Mr. Uy. All in favor. None opposed. (4-0-0).

14 July 2025

To: WLV Board of Directors, Village Manager and Columbia Council Representative

From: Katharine C Rathbun, Chair

RE: Review of the WLCA Financial Statements and Budgets for FY25 and FY26

I have reviewed the financial statements provided for consideration, and there are significant problems that need to be addressed before these can be approved by the Board.

New Business:

1. 2025 Quarter 4 Report: There are fifteen Variances listed as "Requires Comment", and there are no comments provided on any of these budget items. Five of these Variances account for \$181,000 in expenditures that are \$79,000 over budget. For example:

Payroll Benefits paid = \$56,808

Payroll Benefits budgeted = \$35,000

Payroll Benefits Variance = \$21,808

***Motion: Refer this report to the Village Manager for completion. She will provide written comments on each budget line as required and will review these with the accountant before presenting the revised report to the Board.***

2. 2026 Budget Update: The FY2026 Operating Budget was approved by the previous Board on April 14, 2025.

Total Expenses for FY2025 were \$50,000 over Budget, and \$79,000 over FY2024 Actual Expenses.

Total Expenses in the FY2026 Budget are an increase of \$70,200 over the FY2025 Budget, and \$93,000 over the FY2024 Actual Expenses.

***Motion: Table the report and request that the Village Manager provide additional information about these increases in budget and expenditures.***

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 3-Jun-25

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SCHEDULE A

**BEGINNING CASH**

1 Cash and Investments 314,064

**SOURCES OF FUNDS**

2 Bank Loans & Other Loans during period (Increases Only)

a) Loan #1	0
b) Loan #2	0
c) Subtotal - Bank Loans & Other Income	0

3 Total Revenue - Year-to-Date 653,987

4 Proceeds from Sale of Capital 0

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 968,051

**USES OF FUNDS**

6 Total Expenses - Year-to-Date 650,163

7 Capital Expenditures Made During Period not Included in Line 6 above 0

8 Subtotal - all disbursements (Lines 6 + 7) 650,163

9 Less Depreciation & Other Non-cash Charges Recorded in Line 6 Above 6,627

10 Disbursements Less Depreciation (Line 8 less Line 9) 643,536

11 Subtotal - (Line 5 minus Line 10) 324,515

**OTHER CHANGES**

12 Other Current Assets - (Increases)/Decreases between 4/30 of current year and 4/30 of prior year 7,198

13 Short-term Liabilities - Increases/(Decreases) between 4/30 of current year and 4/30 of prior year (89,866)

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) (82,668)

**ENDING CASH**

15 Cash and Investments 241,847

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 3-Jun-25

**SCHEDULE TO COMPUTE CASH RESERVES LIMITATION**

1)	Fiscal Year Expenses (exclusive of Depreciation)		643,536
2)	Percentage Calculation *	x	0.20
3)	<b>Operating Reserve</b>		<u>128,707</u>
4)	Village Association Cash and Investment Accounts:		<u>241,848</u>
5)	Adjustments		
	Accounts Payable	(+)	<u>25,182</u>
	Security Deposits	(+)	<u>16,439</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>0</u>
	Deferred Revenue - Other	(+)	<u>31,443</u>
	Accrued Liabilities - Payroll	(+)	<u>18,961</u>
	Accrued Liabilities - Other	(+)	<u>9,923</u>
	Accounts Receivable	(-)	<u>(28,593)</u>
	Prepaid Expenses	(-)	<u>0</u>
		(+)	<u>          </u>
	Returned Village Contingency Funds	(+)	<u>30,364</u>
	Total Adjustments		<u>103,717</u>
6)	Reserve Account (line 4 minus line 5)		<u>138,131</u>
7)	Excess Cash Reserves (line 6 minus line 3)		9,423
8)	Audit fee allowance **		7,733
9)	Unspent CARES Act grants and tax credits		0
10)	<b>Remittance amounts (Line 7 minus line 8)</b>		<u>1,690</u>

\* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 20% of the total expenses of the village for that year exclusive of depreciation and capital expenditures.

\*\* Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3 (the year the audit is conducted).

Input cells

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 3-Jun-25

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - April 30**

	FY25	FY24	Variance
<b>ASSETS</b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	120	120	0
Cash (Checking Accounts)	85,944	72,684	13,260
Cash (Savings Accounts)	87,532	175,364	(87,832)
Short term investments	68,252	65,896	2,356
<b>Total Cash and Investments</b>	<b>241,848</b>	<b>314,064</b>	<b>(72,216)</b>
Accounts Receivable	28,593	33,419	(4,826)
Loan Receivable	0	0	0
Prepaid Expenses	0	2,373	(2,373)
Inventory	0	0	0
<b>Other Current Assets</b>	<b>28,593</b>	<b>35,791</b>	<b>(7,198)</b>
Furniture, Fixtures and Leasehold Improvements	168,637	168,637	0
Accumulated Depreciation	(150,132)	(143,505)	(6,627)
<b>Net Furniture and Fixtures</b>	<b>18,505</b>	<b>25,132</b>	<b>(6,627)</b>
<b>TOTAL ASSETS</b>	<b>288,945</b>	<b>374,987</b>	<b>(86,042)</b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	25,182	3,956	21,226
Amount Payable to CA for excess cash reserves	1,690	0	1,690
Security Deposits	16,439	14,014	2,425
Sales Tax	0	0	0
Deferred Revenue - CA	0	100,055	(100,055)
Deferred Revenue - Other	31,443	53,397	(21,955)
Accrued Liabilities - Payroll	18,961	15,182	3,779
Accrued Liabilities - Other	9,923	6,899	3,024
Long Term Debt Due Within 1 Year	0	0	0
<b>Subtotal - Short Term Liabilities</b>	<b>103,636</b>	<b>193,502</b>	<b>(89,866)</b>
Long Term Debt Due After 1 Year	0	0	0
Unrestricted Net Assets:			
Beginning of year	181,485	143,359	38,126
Increase/(Decrease) in Unrestricted Net Assets for Year	3,824	38,126	(34,301)
<b>Net Assets - Year-to-Date</b>	<b>185,309</b>	<b>181,485</b>	<b>3,825</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>288,945</b>	<b>374,987</b>	<b>(86,041)</b>

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 3-Jun-25

**SUMMARY STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>		<u>YTD Prior Year</u>
<b><u>REVENUES</u></b>						
1 CA Annual Charge Share	98,365	398,530	400,219	(1,689)	Requires Comment	381,000
2 Lease & Rental	58,470	246,196	200,000	46,196		213,777
3 Tuition & Enrollment	0	0	0	0		9,203
4 Interest	678	3,475	500	2,975	Requires Comment	2,689
5 Special Events	350	3,708	5,000	(1,292)	Requires Comment	2,215
6 Fees	0	52	0	52		35
7 Miscellaneous	373	2,027	0	2,027	Requires Comment	710
8 Gain/loss on Disposal of Asset	0	0	0	0		0
Total Revenue	<u>158,235</u>	<u>653,987</u>	<u>605,719</u>	<u>48,268</u>		<u>609,630</u>
<b><u>EXPENSES</u></b>						
9 Staff Salaries	78,006	306,098	335,000	(28,903)		290,725
10 Janitorial Wages	4,859	22,148	20,000	2,148		18,529
11 Contract Labor	0	60	2,000	(1,940)	Requires Comment	230
12 Payroll Benefits	14,700	56,808	35,000	21,808	Requires Comment	47,237
13 Payroll Taxes	8,980	29,292	22,000	7,292	Requires Comment	23,742
14 Janitorial Expense	9,115	31,769	28,960	2,809		20,837
15 Fees	11,901	39,731	28,500	11,231	Requires Comment	39,774
16 Operating Expenses	3,594	15,811	21,000	(5,189)		23,894
17 Business Expenses	410	1,295	2,600	(1,305)	Requires Comment	2,092
18 Insurance	0	7,690	7,500	190		9,321
19 Advertising	0	613	1,500	(887)	Requires Comment	1,011
20 Newsletter	0	0	3,700	(3,700)	Requires Comment	2,200
21 Other Printing	277	277	1,000	(723)	Requires Comment	119
22 Donations/Contributions	27,750	29,250	3,500	25,750	Requires Comment	2,800
23 Special Events	10,319	25,866	13,000	12,866	Requires Comment	10,585
24 Taxes	0	0	650	(650)	Requires Comment	1,088
25 Utilities	15,824	44,542	41,500	3,042		41,589
26 Repairs & Maintenance	14,646	29,575	24,000	5,575		26,192
27 Furniture & Fixtures	861	2,711	2,200	511		3,401
28 Total Expenses Before Depreciation	<u>201,240</u>	<u>643,536</u>	<u>593,610</u>	<u>49,926</u>		<u>565,366</u>
29 Depreciation	<u>1,487</u>	<u>6,627</u>	<u>7,026</u>	<u>(399)</u>		<u>6,138</u>
30 Total Expenses	<u>202,726</u>	<u>650,163</u>	<u>600,636</u>	<u>49,527</u>		<u>571,504</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(44,491)</u>	<u>3,824</u>	<u>5,083</u>	<u>(1,259)</u>		<u>38,126</u>

Input cells

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 3-Jun-25

DETAILED STATEMENTS OF ACTIVITIES  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Annual Charge Share	98,365	398,530	400,219	(1,689)	381,000
A. CA Base Annual Charge Share	90,095	360,380	360,378	2	347,604
B. CA Medical Reimbursement	9,792	39,168	37,832	1,336	32,724
C. Other CA Reimbursement	168	672	2,009	(1,337)	671
D. Payment to CA for excess cash reserves	(1,690)	(1,690)	0	(1,690)	0
2 Lease & Rental	58,470	246,196	200,000	46,196	213,777
A. Room Rentals	42,084	186,776	115,000	71,776	135,773
B. Leases	16,386	59,402	85,000	(25,598)	78,004
C. Retained Deposits	0	18	0	18	0
3 Tuition & Enrollment	0	0	0	0	9,203
A. Classes	0	0	0	0	0
B. Camps	0	0	0	0	9,203
C. Other	0	0	0	0	0
4 Interest	678	3,475	500	2,975	2,689
5 Special Events	350	3,708	5,000	(1,292)	2,215
6 Fees	0	52	0	52	35
A. Copier	0	52	0	52	0
B. Late Fees	0	0	0	0	0
C. Postage	0	0	0	0	0
D. Notary	0	0	0	0	0
E. Other	0	0	0	0	35
7 Miscellaneous	373	2,027	0	2,027	710
A. Sales	70	295	0	295	0
B. Newsletter Ads	0	0	0	0	0
C. Catering/Food Service	0	0	0	0	0
D. Other	303	1,732	0	1,732	710
8 Gain/loss on Disposal of Asset		0	0	0	0
<b>Total Income</b>	<b>158,235</b>	<b>653,987</b>	<b>605,719</b>	<b>48,268</b>	<b>609,630</b>

Village. WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4

DETAILED STATEMENTS OF ACTIVITIES  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	78,006	306,098	335,000	(28,903)	290,725
10 Janitorial Wages	4,859	22,148	20,000	2,148	18,529
11 Contract Labor	0	60	2,000	(1,940)	230
12 Payroll Benefits	14,700	56,808	35,000	21,808	47,237
13 Payroll Taxes	8,980	29,292	22,000	7,292	23,742
14 Janitorial Expense	9,115	31,769	28,960	2,809	20,837
A. Cleaning Service	8,206	27,753	22,000	5,753	16,505
B. Setup & Breakdown	0	0	0	0	0
C. Floors, Carpets and Windows	0	445	1,500	(1,055)	743
D. Supplies	909	3,571	5,460	(1,889)	3,589
15 Fees	11,901	39,731	28,500	11,231	39,774
A. Accounting	3,550	13,642	17,500	(3,859)	14,297
B. Legal	2,610	11,955	5,000	6,955	0
C. Performance	(183)	0	0	0	0
D. Audit	0	0	0	0	8,009
E. Web	112	306	1,000	(694)	2
F. Other	5,813	13,829	5,000	8,829	17,466
16 Operating Expenses	3,594	15,811	21,000	(5,189)	23,894
A. Office Supplies	597	3,608	3,000	608	3,528
B. Program Supplies	0	82	1,000	(918)	1,707
C. Cost of Goods Sold	0	100	0	100	71
D. Postage	301	749	500	249	1,160
E. Staff Development	103	2,002	5,000	(2,998)	6,635
F. Catering/Food Service	0	27	3,500	(3,473)	0
G. Other	2,593	9,243	8,000	1,243	10,793
17 Business Expenses	410	1,295	2,600	(1,305)	2,092
A. Mileage	0	0	500	(500)	0
B. Food (Business Meals)	410	1,201	1,500	(299)	1,771
C. Other	0	94	600	(506)	321
18 Insurance	0	7,690	7,500	190	9,321
19 Advertising	0	613	1,500	(887)	1,011
20 Newsletter	0	0	3,700	(3,700)	2,200
21 Other Printing	277	277	1,000	(723)	119
22 Donations/Contributions	27,750	29,250	3,500	25,750	2,800
23 Special Events	10,319	25,866	13,000	12,866	10,585
24 Taxes	0	0	650	(650)	1,088
25 Utilities	15,824	44,542	41,500	3,042	41,589
A. Gas & Electric	12,354	32,168	28,000	4,168	28,778
B. Water & Sewer	1,636	5,129	7,000	(1,871)	6,420
C. Telephone	1,835	7,246	6,500	746	6,391
26 Repairs & Maintenance	14,646	29,575	24,000	5,575	26,192
A. Building	11,422	20,355	5,000	15,355	16,638
B. Equipment	1,024	1,904	1,000	904	3,248
C. Rental	0	0	0	0	0
D. Vandalism	0	0	0	0	0
E. Other	2,200	7,316	18,000	(10,684)	6,306
27 Furniture, Fixtures and Equipment	861	2,711	2,200	511	3,401
28 Total Expenses Before Depreciation	201,240	643,536	593,610	49,926	565,366
29 Depreciation	1,487	6,627	7,026	(399)	6,138
30 Total Expenses	202,726	650,163	600,636	49,527	571,504
Increase/(Decrease) in Unrestricted Net Assets	(44,491)	3,824	5,083	(1,259)	38,126

Village: Wilde Lake  
 Fiscal Year: FY2026  
 Date Prepared: 13-Apr-25

**BOARD APPROVED OPERATING BUDGET**

	Budget FY2026	Budget FY2025	Estimate FY2025	Budget Variance FY2025 to FY2026		Current Year Est vs. Next Year Budget	
				\$	%	\$	%
<b>REVENUES</b>							
1 CA Annual Charge Share Grant	418,359	400,219	400,219	18,140	5%	18,140	5%
A. CA Base Annual Charge Share Grant	371,189	360,378	360,378				
B. CA Medical Reimbursement	45,131	37,832	37,832				
C. Other CA Reimbursement	2,039	2,009	2,009				
D. Payment to CA for excess cash reserves	0	0					
2 Lease & Rental	250,000	200,000	244,402	50,000	25%	5,598	2%
A. Room Rentals	150,000	115,000	185,000				
B. Leases	100,000	85,000	59,402				
C. Retained Deposits	0	0					
3 Tuition & Enrollment	0	0	0	0	#DIV/0!	0	#DIV/0!
A. Classes							
B. Camps							
C. Other							
4 Interest	600	500	3,100	100	20%	(2,500)	-81%
5 Special Events	6,000	5,000	1,150	1,000	20%	4,850	422%
6 Fees	0	0	0	0	#DIV/0!	0	#DIV/0!
A. Copier							
B. Late Fees							
C. Postage							
D. Notary							
E. Other							
7 Miscellaneous	350	0	0	350	#DIV/0!	350	#DIV/0!
A. Sales	250						
B. Newsletter Ads	100						
C. Catering/Food Service							
D. Other							
8 Gain/loss on Disposal of Asset				0	#DIV/0!	0	#DIV/0!
<b>Total Income</b>	<b>675,309</b>	<b>605,719</b>	<b>648,871</b>	<b>69,590</b>	<b>11%</b>	<b>26,438</b>	<b>4%</b>

Village: Wilde Lake  
 Fiscal Year: FY2026

**BOARD APPROVED OPERATING BUDGET**

	Budget FY2026	Budget FY2025	Estimate FY2025	Budget Variance FY2025 to FY2026		Current Year Est vs Next Year Budget	
				\$	%	\$	%
<b>EXPENSES</b>							
9 Staff Salaries	360,000	335,000	287,868	25,000	7%	72,132	25%
10 Janitorial Wages	25,000	20,000	22,000	5,000	25%	3,000	14%
11 Contract Labor	1,500	2,000	1,500	(500)	-25%	0	0%
12 Payroll Benefits	47,000	35,000	40,000	12,000	34%	7,000	18%
13 Payroll Taxes	25,000	22,000	53,571	3,000	14%	(28,571)	-53%
14 Janitorial Expense	39,000	28,960	32,345	10,040	35%	6,655	21%
A. Cleaning Service	25,000	22,000	28,000				
B. Setup & Breakdown	0		0				
C. Floors, Carpets and Windows	8,000	1,500	445				
D. Supplies	6,000	5,460	3,900				
15 Fees	42,000	28,500	39,750	13,500	47%	2,250	6%
A. Accounting	18,500	17,500	16,000				
B. Legal	15,000	5,000	13,500				
C. Performance			350				
D. Audit			0				
E. Web	1,500	1,000	400				
F. Payroll	5,500						
G. Other	1,500	5,000	9,500				
16 Operating Expenses	18,000	21,000	17,259	(3,000)	-14%	741	4%
A. Office Supplies	3,500	3,000	3,500				
B. Program Supplies	1,000	1,000	100				
C. Cost of Sales (e.g. HOA documents, tent rental)	0	0	100				
D. Postage	1,000	500	800				
E. Staff Development	3,500	5,000	2,600				
F. Catering/Food Service	2,500	3,500	1,350				
G. Other	6,500	8,000	8,809				
17 Business Expenses	2,200	2,600	1,300	(400)	-15%	900	69%
A. Mileage	500	500	0				
B. Food (Business Meals)	1,200	1,500	1,200				
C. Other	500	600	100				
18 Insurance	8,000	7,500	7,690	500	7%	310	4%
19 Advertising	1,500	1,500	1,000	0	0%	500	50%
20 Newsletter	4,500	3,700	3,700	800	22%	800	22%
21 Other Printing	1,000	1,000	1,000	0	0%	0	0%
22 Donations/Contributions	7,000	3,500	13,250	3,500	100%	(6,250)	-47%
23 Special Events	13,000	13,000	18,000	0	0%	(5,000)	-28%
24 Taxes	650	650	650	0	0%	0	0%
25 Utilities	45,500	41,500	41,500	4,000	10%	4,000	10%
A. Gas & Electric	32,000	28,000	29,000				
B. Water & Sewer	6,500	7,000	5,000				



**Summary Statements of Activities**  
**Variance Report (7/14/2025)**  
**FY2025, 4th Quarter (February – April 2025)**

**Income**

Budget Line Item	YTD Actual	YTD Budget	Variance/Description
#1 CA Annual Charge Share	\$398,530	\$400,219	(\$1,689) Return of unused funds to CA.
#4 Interest	\$3,475	\$500	\$2,975 - Interest assessed is greater than budgeted
#5 Special Events	\$3,708	\$5000	(\$1,292) - Held fewer revenue generating events/reduced sponsorships than anticipated
#7 Miscellaneous Income	\$2,027	\$0	Art Gallery fees and commissions, and resale package sales.

**Expenses**

Budget Line Item	YTD Actual	YTD Budget	Variance/Description
#11 Contract Labor	\$60	\$2,000	Fewer events offered that required contract labor (\$1,940 underbudget)
#12 Payroll Benefits	\$56,808	\$35,000	Increase in benefit eligible employees (\$21,808 over budget)
#13 Payroll Taxes	\$29,292	\$22,000	Increased staffing (\$7,292 over budget)
#15 Fees	\$39,731	\$28,500	Unanticipated legal fees (\$11,231 over budget)
#17 Business Expenses	\$1,295	\$2,600	Fewer business expenses realized (\$1,305 underbudget)
#19 Advertising	\$613	\$1,500	Less funds were used for advertising this year. (\$887 underbudget)

#20 Newsletter	\$0	\$3,000	The newsletter was electronic, and no fees were incurred. (\$3,700 underbudget)
#21 Other Printing	\$277	\$1000	Fewer printing project realized. (\$723 underbudget)
#22 Donations/Contributions	\$29,500	\$3,500	Additional community impact grants provided to schools and local organizations (over budget)
#23 Special Events	\$25,866	\$13,000	Increased expenses for free community events – Book Party (new), Fall Festival and Appreciation Luncheon for CA Open Space Team. Also includes an invoice from the Election 2024 that was received in August 2024. (\$12,886 over budget)
#24 Taxes	\$0	\$650	Timing



**Wilde Lake Village Board Meeting Minutes  
August 4, 2025**

Slayton House, 10400 Cross Fox Lane, Columbia, MD

**Members Present:** Chair Katharine Rathbun, Vice Chair Francis Uy, Edward Richards, Brandon Cogdell, Kevin McAliley, Columbia Council Representative Bill Santos and Executive Director and Village Manager, Sharon Cooper-Kerr

**Call to Order 6:30 pm**

\*Approval of Agenda  
Addition of Goals for Wilde Lake by Mr. Santos

***MOTION: Approve agenda as amended.***

Motion: Mr. Uy Seconded  
Aye: Mr. Richards, Mr. Uy, Dr. Rathbun  
Nay: Mr. Cogdell, Mr. McAliley  
Abstain: none  
Motion Carried (3-2-0)

***MOTION: Move to a Closed Session for the following purposes:***

- 1. Discussion of matters pertaining to employees and personnel***
- 2. Consultation with counsel on legal matters***

Motion: Mr. Richards Seconded  
Aye: Mr. Richards, Mr. Uy, Dr. Rathbun  
Nay: Mr. Cogdell, Mr. McAliley  
Abstain: none  
Motion Carried (3-2-0)

**The Board went into closed session at 6:22 pm**

Members of the audience were asked to leave the room because the Board was in closed session. There was considerable disruption. Many refused to leave but were persuaded to comply after several minutes. Some still refused to leave and were being disruptive. The police were called by someone in the building. When they arrived, the officers were escorted into the boardroom by the Vice Chair. Four officers responded. They determined that the Board was in executive session and asked the remaining people to leave. These people continued to be disruptive and refused to comply with the requests of the officers. The officers appealed to the people disrupting the meeting, stating that they did not want to have to carry them out. They still would not comply with the officers' requests. At that point, the officer in charge appealed to the Board to end further disruption by allowing them to speak.

***MOTION: Dr. Rathbun asked for a motion to return to regular session and convene Resident Speak Out. This motion was made and seconded. All were in favor.***

**The Board came out of closed session at 7:08 pm**

**RESIDENT SPEAK OUT** (3 minutes per person) unlimited time

The disruptions from the audience continued but the following people were recognized and spoke about the Village Manager and the conduct of the Board:

Liz Schoen  
Tina Horn  
Carol Ann Leal  
Beverly Lucas  
Susan Hellenbrand  
Bess Caplan  
Jillian Kerr  
Debbie Cappucitti  
Michael Golibersuch  
Leonard Clay  
Larry Schoen  
Regina Clay  
Kimberli Maultsby  
Deidre Sykes  
Lizz Hamman  
Erika Chavarria  
Zana Watson

Other:

Kat Uy – community involvement

Jean Joklik - high-definition cameras and on the accusation of harassment made against her.

Alex Votaw, WLCA attorney explained HOA law on closed sessions.

***MOTION: Create a committee of three other village managers to advise the Board on our Village Manager.***

Motion: Mr. Cogdell. Seconded

Aye: Mr. Cogdell, Mr. McAliley

Nay: Mr. Richards, Mr. Uy, Dr. Rathbun

Abstain: none

Motion Failed (2-3-0)

***MOTION: Move to a Closed Session for the following purposes:***

***1. Discussion of matters pertaining to employees and personnel***

***2. Consultation with counsel on legal matters***

Motion: Mr. Richards. Seconded

Aye: Mr. Richards, Mr. Uy, Dr. Rathbun

Nay: Mr. Cogdell, Mr. McAliley

Abstain: none

Motion Carried (3-2-0)

The Board went into closed session at 8:19 pm

The Board came out of closed session at 11:35 pm

**REPORT ON ACTIONS TAKEN IN CLOSED SESSION**

***MOTION: In accordance with the advice from counsel, revise the contract granted to the Village Manager on March 17, 2025, to remove specific sections that violate the Bylaws or the laws of Maryland.***

Motion: Mr. Richards. Seconded  
Aye: Dr. Rathbun, Mr. Richards, Mr. Uy  
Nay: Mr. McAliley, Mr. Cogdell  
Abstain: none  
Motion Carried (3-2-0)

***MOTION: The Board will develop an action plan to improve the working relationship between the Board and the Village Manager.***

Motion: Mr. Richards. Seconded  
Aye: Mr. Richards, Dr. Rathbun, Mr. Uy, Mr. Cogdell  
Nay: none  
Abstain: Mr. McAliley  
Motion Carried (4-0-1)

***MOTION: Waive attorney client privilege between the Wilde Lake Community Association, Incorporated and the law firm Davis, Agnor, Rapaport, and Skalny.***

Motion: Mr. Richards. Seconded  
Aye: Mr. Richards, Dr. Rathbun, Mr. Uy,  
Nay: Mr. McAliley, Mr. Cogdell  
Abstain: none  
Motion Carried (3-2-0)

## **REPORTS**

Chair of the Board of Directors – cancelled due to the lateness of the hour.  
CA Representative – Goals for Wilde Lake Village – cancelled due to the lateness of the hour.

## **ADJOURNMENT**

Motion to adjourn made and seconded. All were in favor.  
Meeting adjourned at 11:45 pm.

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Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 8/14/2025 REVISED

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**SCHEDULE A**

**BEGINNING CASH**

1 Cash and Investments 314,064

**SOURCES OF FUNDS**

2 Bank Loans & Other Loans  
 during period (Increases Only)

a) Loan #1	0
b) Loan #2	0
c) Subtotal - Bank Loans & Other Income	0

3 Total Revenue - Year-to-Date 650,121

4 Proceeds from Sale of Capital 0

5 Subtotal - Funds from all Sources (lines 1 + 2c + 3 + 4) 964,185

**USES OF FUNDS**

6 Total Expenses - Year-to-Date 650,163

7 Capital Expenditures Made During Period not  
 Included in Line 6 above 0

8 Subtotal - all disbursements  
 (Lines 6 + 7) 650,163

9 Less Depreciation & Other Non-cash  
 Charges Recorded in Line 6 Above 6,627

10 Disbursements Less Depreciation  
 (Line 8 less Line 9) 643,536

11 Subtotal - (Line 5 minus Line 10) 320,649

**OTHER CHANGES**

12 Other Current Assets - (Increases)/Decreases between  
 4/30 of current year and 4/30 of prior year 7,198

13 Short-term Liabilities - Increases/(Decreases) between  
 4/30 of current year and 4/30 of prior year (86,000)

14 Subtotal of changes in current assets and liabilities (Lines 12 + 13) (78,802)

**ENDING CASH**

15 Cash and Investments 241,847

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 8/14/2025 REVISED

**SCHEDULE TO COMPUTE CASH RESERVES LIMITATION**

1)	Fiscal Year Expenses (exclusive of Depreciation)		<u>643,536</u>
2)	Percentage Calculation *	x	<u>0.20</u>
3)	<b>Operating Reserve</b>		<u><u>128,707</u></u>
4)	Village Association Cash and Investment Accounts:		<u>241,848</u>
5)	Adjustments		
	Accounts Payable	(+)	<u>25,182</u>
	Security Deposits	(+)	<u>16,439</u>
	Sales Tax	(+)	<u>0</u>
	Deferred Revenue - CA	(+)	<u>0</u>
	Deferred Revenue - Other	(+)	<u>31,443</u>
	Accrued Liabilites - Payroll	(+)	<u>18,961</u>
	Accrued Liabilites - Other	(+)	<u>9,923</u>
	Accounts Receivable	(-)	<u>(28,593)</u>
	Prepaid Expenses	(-)	<u>0</u>
	Returned Village Contingency Funds	(+)	<u>30,364</u>
	<b>Total Adjustments</b>		<u>103,717</u>
6)	Reserve Account (line 4 minus line 5)		<u><u>138,131</u></u>
7)	Excess Cash Reserves (line 6 minus line 3)		<u>9,423</u>
8)	Audit fee allowance **		<u>3,857</u>
9)	Unspent CARES Act grants and tax credits		<u>0</u>
10)	Remittance amounts (Line 7 minus line 8)		<u><u>5,556</u></u>

\* Cash reserves held by each Community Association at the end of the fiscal year should be no more than 20% of the total expenses of the village for that year exclusive of depreciation and capital expenditures.

\*\* Enter 1/3 of anticipated audit fee in Year 1; 2/3 of anticipated audit fee in Year 2; and \$0 in Year 3 (the year the audit is conducted).

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Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 8/14/2025 REVISED

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - April 30**

	FY25	FY24	Variance
<b>ASSETS</b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	120	120	0
Cash (Checking Accounts)	85,944	72,684	13,260
Cash (Savings Accounts)	87,532	175,364	(87,832)
Short term investments	68,252	65,896	2,356
<b>Total Cash and Investments</b>	<b>241,848</b>	<b>314,064</b>	<b>(72,216)</b>
Accounts Receivable	28,593	33,419	(4,826)
Loan Receivable	0	0	0
Prepaid Expenses	0	2,373	(2,373)
Inventory	0	0	0
<b>Other Current Assets</b>	<b>28,593</b>	<b>35,791</b>	<b>(7,198)</b>
Furniture, Fixtures and Leasehold Improvements	168,637	168,637	0
Accumulated Depreciation	(150,132)	(143,505)	(6,627)
<b>Net Furniture and Fixtures</b>	<b>18,505</b>	<b>25,132</b>	<b>(6,627)</b>
<b>TOTAL ASSETS</b>	<b>288,945</b>	<b>374,987</b>	<b>(86,042)</b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	25,182	3,956	21,226
Amount Payable to CA for excess cash reserves	5,556	0	5,556
Security Deposits	16,439	14,014	2,425
Sales Tax	0	0	0
Deferred Revenue - CA	0	100,055	(100,055)
Deferred Revenue - Other	31,443	53,397	(21,955)
Accrued Liabilities - Payroll	18,961	15,182	3,779
Accrued Liabilities - Other	9,923	6,899	3,024
Long Term Debt Due Within 1 Year	0	0	0
<b>Subtotal - Short Term Liabilities</b>	<b>107,502</b>	<b>193,502</b>	<b>(86,000)</b>
Long Term Debt Due After 1 Year	0	0	0
Unrestricted Net Assets:			
Beginning of year	181,485	143,359	38,126
Increase/(Decrease) in Unrestricted Net Assets for Year	(42)	38,126	(38,167)
<b>Net Assets - Year-to-Date</b>	<b>181,443</b>	<b>181,485</b>	<b>(41)</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>288,945</b>	<b>374,987</b>	<b>(86,041)</b>

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 8/14/2025 REVISED

**SUMMARY STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>
<b>REVENUES</b>					
1 CA Annual Charge Share	94,499	394,664	400,219	(5,555) Requires Comment	381,000
2 Lease & Rental	58,470	246,196	200,000	46,196	213,777
3 Tuition & Enrollment	0	0	0	0	9,203
4 Interest	678	3,475	500	2,975 Requires Comment	2,689
5 Special Events	350	3,708	5,000	(1,292) Requires Comment	2,215
6 Fees	0	52	0	52	35
7 Miscellaneous	373	2,027	0	2,027 Requires Comment	710
8 Gain/loss on Disposal of Asset	0	0	0	0	0
Total Revenue	<u>154,369</u>	<u>650,121</u>	<u>605,719</u>	<u>44,402</u>	<u>609,630</u>
<b>EXPENSES</b>					
9 Staff Salaries	78,006	306,098	335,000	(28,903)	290,725
10 Janitorial Wages	4,859	22,148	20,000	2,148	18,529
11 Contract Labor	0	60	2,000	(1,940) Requires Comment	230
12 Payroll Benefits	14,700	56,808	35,000	21,808 Requires Comment	47,237
13 Payroll Taxes	8,980	29,292	22,000	7,292 Requires Comment	23,742
14 Janitorial Expense	9,115	31,769	28,960	2,809	20,837
15 Fees	11,901	39,731	28,500	11,231 Requires Comment	39,774
16 Operating Expenses	3,594	15,811	21,000	(5,189)	23,894
17 Business Expenses	410	1,295	2,600	(1,305) Requires Comment	2,092
18 Insurance	0	7,690	7,500	190	9,321
19 Advertising	0	613	1,500	(887) Requires Comment	1,011
20 Newsletter	0	0	3,700	(3,700) Requires Comment	2,200
21 Other Printing	277	277	1,000	(723) Requires Comment	119
22 Donations/Contributions	27,750	29,250	3,500	25,750 Requires Comment	2,800
23 Special Events	10,319	25,866	13,000	12,866 Requires Comment	10,585
24 Taxes	0	0	650	(650) Requires Comment	1,088
25 Utilities	15,824	44,542	41,500	3,042	41,589
26 Repairs & Maintenance	14,646	29,575	24,000	5,575	26,192
27 Furniture & Fixtures	861	2,711	2,200	511	3,401
28 Total Expenses Before Depreciation	<u>201,240</u>	<u>643,536</u>	<u>593,610</u>	<u>49,926</u>	<u>565,366</u>
29 Depreciation	<u>1,487</u>	<u>6,627</u>	<u>7,026</u>	<u>(399)</u>	<u>6,138</u>
30 Total Expenses	<u>202,726</u>	<u>650,163</u>	<u>600,636</u>	<u>49,527</u>	<u>571,504</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>(48,357)</u>	<u>(42)</u>	<u>5,083</u>	<u>(5,125)</u>	<u>38,126</u>

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Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4  
 Date Prepared: 8/14/2025 REVISED

**DETAILED STATEMENTS OF ACTIVITIES**  
 May 1 - April 30

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Annual Charge Share	94,499	394,664	400,219	(5,555)	381,000
A. CA Base Annual Charge Share	90,095	360,380	360,378	2	347,604
B. CA Medical Reimbursement	9,792	39,168	37,832	1,336	32,724
C. Other CA Reimbursement	168	672	2,009	(1,337)	671
D. Payment to CA for excess cash reserves	(5,556)	(5,556)	0	(5,556)	0
2 Lease & Rental	58,470	246,196	200,000	46,196	213,777
A. Room Rentals	42,084	186,776	115,000	71,776	135,773
B. Leases	16,386	59,402	85,000	(25,598)	78,004
C. Retained Deposits	0	18	0	18	0
3 Tuition & Enrollment	0	0	0	0	9,203
A. Classes	0	0	0	0	0
B. Camps	0	0	0	0	9203
C. Other	0	0	0	0	0
4 Interest	678	3,475	500	2,975	2,689
5 Special Events	350	3,708	5,000	(1,292)	2,215
6 Fees	0	52	0	52	35
A. Copier	0	52	0	52	0
B. Late Fees	0	0	0	0	0
C. Postage	0	0	0	0	0
D. Notary	0	0	0	0	0
E. Other	0	0	0	0	35
7 Miscellaneous	373	2,027	0	2,027	710
A. Sales	70	295	0	295	0
B. Newsletter Ads	0	0	0	0	0
C. Catering/Food Service	0	0	0	0	0
D. Other	303	1,732	0	1,732	710
8 Gain/loss on Disposal of Asset		0	0	0	0
<b>Total Income</b>	<b>154,369</b>	<b>650,121</b>	<b>605,719</b>	<b>44,402</b>	<b>609,630</b>

Village: WILDE LAKE  
 Fiscal Year: FY25  
 Quarter: 4

DETAILED STATEMENTS OF ACTIVITIES  
 May 1 - April 30

<u>EXPENSES</u>	<u>Actual Quarter</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>YTD Prior Year</u>
9 Staff Salaries	78,006	306,098	335,000	(28,903)	290,725
10 Janitorial Wages	4,859	22,148	20,000	2,148	18,529
11 Contract Labor	0	60	2,000	(1,940)	230
12 Payroll Benefits	14,700	56,808	35,000	21,808	47,237
13 Payroll Taxes	8,980	29,292	22,000	7,292	23,742
14 Janitorial Expense	9,115	31,769	28,960	2,809	20,837
A. Cleaning Service	8,206	27,753	22,000	5,753	16,505
B. Setup & Breakdown	0	0	0	0	0
C. Floors, Carpets and Windows	0	445	1,500	(1,055)	743
D. Supplies	909	3,571	5,460	(1,889)	3,589
15 Fees	11,901	39,731	28,500	11,231	39,774
A. Accounting	3,550	13,642	17,500	(3,859)	14,297
B. Legal	2,610	11,955	5,000	6,955	0
C. Performance	(183)	0	0	0	0
D. Audit	0	0	0	0	8,009
E. Web	112	306	1,000	(694)	2
F. Other	5,813	13,829	5,000	8,829	17,466
16 Operating Expenses	3,594	15,811	21,000	(5,189)	23,894
A. Office Supplies	597	3,608	3,000	608	3,528
B. Program Supplies	0	82	1,000	(918)	1,707
C. Cost of Goods Sold	0	100	0	100	71
D. Postage	301	749	500	249	1,160
E. Staff Development	103	2,002	5,000	(2,998)	6,635
F. Catering/Food Service	0	27	3,500	(3,473)	0
G. Other	2,593	9,243	8,000	1,243	10,793
17 Business Expenses	410	1,295	2,600	(1,305)	2,092
A. Mileage	0	0	500	(500)	0
B. Food (Business Meals)	410	1,201	1,500	(299)	1,771
C. Other	0	94	600	(506)	321
18 Insurance	0	7,690	7,500	190	9,321
19 Advertising	0	613	1,500	(887)	1,011
20 Newsletter	0	0	3,700	(3,700)	2,200
21 Other Printing	277	277	1,000	(723)	119
22 Donations/Contributions	27,750	29,250	3,500	25,750	2,800
23 Special Events	10,319	25,866	13,000	12,866	10,585
24 Taxes	0	0	650	(650)	1,088
25 Utilities	15,824	44,542	41,500	3,042	41,589
A. Gas & Electric	12,354	32,168	28,000	4,168	28,778
B. Water & Sewer	1,636	5,129	7,000	(1,871)	6,420
C. Telephone	1,835	7,246	6,500	746	6,391
26 Repairs & Maintenance	14,646	29,575	24,000	5,575	26,192
A. Building	11,422	20,355	5,000	15,355	16,638
B. Equipment	1,024	1,904	1,000	904	3,248
C. Rental	0	0	0	0	0
D. Vandalism	0	0	0	0	0
E. Other	2,200	7,316	18,000	(10,684)	6,306
27 Furniture, Fixtures and Equipment	861	2,711	2,200	511	3,401
28 Total Expenses Before Depreciation	201,240	643,536	593,610	49,926	565,366
29 Depreciation	1,487	6,627	7,026	(399)	6,138
30 Total Expenses	202,726	650,163	600,636	49,527	571,504
Increase/(Decrease) in Unrestricted Net Assets	(48,357)	(42)	5,083	(5,125)	38,126



**Summary Statements of Activities**  
**Variance Report (REVISED - 9/2/2025)**  
**FY2025, 4th Quarter (February – April 2025)**

**Income**

<b>Budget Line Item</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance/Description</b>
#1 CA Annual Charge Share	\$394,664	\$400,219	(\$5,555) Return of unused funds to CA.
#4 Interest	\$3,475	\$500	\$2,975 - Interest assessed is greater than budgeted
#5 Special Events	\$3,708	\$5000	(\$1,292) - Held fewer revenue generating events/reduced sponsorships than anticipated
#7 Miscellaneous Income	\$2,027	\$0	Art Gallery fees and commissions, and resale package sales.

**Expenses**

<b>Budget Line Item</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance/Description</b>
#11 Contract Labor	\$60	\$2,000	Fewer events offered that required contract labor (\$1,940 underbudget)
#12 Payroll Benefits	\$56,808	\$35,000	Increase in benefit eligible employees (\$21,808 over budget) – Pension 401K plan – Three employees are eligible.
#13 Payroll Taxes	\$29,292	\$22,000	Increased staffing (\$7,292 over budget). Fees to ADP for payroll processing and payroll tax.

#15 Fees	\$39,731	\$28,500	Unanticipated legal fees (\$6,955 over budget). The other fees (\$8,829 over budget include payments for website management, music licensing, human resources consultation, and bankcard fees.)
#17 Business Expenses	\$1,295	\$2,600	Fewer business expenses realized (\$1,305 underbudget)
#19 Advertising	\$613	\$1,500	Less funds were used for advertising this year. (\$887 underbudget)
#20 Newsletter	\$0	\$3,000	The newsletter was electronic, and no fees were incurred. (\$3,700 underbudget)
#21 Other Printing	\$277	\$1000	Fewer printing project realized. (\$723 underbudget)
#22 Donations/Contributions	\$29,500	\$3,500	Additional community impact grants provided to schools and local organizations (over budget). The board approved providing funding to the Wilde Lake endowment at Howard Community College; the Wilde Lake Fund and Club Wilde Lake Fund at the Community Foundation of Howard County; and community impact grants to the Columbia Housing Center, Luminus, The Village in Howard County, Silhouette Stages, Community Ecology Institute, STAND, and the four schools located in the Village of Wilde Lake.
#23 Special Events	\$25,866	\$13,000	Increased expenses for free community events – Book Party (new), Fall Festival and Appreciation Luncheon for CA Open Space Team. Also includes an invoice from the Election 2024 that was received in August 2024. (\$12,886 over budget)
#24 Taxes	\$0	\$650	Timing

Input cells

Village: Wilde Lake  
 Fiscal Year: FY26  
 Quarter: 1  
 Date Prepared: 25-Aug-25

**STATEMENTS OF FINANCIAL POSITION**  
**May 1 - July 31**

	FY26	FY25	Variance
<b>ASSETS</b>			
<b>CASH AT END OF PERIOD:</b>			
Cash (Petty Cash)	105	120	(16)
Cash (Checking Accounts)	116,646	117,217	(571)
Cash (Savings Accounts)	133,664	161,403	(27,739)
Short term investments	68,377	66,431	1,946
<b>Total Cash and Investments</b>	<b>318,791</b>	<b>345,171</b>	<b>(26,380)</b>
Accounts Receivable	18,028	21,023	(2,995)
Loan Receivable	0	0	0
Prepaid Expenses	0	401	(401)
Inventory	0	0	0
<b>Other Current Assets</b>	<b>18,028</b>	<b>21,424</b>	<b>(3,396)</b>
Furniture, Fixtures and Leasehold Improvements	168,637	168,637	0
Accumulated Depreciation	(151,499)	(145,162)	(6,337)
<b>Net Furniture and Fixtures</b>	<b>17,138</b>	<b>23,475</b>	<b>(6,337)</b>
<b>OTHER ASSETS:</b>			
Right of use asset, operating lease	0	0	0
			0
<b>Total Other Assets</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>353,957</b>	<b>390,070</b>	<b>(36,113)</b>
<b>LIABILITIES AND NET ASSETS</b>			
Accounts Payable	6,079	3,590	2,489
Amount Payable to CA for excess cash reserves	5,556	0	5,556
Security Deposits	16,715	12,814	3,901
Sales Tax	0	0	0
Deferred Revenue - CA	104,590	100,055	4,535
Deferred Revenue - Other	0	4,991	(4,991)
Accrued Liabilities - Payroll	29,425	24,786	4,639
Accrued Liabilities - Other	6,636	6,535	101
Long Term Debt Due Within 1 Year	0	0	0
Lease liability - current	0	0	0
			0
			0
<b>Subtotal - Short Term Liabilities</b>	<b>169,001</b>	<b>152,771</b>	<b>16,230</b>
Long Term Debt Due After 1 Year	0	0	0
Lease liability - non-current	0	0	0
			0
<b>Subtotal - Long Term Liabilities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unrestricted Net Assets:</b>			
Beginning of year	180,692	181,484	(792)
Increase/(Decrease) in Unrestricted Net Assets for Year	4,265	55,815	(51,551)
<b>Net Assets - Year-to-Date</b>	<b>184,957</b>	<b>237,299</b>	<b>(52,343)</b>
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<b>353,957</b>	<b>390,070</b>	<b>(36,113)</b>

Village: Wilde Lake  
 Fiscal Year: FY2026  
 Quarter: 1  
 Date Prepared: 25-Aug-25

**SUMMARY STATEMENTS OF ACTIVITIES**  
**May 1 - July 31**

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Annual Charge Share Grant	104,590	104,590	104,591	(1)	100,055
2 Lease & Rental	81,610	81,610	81,560	50	74,397
3 Tuition & Enrollment	0	0	0	0	13,830
4 Interest	295	295	150	145	878
5 Special Events	0	0	0	0	0
6 Fees	0	0	0	0	0
7 Miscellaneous	419	419	0	419	1,075
8 Gain/loss on Disposal of Asset	0	0	0	0	0
Total Revenue	<u>186,914</u>	<u>186,914</u>	<u>186,301</u>	<u>613</u>	<u>190,235</u>
<b>EXPENSES</b>					
9 Staff Salaries	100,704	100,704	100,700	4	67,777
10 Janitorial Wages	7,810	7,810	7,800	10	5,293
11 Contract Labor	0	0	375	(375)	0
12 Payroll Benefits	15,128	15,128	15,000	128	12,631
13 Payroll Taxes	12,899	12,899	12,900	(1)	6,927
14 Janitorial Expense	7,019	7,019	7,250	(231)	9,286
15 Fees	8,912	8,912	7,780	1,132	5,541
16 Operating Expenses	3,443	3,443	4,250	(807)	3,830
17 Business Expenses	312	312	440	(128)	503
18 Insurance	9,266	9,266	8,000	1,266	7,652
19 Advertising	50	50	50	0	407
20 Newsletter	0	0	100	(100)	0
21 Other Printing	0	0	250	(250)	0
22 Donations/Contributions	500	500	500	0	0
23 Special Events	881	881	900	(19)	1,201
24 Taxes	0	0	0	0	0
25 Utilities	7,282	7,282	7,300	(18)	7,308
26 Repairs & Maintenance	6,747	6,747	7,050	(303)	2,844
27 Furniture, Fixtures and Equipment	329	329	330	(1)	1,563
28 Total Expenses Before Depreciation	<u>181,282</u>	<u>181,282</u>	<u>180,975</u>	<u>307</u>	<u>132,764</u>
29 Depreciation	1,367	1,367	1,367	(0)	1,656
30 Total Expenses	<u>182,649</u>	<u>182,649</u>	<u>182,342</u>	<u>307</u>	<u>134,420</u>
Increase/(Decrease) in Unrestricted Net Assets	<u>4,265</u>	<u>4,265</u>	<u>3,959</u>	<u>306</u>	<u>55,815</u>

Input cells

Village: Wiide Lake  
 Fiscal Year: FY2026  
 Quarter: 1  
 Date Prepared: 25-Aug-25

**DETAILED STATEMENTS OF ACTIVITIES**

May 1 - July 31

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>REVENUES</b>					
1 CA Annual Charge Share Grant	<b>104,590</b>	<b>104,590</b>	<b>104,591</b>	<b>(1)</b>	<b>100,055</b>
A. CA Base Annual Charge Share Grant	92,798	92,798	92,798	(1)	90,095
B. CA Medical Reimbursement	11,283	11,283	11,283	(0)	9,792
C. Other CA Reimbursement	510	510	510	0	168
D. Payment to CA for excess cash reserves	0	0	0	0	0
2 Lease & Rental	<b>81,610</b>	<b>81,610</b>	<b>81,560</b>	<b>50</b>	<b>74,397</b>
A. Room Rentals	67,580	67,580	67,580	(0)	67,311
B. Leases	13,980	13,980	13,980	0	7,068
C. Retained Deposits	50	50	0	50	18
3 Tuition & Enrollment	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,830</b>
A. Classes	0	0	0	0	0
B. Camps	0	0	0	0	13830
C. Other	0	0	0	0	0
4 Interest	<b>295</b>	<b>295</b>	<b>150</b>	<b>145</b>	<b>878</b>
5 Special Events	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6 Fees	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
A. Copier	0	0	0	0	0
B. Late Fees	0	0	0	0	0
C. Postage	0	0	0	0	0
D. Notary	0	0	0	0	0
E. Other	0	0	0	0	0
7 Miscellaneous	<b>419</b>	<b>419</b>	<b>0</b>	<b>419</b>	<b>1,075</b>
A. Sales	0	0	0	0	25
B. Newsletter Ads	0	0	0	0	0
C. Catering/Food Service	0	0	0	0	0
D. Other	419	419	0	419	1,050
8 Gain/loss on Disposal of Asset	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>186,914</b>	<b>186,914</b>	<b>186,301</b>	<b>613</b>	<b>190,235</b>

Village: Wilde Lake  
 Fiscal Year: FY2026  
 Quarter: 1

**DETAILED STATEMENTS OF ACTIVITIES**  
**May 1 - July 31**

	Actual Quarter	YTD Actual	YTD Budget	Variance	YTD Prior Year
<b>EXPENSES</b>					
9 Staff Salaries	100,704	100,704	100,700	4	67,777
10 Janitorial Wages	7,810	7,810	7,800	10	5,293
11 Contract Labor	0	0	375	(375)	0
12 Payroll Benefits	15,128	15,128	15,000	128	12,631
13 Payroll Taxes	12,899	12,899	12,900	(1)	6,927
14 Janitorial Expense	7,019	7,019	7,250	(231)	9,286
A. Cleaning Service	6,063	6,063	6,250	(187)	7,670
B. Setup & Breakdown	0	0	0	0	0
C. Floors, Carpets and Windows	0	0	0	0	0
D. Supplies	957	957	1,000	(43)	1,616
15 Fees	8,912	8,912	7,780	1,132	5,541
A. Accounting	3,367	3,367	3,400	(33)	3,358
B. Legal	2,413	2,413	2,400	13	0
C. Performance	830	830	0	830	100
D. Audit	0	0	0	0	0
E. Web	0	0	0	0	0
F. Payroll	1,156	1,156	1,150	6	0
G. Other	1,146	1,146	830	316	2,083
16 Operating Expenses	3,443	3,443	4,250	(807)	3,830
A. Office Supplies	747	747	750	(3)	1,698
B. Program Supplies	0	0	250	(250)	82
C. Cost of Sales (e.g. HOA documents, tent rental)	0	0	0	0	0
D. Postage	161	161	50	111	73
E. Staff Development	819	819	875	(56)	250
F. Catering/Food Service	0	0	625	(625)	0
G. Other	1,716	1,716	1,700	16	1,727
17 Business Expenses	312	312	440	(128)	503
A. Mileage	0	0	125	(125)	0
B. Food (Business Meals)	72	72	75	(3)	503
C. Other	240	240	240	0	0
18 Insurance	9,266	9,266	8,000	1,266	7,652
19 Advertising	50	50	50	0	407
20 Newsletter	0	0	100	(100)	0
21 Other Printing	0	0	250	(250)	0
22 Donations/Contributions	500	500	500	0	0
23 Special Events	881	881	900	(19)	1,201
24 Taxes	0	0	0	0	0
25 Utilities	7,282	7,282	7,300	(18)	7,308
A. Gas & Electric	4,186	4,186	4,200	(14)	5,373
B. Water & Sewer	1,273	1,273	1,300	(27)	79
C. Telephone	1,822	1,822	1,800	22	1,856
26 Repairs & Maintenance	6,747	6,747	7,050	(303)	2,844
A. Building	1,226	1,226	4,800	(3,574)	688
B. Equipment	3,556	3,556	250	3,306	560
C. Rental	0	0	0	0	0
D. Vandalism	0	0	0	0	0
E. Other	1,965	1,965	2,000	(35)	1,596
27 Furniture, Fixtures and Equipment	329	329	330	(1)	1,563
28 Total Expenses Before Depreciation	181,282	181,282	180,975	307	132,764
29 Depreciation	1,367	1,367	1,367	(0)	1,656
30 Total Expenses	182,649	182,649	182,342	307	134,420

Village:  
 Fiscal Year:  
 Date Prepared:

Wilde Lake  
 FY2026  
 25-Aug-25

**OPERATING BUDGET SPREADSHEET BY QUARTER**

	1st Quarter FY2026	2nd Quarter FY2026	3rd Quarter FY2026	4th Quarter FY2026	Annual Budget FY2026
<b>REVENUES</b>					
1 CA Annual Charge Share Grant	<b>104,591</b>	<b>104,590</b>	<b>104,590</b>	<b>104,590</b>	<b>418,359</b>
A. CA Base Annual Charge Share Grant	92,798	92,797	92,797	92,797	371,189
B. CA Medical Reimbursement	11,283	11,283	11,283	11,283	45,131
C. Other CA Reimbursement	510	510	510	510	2,039
D. Payment to CA for excess cash reserves					0
2 Lease & Rental	<b>81,560</b>	<b>56,175</b>	<b>56,175</b>	<b>56,090</b>	<b>250,000</b>
A. Room Rentals	67,580	27,500	27,500	27,420	150,000
B. Leases	13,980	28,675	28,675	28,670	100,000
C. Retained Deposits					0
3 Tuition & Enrollment	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
A. Classes	0	0	0	0	0
B. Camps	0	0	0	0	0
C. Other	0	0	0	0	0
4 Interest	<b>150</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>600</b>
5 Special Events	<b>0</b>	<b>1,000</b>	<b>4,100</b>	<b>900</b>	<b>6,000</b>
6 Fees	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
A. Copier	0	0	0	0	0
B. Late Fees	0	0	0	0	0
C. Postage	0	0	0	0	0
D. Notary	0	0	0	0	0
E. Other	0	0	0	0	0
7 Miscellaneous	<b>0</b>	<b>125</b>	<b>150</b>	<b>75</b>	<b>350</b>
A. Sales	0	100	100	50	250
B. Newsletter Ads	0	25	50	25	100
C. Catering/Food Service	0	0	0	0	0
D. Other	0	0	0	0	0
8 Gain/loss on Disposal of Asset	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Income</b>	<b>186,301</b>	<b>162,040</b>	<b>165,165</b>	<b>161,805</b>	<b>675,309</b>

Village:  
Fiscal Year:  
Date Prepared:

Wilde Lake  
FY2026  
25-Aug-25

**BUDGET SPREADSHEET BY QUARTER**

	1st Quarter FY2026	2nd Quarter FY2026	3rd Quarter FY2026	4th Quarter FY2026	Annual Budget FY2026
<b>EXPENSES</b>					
9 Staff Salaries	100,700	86,400	86,400	86,500	360,000
10 Janitorial Wages	7,800	5,700	5,700	5,800	25,000
11 Contract Labor	375	375	375	375	1,500
12 Payroll Benefits	15,000	10,700	10,700	10,600	47,000
13 Payroll Taxes	12,900	4,000	4,000	4,100	25,000
14 Janitorial Expense	7,250	13,950	8,900	8,900	39,000
A. Cleaning Service	6,250	6,250	6,250	6,250	25,000
B. Setup & Breakdown	0	0	0	0	0
C. Floors, Carpets and Windows	0	6,000	1,000	1,000	8,000
D. Supplies	1,000	1,700	1,650	1,650	6,000
15 Fees	7,780	11,360	11,360	11,500	42,000
A. Accounting	3,400	5,000	5,000	5,100	18,500
B. Legal	2,400	4,200	4,200	4,200	15,000
C. Performance	0	0	0	0	0
D. Audit	0	0	0	0	0
E. Web	0	500	500	500	1,500
F. Payroll	1,150	1,425	1,425	1,500	5,500
G. Other	830	235	235	200	1,500
16 Operating Expenses	4,250	4,325	4,425	5,000	18,000
A. Office Supplies	750	925	925	900	3,500
B. Program Supplies	250	250	250	250	1,000
C. Cost of Sales (e.g. HOA documents, tent rental)	0	0	0	0	0
D. Postage	50	50	150	750	1,000
E. Staff Development	875	875	875	875	3,500
F. Catering/Food Service	625	625	625	625	2,500
G. Other	1,700	1,600	1,600	1,600	6,500
17 Business Expenses	440	585	585	590	2,200
A. Mileage	125	125	125	125	500
B. Food (Business Meals)	75	375	375	375	1,200
C. Other	240	85	85	90	500
18 Insurance	8,000	0	0	0	8,000
19 Advertising	50	500	500	450	1,500
20 Newsletter	100	100	100	4,200	4,500
21 Other Printing	250	250	250	250	1,000
22 Donations/Contributions	500	2,100	2,100	2,300	7,000
23 Special Events	900	1,700	5,200	5,200	13,000
24 Taxes	0	210	210	230	650
25 Utilities	7,300	12,660	12,860	12,680	45,500
A. Gas & Electric	4,200	9,200	9,400	9,200	32,000
B. Water & Sewer	1,300	1,725	1,725	1,750	6,500
C. Telephone	1,800	1,735	1,735	1,730	7,000
26 Repairs & Maintenance	7,050	4,600	4,600	4,750	21,000
A. Building	4,800	1,700	1,700	1,800	10,000
B. Equipment	250	250	250	250	1,000
C. Rental	0	0	0	0	0
D. Vandalism	0	0	0	0	0
E. Other	2,000	2,650	2,650	2,700	10,000
27 Furniture, Fixtures and Equipment	330	700	700	770	2,500
28 Total Expenses Before Depreciation	180,975	160,215	158,965	164,195	664,350
29 Depreciation	1,367	1,367	1,366	2,374	6,474
30 Total Expenses	182,342	161,582	160,331	166,569	670,824
Increase/(Decrease) in Unrestricted Net Assets	3,959	458	4,834	-4,765	4,485

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**Wilde Lake CARES financial request**

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**Bess Caplan** <bess.caplan@gmail.com>

Wed, Aug 27, 2025 at 7:06 AM

To: krathbun-wlvb@wildelake.org, fuy-wlvb@wildelake.org, brandon.cogdell-wlvb@wildelake.org, Kevin McAilley &lt;klmcaliley-wlvb@wildelake.org&gt;, erichards-wlvb@wildelake.org, Sharon Cooper-Kerr &lt;scooperkerr@wildelake.org&gt;

Cc: Susan Tucker &lt;sjennist@gmail.com&gt;, Susan Hellenbrand &lt;susan.hellenbrand@gmail.com&gt;

Hi folks. I would like to be added to the agenda for the next village board meeting. Wilde Lake CARES is asking for support of \$150 to help with our 10th anniversary celebration which will take place on October 19th at 3pm at the Snowy Reach Adopt a Spot. We will use the funds to purchase some light fare like lemonade and cookies and a small giveaway like water bottle stickers with the CARES logo. Please confirm if we can be added to the agenda for the next meeting. Thank you.

Sincerely,

Bess Caplan  
Chair, Wilde Lake CARES[besswlvb@gmail.com](mailto:besswlvb@gmail.com)

## CONDUCT OF MEETINGS

1. Before the meeting, the Board Room will be set up by the Manager according to the approved plan. This will include table seating for the Board members, an appropriate seating area for the Secretary, a limited number of chairs for the public, and adequate space around the door for wheelchair access and safe egress.

*In compliance with fire and safety codes, chairs will never be added to the planned layout to increase seating capacity. The current room size limits the capacity to a maximum of 32 people, 7 Directors and Officers at the table and 25 members of the public in the room. The large tables, the use of loose chairs, and the requirement for space around the door may limit this even further.*

2. Public seating will be on a first come first served basis. When all seats are full, additional people must wait in the lobby until a seat becomes available. If possible, a monitor will be set up in the Lobby, so everyone can both see and hear the meeting.

3. Sign-up sheets will be available before the meeting for anyone who wishes to participate in Resident Speak Out. Anyone on Zoom may request that the Secretary add their name to the sign-up sheet. As the meeting is being called to order, the Secretary will give the sign-up sheets to the Chair for use during Resident Speak Out.

4. If more than 5 people have signed up to speak, the Chair will consult with the Board to determine whether the Board prefers to extend the time for Resident Speak Out and/or reserve additional time later in the meeting. This decision will be included in the agenda as it is approved.

5. All meetings will be recorded, and the recording posted as soon as possible.

*Under Maryland law, anyone may record a zoom meeting that is available to the public. Everyone who joins a hybrid meeting of the Board can easily make a recording of the meeting on their computer. It is important that the Association keep its own accurate recording.*

6. When going into closed session, the recording shall continue until the room has been cleared of everyone not remaining in the closed session. Recording shall be stopped before any discussion begins. Anyone needing to recuse or be excused from the closed session shall remain until discussion begins and then leave. The recording shall be restarted as soon as the Chair declares that the Board is back in open session.

7. Once the meeting is called to order, as with any public or corporate board, only the Board members are allowed to participate in the discussion or activities of the Board. In extraordinary circumstances, a member of the public may indicate a desire to be recognized by standing up or raising a hand to the Chair. The Chair may recognize a member of the public during the meeting at their discretion.

8. Anyone attending the meeting on Zoom will be placed on mute/silent by the Secretary before the meeting begins. Except for Board Members, Zoom participants will remain on mute/silent unless recognized by the Chair during Resident Speak Out.

9. Once the meeting is called to order, the members of the public will also remain quiet during the meeting unless recognized by the Chair during Resident Speak Out. Any member of the public who makes comments, asks questions, or otherwise attempts to participate in the actual meeting of the Board will be admonished by the Chair or the Vice Chair. If the individual has been admonished twice and continues to be disruptive, he or she will be asked to leave.

10. Anyone being disruptive will be admonished. If the disruption does not stop, they will be asked to leave.

11. When the Board prepares to go into closed session, the Chair will announce the closed session and ask the members of the public to leave the room. The Vice Chair and the Secretary will assist the public in clearing the room.

12. The Chair may call a 10-minute recess at any time during a meeting for any reason including moving the meeting to another room.

13. A Board member may leave the meeting at any time and for any reason. If a Board member leaves the room, and there is no longer a quorum present, then the meeting will be declared in recess for 10 minutes. If a quorum is not restored within 10 minutes, the Chair may declare the meeting Adjourned by Loss of Quorum.

#### 14. Town Hall Meetings:

If the Board chooses, any meeting of the Board may be turned into a Town Hall Meeting where members of the public are permitted and encouraged to ask questions, make suggestions, give short presentations, etc.

The Board will go into regular session and approve an agenda that includes the Town Hall Meeting. If there is urgent business that must be conducted during the meeting, the Board will decide whether this will be done before or after the Town Hall section of the meeting.

As with all Board meetings, the Town Hall Meeting will be recorded and posted; it will be conducted by the Chair or Vice Chair; individuals will need to be recognized before speaking; and disruptive behavior will be grounds for removal.

August 2025